

**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 16, 2016 at 4:05 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Troy Lyn	District Engineer
David McIntosh	Director of Utilities
Kay Homes	District Accountant
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Randy Frederick	Drainage Department
Jan Zilmer	Human Resources
Jason Seigle	Drainage Department
Asad Husein	Drainage Department
Sete Zare	MBS Capital Markets, LLC
Kevin Mulshine	MBS Capital Markets, LLC
David Schulman	Globaltech
John McKune	District Consultant
Ron Stern	City of Coral Springs
Nathan Lewis	Botek Thurlow Engineering, Inc.
Glen Hanks	Glen Hanks Consulting Engineers, Inc.

The following is a summary of the minutes and actions taken during the May 16, 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 April 18, 2016 Meeting

Each Board member received a copy of the minutes of the April 18, 2016 meeting and Mr. Shank 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 April 18, 2016 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

The Board presented Mr. Jason Seigle and Mr. Asad Husein with a plaque and rewarded them a day off with full pay for their selfless act in assisting a resident during a traumatic event as well as representing CSID in a professional manner.

FOURTH ORDER OF BUSINESS

Presentation by MBS Capital Markets, LLC – Kevin Mulshine

The Board was presented with an overview of the following:

- Summary of outstanding bonds.
- Proposed refunding of Series 2007 bonds.
- Recap of 5 year debt coverage.
- S & P Rating criteria for utilities.
- MSRB Disclosure regarding the underwriter’s role.
- Discussion of private placement of Series 2007 bonds with Bank United.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor MBS Capital Markets, LLC was authorized to proceed with the refunding process of the Series 2007 bonds.

FIFTH ORDER OF BUSINESS

Tabled Items

A. Engagement Letter with Greenspoon Marder, PA for Bond Counsel Services

Discussion ensued regarding bringing Denise Ganz on board and the Board reviewed the proposed engagement letter.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the engagement letter for Greenspoon Marder, PA for Bond Counsel Services was approved.

SIXTH ORDER OF BUSINESS Consideration of Stormwater Permit for Fire Station 95

Mr. Cassel reported he had several discussions with the City and Mr. Lewis, the project engineer.

Mr. Hanks reviewed the following:

- Met with South Water Florida Management and shared what the District's approach is. They are agreeable with the approach.
- Existing facility will be demolished and a larger facility will be constructed with new codes.
- The City received bond funds to build this facility.
- Will work with a fixed budget with the City to implement additional stormwater measures.
 - Site is required to provide .36 acre feet storage at 100 year flood elevations.
 - Meets requirements for a 10 year flood elevation.
 - Modifying the number and dimension of existing outflow structures in order to control the discharge to District facilities and provide water collagen treatment.
- Terry has prepared the document.
- The District requests the following:
 - Installation of a security fence.
 - Installation of a gate allowing the District access.
 - Installation of a second fence to discourage access on the south side.
- The City will do the following:
 - Placement of all fencing will be subject to an encroachment agreement to be drafted by the District attorney.
 - The canal on the south side bank is deeper and in order to be in compliance, half a dozen trees will need to be removed.
 - The C bank will have to be relocated into the site 10-15 feet which will trigger redesign by the City.
 - City will install fencing to restrict and prohibit access to the steep section of the canal bank
 - The City will perform routine care and maintenance on the trees planted adjacent to District facilities.
 - Remove damaged, downed or diseased trees at their cost.

- The City also agrees to correct any future damage to the original canal bank from erosion or undercutting.

The city acknowledges or accepts the risk that the existing canal bank is potentially unstable.

On MOTION by Mr. Holland seconded Mr. St. Cavish by with all in favor a stormwater permit for Fire Station 95 was approved.

- Encroachment agreement was discussed.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the encroachment agreement with the modified exhibit was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter with Keefe McCullough for Fiscal Year 2016 Financial Audit

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the engagement letter with Keefe McCullough to perform the Fiscal Year 2016 Financial Audit was approved.

EIGHTH ORDER OF BUSINESS

Distribution of the Proposed General Fund Budget for Fiscal Year 2017 and Consideration of Resolution 2016-4, Approving the Budget and Setting the Public Hearing

Ms. Holmes reviewed the proposed budget for Fiscal Year 2017.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2016-4, approving the budget and setting the public hearing for July 18, 2016 at 4:00 pm, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Work Authorization #115 for Lime Plant Demolition at a Total Cost of \$575,815

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #115 for Lime Plant Demolition at a total cost of \$575,815 was approved.

TENTH ORDER OF BUSINESS

**Consideration of Service Agreement with
OK Generators**

Mr. McIntosh reviewed the service agreement with OK Generators to provide service to the portable generators on site.

On MOTION Mr. St. Cavish seconded by Mr. Holland with all in favor the service agreement with OK Generators was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported he met with the City regarding Fire Station 95. He negotiated and worked with them to resolve any concerns or issues both parties had. The City is okay with the District's permit criteria manual.

B. Engineer – Troy Lyn (Report Included)

Mr. Lynn 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**
 - **Letter Complimenting the District**

The above items are for informational purposes only. The newsletter is expected to be mailed out tomorrow.

- **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.

- He spoke with Mr. Howell from MWH and he will attend the June 20, 2016 to discuss the testing.
- He will contact DEP and invite them to attend a District meeting.
- A staff meeting is scheduled next week with Margate and Globaltech to discuss the interconnect. He is still trying to arrange a meeting with Tamarac.

- **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.

- **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**

Jan Zilmer reported he is working on the project discussed last week. He also recruited two new employees.

- **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. Lewis reported the following:

- All legislation put forward by Senator Ring failed to pass.
- He invited the Board to attend the FASD conference in Sarasota.
- Former representative Jim Waldman is running for Senate. He has been helpful to special districts.
- Some minor changes were made to the permit criteria manual.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the revised Permit Criteria Manual was approved.

TWELFTH ORDER OF BUSINESS

Approval of Financial Statements for April 2016

Ms. Holmes reviewed the financial statements.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the financial statements for April 2016 were approved.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Request

There being none, the next item followed.

FOURTEENTH 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



Duane Holland
Vice President