

**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, May 18, 2015 at 4:00 p.m. at the District Office, 10300 NW 11<sup>th</sup> 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
Troy Lyn	District Engineer
Kay Holmes	District Accountant
David McIntosh	Director of Utilities
Ed Stover	Water Department
Tim Martin	Wastewater Department
Randy Frederick	Drainage
Shawn Frankenhauser	Drainage
Steve Seigfried	Field Superintendent
John McKune	Consultant
Rick Olsen	Globaltech
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
Rubel Siddique	Walters Zackria Associates
Oscar Martinez	Walters Zackria Associates
Bonnie Epstein	Resident

*The following is a summary of the minutes and actions taken during the May 18, 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 April 20, 2015 Meeting**

Mr. Shank stated each Board member received a copy of the minutes of the April 20, 2015 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 of the April 20, 2015 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Olsen reviewed the fence replacement for 1760 NW 126<sup>th</sup> Drive. The District is replacing a portion of the fence as part of the canal restoration project. The property owner is requesting to encroach a portion of the District’s right-of-way.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor District counsel was directed to draft an encroachment agreement for 1760 NW 126<sup>th</sup> Drive.

**FOURTH ORDER OF BUSINESS**

**Consideration of Permit for Safety Town at Kiwanis Park and Waiver of Tree Removal Requirement**

Mr. Hanks reviewed the permit request and request to waiver tree removal requirement for Safety Town at Kiwanis Park.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the tree removal requirement was waived contingent upon the recommended conditions made by Mr. Hank be met.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor the permit was approved.

**FIFTH ORDER OF BUSINESS**

**Award of Bid for Carpet Tile Installation in the Administration Building**

Mr. Daly reviewed the only bid received for the carpet tile project. Affordable Floor Coverings submitted a bid in the amount of \$10,997.06. They have done work for the District before and are reliable.

On MOTION by Mr. Holland seconded by Mr. Mena with all in favor the bid for carpet tile installation was awarded to Affordable Floor Coverings at a cost of \$10,997.06.

**SIXTH ORDER OF BUSINESS**

**Distribution of the Proposed Budget for Fiscal Year 2016 and Consideration of Resolution 2015-3**

Ms. Holmes reviewed the proposed general fund budget for Fiscal Year 2016.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Resolution 2015-3, approving the general fund budget for Fiscal Year 2016 and setting the public hearing for July 20, 2015, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #105 for WWTP Effluent Pump Station Electrical Analyses at a cost of \$11,374**

Mr. Lyn reviewed Work Authorization #105 and staff reviewed the need for the analysis.

On MOTION by Mr. Mena seconded by Mr. Holland with all in favor Work Authorization #105 in the amount of \$11,374 was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel discussed the following:

- He distributed and reviewed Change Order No. 1 to Work Authorization #102.1 for canal bank stabilization. Mr. Olsen provided more information on the project. The increase is \$84,167.85.

On MOTION by Mr. Holland seconded by Mr. Shank with all in favor Change Order No. 1 to Work Authorization #102.1 for canal bank stabilization at a net increase of \$84,167.85 was approved.

- He will be meeting with the County this week to discuss permit criteria.

**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.

- **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 – Stephen Seigfried (Report Included)**

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

- **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**

Mr. Capko reported he will be on a fourth month sabbatical and Mr. Bauman will be handling the District.

There was discussion regarding enforcement of grease trap cleaning.

**FOURTEENTH ORDER OF BUSINESS**

**Approval of Financial Statements for March 2015**

Ms. Holmes reviewed the financials.

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

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Request**

The following was discussed:

- Mr. Holland complemented Globaltech on their work.
- Mr. Shank noted the picnic is scheduled for June 6, 2015.


**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Mena second by Mr. Shank with all in favor  
the meeting was adjourned.

  
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Kenneth Cassel  
Assistant Secretary

  
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Martin Shank  
President