

**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, November 16, 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
William Capko	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Ed Stover	Water Department
Randy Frederick	Drainage
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Rick Olson	Globaltech
John McKune	Consultant

The following is a summary of the minutes and actions taken during the November 16, 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 October 19, 2015 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the October 19, 2015 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the October 19, 2015 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Update on General Diesel Spill Remediation – David Hayman

Mr. McIntosh reported the following:

- A permit needed to be obtained from the County.
- There are two alternatives to help remediate the spill: source removal and install an extraction system.
- Source removal is less expensive and the insurance company agreed to proceed with that option two weeks ago.
- During a final evaluation before starting the work, one of the engineers pointed out that by removing some of the earth around it for the source removal option there can be some undermining of the slab the generator sits on resulting in the soil not compacting properly after removal.
- Further discussion with the insurance company is expected to conclude this week and the remediation process will begin shortly after.

FIFTH ORDER OF BUSINESS

Consideration of Right-of-Way Permits for Comcast Communications, LLC

- A. **Installation of 4” PVC Bridge Attachment at Canal C1 at Atlantic Boulevard**
- B. **Installation of 2-2” HDPE Conduits via Trench at Canal L-101 at Atlantic Boulevard**

The Board reviewed the permit applications.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the right-of-way permits as listed above were approved.

SIXTH ORDER OF BUSINESS

Consideration of Amendment Work Authorization #108 for High Service Pumps 6 and 5 Installation at a Total Cost of \$20,183

Mr. Lyn reviewed work associated with Work Authorization #108.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #108 at a total cost of \$20,183 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Phillips and Jordan Debris Removal Contract Renewal, Piggybacking off of Sunshine Water Control District

The Board reviewed the contract renewal with Phillips and Jordan.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Phillips and Jordan debris removal contract renewal was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Piggyback off of Palm Beach County Bid #11071C for the Purchase of Sodium Hypochlorite

Mr. Stover stated this is a continuation of a contract that is signed yearly for Sodium Hypochlorite. They have provided the same pricing for the past four years and remains a piggyback off of a Palm Beach County contract.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the contract with Allied Universal Corporation for the purchase of Sodium Hypochlorite, piggybacking off of Palm Beach County, was approved.

NINTH ORDER OF BUSINESS

Award of Culvert Cleaning Bid

Mr. Frederick reviewed the bids and recommended Fish Tech for a total of \$35,000.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the culvert cleaning bid was awarded to Fish Tech for a total cost of \$35,000.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Request from Broward County to Participate in Conservation Pays Program**

There was Board consensus to decline the request due to the fact the District has its own rebate program.

- **Consideration of Resolution 2016-1, Establishing CenterState Bank as the District Depository and Designating Signatories**

Mr. Cassel reviewed Resolution 2016-1, which formalizes the change of banks from Wells Fargo to CenterState Bank.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2016-1, establishing CenterState Bank as the District depository and designating signatories, was adopted.

- **Consideration of Resolution 2016-2, Amending the General Fund budget for Fiscal Year 2015**

Ms. Holmes reviewed Resolution 2016-2, which reappropriates revenues and expenditures for the Fiscal Year 2015 general fund budget.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2016-2, amending the general fund budget for Fiscal Year 2015, was adopted.

- **Discussion of Lake Coral Springs**

Mr. Cassel explained the District has flowage easements as well as an agreement with the HOA to do aquatic treatments. It is disadvantageous to the District to continue providing aquatic treatments. Residents are complaining and blaming the District for aesthetic issues the District does not have control over. This is a private lake and resources from all residents are being expended on this area. He recommends providing a 60-day termination notice.

Mr. Cassel will draft a termination letter to the HOA also notifying they are responsible for maintaining it in accordance with proper SFWMD permit requirements.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Board authorized the termination of agreement to maintain Lake Coral Springs.

Mr. Cassel also requested approval for Severn Trent Services to directly bill requestors for public records requests if applicable and in accordance with State Statutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor direct billing by Severn Trent Services to requestors of public records was approved.

Mr. Shank asked if there was a response to the letter Mr. Cassel sent to the City Manager. Mr. Cassel responded he has not received a response.

Mr. Shank directed Mr. Cassel to notify the City Commission that the City Manager has been ignoring his letters. Mr. Cassel will send a follow up letter to the City Manager and copy the City Commission.

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. The following was also discussed:

- Mr. Olson stated Mr. Hanks is working on the final draft of the stormwater site development criteria.
- Mr. Olson reported the contractor for the canal bank restoration project is demobilized. The only remaining item is the maintenance of sod in one area and the installation of a fence, which will be done on December 1, 2015.
- Mr. Olson provided the Board with a presentation on alternatives for Site 1A remediation, a copy of which is attached hereto and made a part of the public record. The Board requested Mr. Paul Brewer conduct a survey and title search of the area to confirm it is the District's responsibility.

C. Department Reports

- **Operations – Dan Daly**
 - **Utility Billing Work Orders**

This item is for informational purposes only.

Mr. Daly reported he will be writing a letter to Waste Pro and will copy the City Manager regarding issues they are having with them.

- **Utilities Update (David McIntosh)**

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

- **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.

- **Wastewater – 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 – Curt Dwiggin (Report Included)**

- **Missile Bores**

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

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the first manager’s workshop on strengths and weaknesses is tomorrow.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Capko reported the following:

- He received a phone call this morning from the Assistant City Attorney. He was told the District has been taken off their assessment roll going forward.
- Mr. Shank stated the District received the assessment bill. Mr. Capko requested a copy of the bill and he will follow up.
- He asked the Assistant City Attorney about the refund and was told they were awaiting direction from the City Manager’s office. There is a statute of limitation on the first four years the District can get a refund, which expires this Friday.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Board directed District Counsel to prepare and file a complaint against the City with regard to refunding of assessments.

ELEVENTH ORDER OF BUSINESS

Approval of Financial Statements for October 2015

There being no questions or comments,

On MOTION by Mr. St. Cavish seconded by Mr. Shank with all in favor the financials were approved.

TWELFTH ORDER OF BUSINESS

Supervisors' Request

The following was discussed:

- Mr. Holland complimented the work on the canal bank restoration.
- Mr. Shank addressed a phone call received from the City after a District employee made a complaint. He stated employees need to address issues with their department manager and then it needs to go up the chain of command.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the meeting adjourned.



 Kenneth Cassel
 Assistant Secretary



 Martin Shank
 President