

**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 25, 2016 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
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Andrew Bauman	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Randy Frederick	Drainage Department
Jan Zilmer	Human Resources
Rick Olsen	Globaltech
John McKune	Consultant
James Barton	GIS Associates
Mark Grace	Keefe, McCullough and Associates

*The following is a summary of the minutes and actions taken during the January 25, 2016 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 21, 2015 Meeting**

Mr. Shank stated each Board member received a copy of the minutes of the December 21, 2015 meeting and requested any corrections, additions or deletions.

Mr. St. Cavish noted the third and fourth order of businesses are reversed. The reason for this is because the Board moved on to the fourth order of business in order to give Mr. Aiken time to find documents for his presentation.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the December 21, 2015 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Proposed Rates and Fees for Emergency Repairs Billed to Outside Contractors/Companies that Damage District Infrastructure**

Mr. Daly explained the District does not have an adopted rate structure for emergency repairs caused by accidents from outside companies working within the District. The proposed rate structure is as follows:

- Labor rate per employee - \$45 per hour.
- Afterhours (overtime) labor rate per employee - \$67.50 per hour.
- Use of backhoe equipment, including operator - \$130 per hour.
- Afterhours (overtime) use of backhoe equipment - \$152.50 per hour.
- Charge for sewer line cleaning machine - \$65 per hour.

Mr. Shank opened the public hearing. There being no comments from the public, the public hearing was closed.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the rates and fees for emergency repairs billed to outside contractors/companies for damaged District infrastructure were adopted as presented.

**FIFTH ORDER OF BUSINESS**

**Presentation by James Barton on GIS Program**

Mr. Barton provided an update on the GIS program and mapping process. They will be training Mr. Dwiggin on the system. Discussion ensued on what the Board and staff want included in the GIS map.

**SIXTH ORDER OF BUSINESS**

**Presentation and Acceptance of the Fiscal Year 2015 Financial Audit**

Mr. Grace provided an overview and answered questions regarding the financial audit for Fiscal Year 2015.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financial audit for Fiscal Year 2015 was accepted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Piggyback on Membrane Chemical Cleaning contract with American Water Chemicals and Palm Beach County**

Mr. Stephens explained the District has piggybacked off the County contract in the past and the contract is now up for renewal. The price has not increased.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor renewing the contract with American Water Chemicals, piggybacking off Palm Beach County, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Piggyback off Broward County Bid #Y1227120Q1**

Mr. Frederick explained this is for the purchase of Triploid Grass Carp for vegetation control in the canals.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor purchasing Triploid Grass Carp from Florida Fish Farms, Inc., piggybacking off of Broward County Bid #Y1227120Q1, was approved.

**NINTH ORDER OF BUSINESS**

**Award of Contract for Valve Exercise and Assessment Program**

Mr. Dwiggins reviewed the bid tabulation. Madsen/Barr Corporation had the lowest bid at \$28,347.25.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the contract for valve exercise and assessment program was awarded to Madsen/Barr Corporation at a total cost of \$28,347.25.

**TENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #109 for WWTP Blower Study for a Total Cost of \$20,390**

Mr. Martin reviewed the work associated with Work Authorization #109.

Mr. Shank questioned whether it was better to put this money towards a new blower.

Mr. McIntosh explained a new blower costs approximately \$60,000. Due to the intricacies with how the blowers are set up, it is better to have a study to determine the most efficient option.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with Mr. Holland and Mr. St. Cavish voting aye and Mr. Shank voting nay, Work Authorization #109 for the WWTP blower study was approved at a total cost of \$20,390.

**B. Work Authorization #110 for Degasifier Cleaning Pump for a Total Cost of \$68,627**

Mr. Martin reviewed the work associated with Work Authorization #110.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #110 for the degasifier cleaning pump was approved at a total cost of \$68,627.

**C. Work Authorization #111 for Train 3 Flow Meter Repair for a Total Cost of \$2,229**

The Board reviewed Work Authorization #111 for Train 3 flow meter repair, which was installed incorrectly. Mr. Cassel requested all the details so District Counsel can send a demand letter to CH2M Hill and Lanzo over latent defects.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #111 for Train 3 flow meter repair was approved at a total cost of \$2,229.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Sponsorship of the Broward County Waterway Cleanup**

The Board discussed sponsorship and participation in the Broward County Waterway Cleanup event.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor an amount of \$500 was approved to sponsor the Broward County Waterway Cleanup.

**TWELFTH OF ORDER OF BUSINESS**

**Consideration of Right-of-Way Permit for FPL to Install Underground Facilities under CSID Canal**

This item was tabled.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported he met with the Ms. Jennifer Bramley, Deputy City Manager, to discuss the issues addressed in his letter to Mr. Donmez.

**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.

Mr. Olsen provided the Board with information he is working on for the upcoming canal bank restoration project for Site 1A.

**C. Department Reports**

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

This item is for informational purposes only.

- **Utilities Update (David McIntosh)**

There being nothing additional to report, the next item followed.

- **Water – Joe Stephens (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.

- One of the residents at West 84<sup>th</sup> Way is complaining about canal bank erosion. It was originally identified as number nine on the priority list. The fence behind his property is at the waterline and almost in the canal.
- Mr. Olsen needs to gather information before he can determine a solution.

- **Field – Curt Dwiggin (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**

Mr. Zilmer reported the following:

- Nationwide Insurance will be at the District offices tomorrow to speak with staff about annuities. There will be three separate meetings: 9:00 a.m., 10:30 a.m. and 1:30 p.m.
- The Company Picnic will be April 16, 2016 at Quiet Waters Park.

- **Motion to Accept Department Reports**

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

**D. Attorney**

Mr. Bauman reported the City Attorney sent an email agreeing to settle the pending lawsuit and refund the wrongfully collected tax money to the District.

On MOTION by Mr. St. Cavish seconded by Mr. Shank with all in favor, Mr. Shank was authorized to execute any necessary documents associated with this settlement.

**FOURTEENTH ORDER OF BUSINESS**

**Approval of Financial Statements for December 2015**

The Board reviewed the financials.

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

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Request**

Mr. Shank and Mr. St. Cavish asked if the water can be tested for PFOA. Mr. McIntosh responded he can check with the lab once he has the chemical constituents.

**SIXTEENTH 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 was adjourned.



Kenneth Cassel  
Assistant Secretary



Martin Shank  
President