

**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, July 18, 2016 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
David McIntosh	Director of Utilities
Kay Homes	District Accountant
Jan Zilmer	Human Resources
Joe Stephens	Water Department
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Supervisor
Rick Olson	Globaltech
David Schuman	Globaltech
Harold Aiken	MWH Global
Michael Bechtold	FDEP, Southeast District
Errol Duboulay	Resident

The following is a summary of the minutes and actions taken during the July 18, 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 June 20, 2016 Meeting

Each Board member received a copy of the minutes of the June 20, 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 June 20, 2016 meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment, 1720 NW 127th Way

The Board reviewed the proposed encroachment for the installation of a fence.

- Mr. Frankenhauser stated there is an existing encroachment agreement between the property owner and the District for a propane tank located within the District easement. He recommends modifying the existing agreement.
- There is a 12 foot right-of-way and 15 foot easement within the private property. They are requesting to extend the fence, which will encroach in the canal maintenance easement.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor to amend the existing encroachment agreement with 1720 NW 127th Way to include the fence.

FOURTH ORDER OF BUSINESS

Next Generation Wastewater Treatment Using Engineered Biocatalyst – Presentation by Harold Aiken

Mr. Aiken of MWH Global addressed the Board and made a presentation on the use of engineered biocatalyst technology to treat wastewater. A copy of the presentation is attached hereto and made a part of the public record. He also introduced Mr. Bechtold of the Florida Department of Environmental Protection.

THIRD ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider General Fund Budget for Fiscal Year 2017

Mr. Shank opened the public hearing. There were no comments from the public.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was closed.

The Board reviewed the proposed budget for Fiscal Year 2017.

A. Resolution 2016-7, Adopting the Fiscal Year 2017 General Fund Budget

Mr. Cassel read Resolution 2016-7 by title only.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2016-7, adopting the budget for Fiscal Year 2017, was adopted.

B. Resolution 2016-8, Levying Non Ad Valorem Assessments

Mr. Shank read Resolution 2016-8 by title only and noted the assessments will remain the same. He questioned whether a special assessment is necessary to increase funds for canal bank restoration. Mr. Capko explained the Board would have to amend the budget they just adopted. After further discussion there was consensus to leave the assessments as is.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2016-8, levying non ad valorem assessments, was adopted.

SEVENTH ORDER OF BUSINESS

Distribution of the Proposed Water and Sewer Budget for Fiscal Year 2017 and Consideration of Resolution 2016-9, Approving the Budget and Setting the Public Hearing

The Board discussed the proposed date of the water and sewer budget public hearing and agreed to change the date to September 19, 2016.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2016-9, approving the proposed water and sewer budget and setting the public hearing for the amended date of September 19, 2016, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Encroachment Agreement with the City of Coral Springs

Mr. Capko reviewed the encroachment agreement with the City of Coral Springs for Fire Station 95.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the encroachment agreement with the City of Coral Springs for Fire Station 95 was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported he received the records requested from the City and has forwarded them to special counsel for review.

B. Engineer – Troy Lynn (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**

The above item is for informational purposes only. Mr. Daly distributed a handout with proposed conditions and requirements to rent out approximately 25,000 to 35,000 square feet of land to Metro Equipment Service, Inc. to store their equipment. Mr. Capko indicated he would draft a use agreement instead of a lease agreement.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported on the remediation of the diesel tank spillage, which is ongoing and is expected to be completed by the middle of next month. He is also working with FPL to reduce the District facilities' electricity usage.

- **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 a handout showing water break density was distributed at the meeting. Copies of the report and handout are attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported July is open enrollment for health insurance. The current carrier came up with a 25% increase; however, after researching other options they lowered the increase to 13%. The employee barbeque was rescheduled to September 16, 2016. A new employee will be starting on July 25, 2016 in the wastewater department.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Capko distributed a memorandum for the Board to review regarding dock policy options. He requested clarification on whether the encroachment agreement approved at the last meeting included the property owner’s being able to keep the hedges. The Board confirmed they can keep the hedges.

TENTH ORDER OF BUSINESS

Approval of Financial Statements for June 2016

There being no questions or comments,

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

ELEVENTH ORDER OF BUSINESS

Supervisors’ Request

The following was discussed:

- Mr. Shank requested the engineer reports on different projects be submitted to the Board with the department heads’ comments.
- Mr. St. Cavish complemented the department heads on their reports.
- There was discussion regarding a potential shade meeting.

TWELFTH 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~~
Vice President