

**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, December 18, 2017 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
Marta Rubio	Accounting
Rick Olson	District Engineer
Pedro Vasquez	Maintenance Manager
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department

The following is a summary of the minutes and actions taken during the December 18, 2017 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 November 20, 2017 Meeting

Each Board member received a copy of the minutes of the November 20, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and will be reflected in the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the November 20, 2017 meeting were approved as amended.
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THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for November 2017

Ms. Rubio reviewed the financial statements.

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

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt Delinquency Fees and Policy, Resolution 2018-4

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the regular meeting was recessed to open the public hearing.

The public hearing was opened. There being no comments from the public,

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

Mr. Holland asked about communication regarding the new policy.

Mr. Daly responded it is noted on the utility bills.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-4, adopting delinquency fees and policy, was adopted.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing was adjourned and the regular meeting was reconvened.

SIXTH ORDER OF BUSINESS

Consideration of Estimate from Rostan for Disaster Debris Monitoring Services for Hurricane Irma Debris Removal Based on Existing Contract at an Amount not to Exceed \$435,000

Brief discussion ensued regarding the estimate from Rostan for disaster debris monitoring services.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor disaster debris monitoring services for Hurricane Irma debris removal by Rostan at a cost not to exceed \$435,000 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Estimate from Phillips & Jordan for Hurricane Irma Debris Removal and Disposal Based on Existing Contract at an Amount not to Exceed \$1,801,537.50

Brief discussion ensued regarding the estimate from Phillips & Jordan for Hurricane Irma debris removal.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the debris removal and disposal services for Hurricane Irma by Phillips & Jordan was approved at an amount not to exceed \$1,801,537.50.

The Board requested an estimate to cut down the 180 trees identified on the east basin.

EIGHTH ORDER OF BUSINESS

Consideration of Agreement with Sunshine Water Control District for their Use of the District's Site as a Disposal/Storage area for Trees Pulled out of Canals in 33065 and 33071 Areas of Coral Springs

Mr. Lewis reviewed the proposed Interlocal Agreement between the District and SWCD.

Mr. St. Cavish noted a scrivener's error on page one of the agreement.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Interlocal Agreement with SWCD for their use of the District's site as a disposal/storage area was approved.

NINTH ORDER OF BUSINESS

Consideration of Work Authorization #130 for WWTP Plant D Damage Assessment at a Total Cost of \$41,330

Mr. Martin reviewed issues with Plant D, requiring an assessment. The Board reviewed Work Authorization #130.

Mr. Cassel noted a plant is taken down completely for inspection every year, without adversely impacting the wastewater treatment process.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #130 was approved.

TENTH ORDER OF BUSINESS

Presentation by Globaltech

This item was tabled.

ELEVENTH ORDER OF BUSINESS

Consideration of Authorization of AP Engineering to Conduct Phase 2 of the Service Replacement Program under the Existing Contract

Mr. Dwiggins reviewed Phase 2 of the service replacement program, which will help in eliminating water surface breaks.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the contract with AP Engineering was renewed to conduct Phase 2 of the Service Replacement Program.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Discussion and Consideration of Cost Recovery Policy (Final Draft to be Provided by District Counsel)**

Mr. Cassel discussed the proposed cost recovery policy and Mr. Lewis reviewed the cost recovery agreement for drainage permit applications. Several times the application fee does not cover all the necessary engineering review fees.

Discussion ensued and a final draft will be presented at the January meeting.

B. Engineer – Rick Olson

Mr. Olson reviewed the project status report, a copy of which is attached hereto and made a part of the public record.

A. Manager – Ken Cassel (Continued)

Mr. Cassel reviewed Mr. Hanks recommendation to modify prior conditions of approval. One of the original conditions was to have a gate in place of a fence. The City installed a decorative fence instead, but has agreed to take down the fence at their expense if the District needs access.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the recommendation to modify prior conditions for the Fire Station 95 permit were approved.

C. Department Reports

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

The above item is for informational purposes only. Mr. Daly also reported there is a FEMA meeting on December 19, 2017 at 10:30 a.m.

- **Utilities Update (David McIntosh)**

There being no 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 – Shawn Frankenhauser (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record. Mr. Frankenhauser also provided an update on the canal elevations, which are currently a half foot lower than what is in the report.

- **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.

- **Maintenance Report**

Mr. Vasquez provided a brief maintenance update.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **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

• Discussion of CRC Proposal 69

Mr. Lewis discussed the following:

- He requested clarification from the Board on the Dock Policy. The policy approved at the last meeting stated the person with an encroachment *may apply for a variance*. He received differing opinions from the Board, individually. Mr. St. Cavish and Mr. Holland feel it should state *must* and Dr. Shank feels it should remain *may*. There was Board consensus to change it to *must*.
- He provided an update on proposed legislation. The legislative bill supported by Vice Mayor Daley has not been scheduled or heard. It has not been placed on any committee agenda.
- He provided an overview of CRC Proposal 69, a copy of which is attached hereto and made a part of the public record.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

The following was discussed:

- Mr. Holland wished everyone Happy Holidays.
- Dr. Shank thanked everyone for participating in Toys-for-Tots.
- Dr. Shank reported there will be a meeting with a representative of the Board of education regarding their vocational technical program.

FOURTEENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Holland seconded by Dr. Shank with all in favor the meeting was adjourned.



 Kenneth Cassel
 Assistant Secretary



 Martin Shank
 President