

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, January 26, 2015 at 4:00 p.m. at the District Office, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Theodore Mena	Vice President
Duane Holland	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Kay Holmes	District Accountant
Troy Lyn	District Engineer
David McIntosh	Director of Utilities
Ed Stover	Water Department
Tim Martin	Wastewater Department
Randy Frederick	Drainage
Steve Seigfried	Field Superintendent
John McKune	Consultant
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
Marc Grace	Keefe McCullough

The following is a summary of the minutes and actions taken during the January 26, 2015 CSID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the December 15, 2014 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the December 15, 2014 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the minutes were approved.
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THIRD ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Consideration of Stormwater Permit for Building Extension at Our Lady of Health Catholic Church

Mr. Hanks reviewed the revised plans submitted by Our Lady of Health Catholic Church for their building extensions. He recommended approval contingent upon the special conditions outlined in his review.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the stormwater permit for Our Lady of Health Catholic Church at 201 N. University Drive was approved with the special conditions outlined in the engineer's review.

FIFTH ORDER OF BUSINESS

Presentation and Acceptance of Financial Audit for Fiscal Year 2014

Mr. Grace provided an overview and answered questions regarding the financial audit for Fiscal Year 2014.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the financial audit for Fiscal Year 2014 was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Bid for Cleaning of Plant C

Mr. McIntosh reported Shenandoah General Construction Company was the sole bidder for the cleaning of Plant C at a total of \$32,500. This is the same amount as last year when they cleaned Plant E.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the bid for cleaning of Plant C was awarded to Shenandoah General Construction Company for a total of \$32,500.

SEVENTH ORDER OF BUSINESS

Consideration of Blower #9 Retrofit Quote

Mr. McIntosh explained this was budgeted for this Fiscal Year. It is a single source supplier and the proposal of \$32,475 is similar to what was paid for Blowers #10 and #11.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the bid from Barney’s Pump, Inc. at a cost of \$32,475 for a retrofit for Blower #9 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Work Authorizations

- B. Work Authorization #87.1, Amending Work Authorization #87 for a Decrease of \$4,417.35**

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #87.1 was approved for a total decrease of \$4,417.35.

- C. Work Authorization #92.1, Amending Work Authorization #92 for a Decrease of \$25,440**

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #92.1 was approved for a total decrease of \$25,440.

- D. Work Authorization #93.1, Amending Work Authorization #93 for an Increase of \$15,282.79**

Mr. Lyn reviewed Work Authorization #93.1.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor Work Authorization #93.1 was approved for a total increase of \$15,282.79.

- A. Action to Authorize the Balance of Work Authorization #101 for Wells #4 and #7 Construction**

The Board previously approved the amount of \$450,000 for Work Authorization #101.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the remaining balance of \$520,640.61 for Work Authorization #101 was approved.

NINTH ORDER OF BUSINESS

Staff Reports

- A. Manager – Ken Cassel**

Mr. Cassel reported he is working on finalizing the execution of the settlement agreement with CH2M Hill. He also reported staff will bring back a proposal from AMPS for a maintenance contract for Wells #5, #10 and #11. They will do a maintenance contract on two other wells pro bono.

B. Engineer – Troy Lyn (Report Included)

Mr. Lyn reviewed the Project Status Report, a copy of which is attached hereto and made a part of the public record.

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

This item is for informational purposes only.

Mr. Daly also discussed the following:

- The newsletters were mailed out.
- A date for the Open House needs to be set.

- **Water – Ed Stover (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Sewer – Tim Martin (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Stormwater – Randy Frederick (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Stephen Seigfried (Department Report and Water Break Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

Mr. McIntosh distributed a preliminary analysis of water plant operational costs showing comparisons from the lime softening process to the nano filtration process.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the department reports were accepted.

D. Attorney

There being no report, the next item followed.

TENTH ORDER OF BUSINESS

Approval of Financial Statements for December 2014

Ms. Holmes reviewed the financials.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the financials were approved.

ELEVENTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Holland thanked Mr. Daly for making cards of *The 7 Habits of Highly Effective People*.
- Mr. Shank thanked everyone for their condolences.

TWELFTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the meeting was adjourned.



 Kenneth Cassel
 Assistant Secretary



 Martin Shank
 President