

**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 22, 2018 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 (by telephone)
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Seth Behn	District Counsel
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Marta Rubio	Accounting
Kay Holmes	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
Marc Grace	Keefe, McCullough and Associates

The following is a summary of the minutes and actions taken during the January 22, 2018 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 18, 2017 Meeting

Each Board member received a copy of the minutes of the December 18, 2017 meeting.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the minutes of the December 18, 2017 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Acceptance of Financial Audit for Fiscal Year Ending September 30, 2017

Mr. Mark Grace provided an overview of the financial audit for Fiscal Year 2017.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the Financial Audit for Fiscal Year Ending September 30, 2017 was accepted.

FIFTH ORDER OF BUSINESS

Approval of Financial Statements for December 2017

A discussion ensued regarding the Financial Statements.

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

SIXTH ORDER OF BUSINESS

Presentation by Globaltech- Sites 6-12 Canal Bank Assessment (Placeholder)

This item was tabled.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-5, Confirming the Board's Intention to Utilize the Uniform Method for the Levy Collection and Enforcement of Non-Ad Valorem Assessments

Brief discussion ensued regarding Resolution 2018-5. The Board requested and received a clarification regarding exclusions to this Resolution.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Resolution 2018-5, Confirming the Board's Intention to Utilize the Uniform Method for the Levy and Enforcement of Non-Ad Valorem Assessments, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Estimate from Phillips & Jordan to Remove Non FEMA Eligible Hazardous Trees from 28 Sites

Mr. McIntosh and Mr. Frankenhauser presented a revised list of non FEMA eligible hazardous trees to be removed.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the estimate from Phillips & Jordan to remove non FEMA eligible hazardous trees from 28 sites in an amount not to exceed \$200,000 was approved.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Board Authorized Dr. Shank to execute the revised agreement with Phillips & Jordan to remove non FEMA eligible hazardous trees from 28 sites upon receipt.

NINTH ORDER OF BUSINESS

Consideration of Well Pump/Motor Replacements

A proposal was received from Atlantic Environmental Systems for the purchase of a spare 50 horsepower pump/motor combo to replace the spare for Wells 4 through 11, and a spare 40 horsepower pump/motor combo to replace the spare in Wells 1 through 3. The purchase is budgeted.

On MOTION by Mr. St. Cavish seconded by Dr. Shank with all in favor the purchase of two Well Pumps and Motors Replacements in the amount of \$14,215 was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Amendment #1 to Work Authorization 126 for Well 4R Redevelopment for a Decrease of \$8,372**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization 126 for Well 4R redevelopment for a decrease of \$8,372 was approved.

- B. Work Authorization #131 for Diesel HSP Bypass Return Line for a Total Cost of \$77,150**
This purchase was budgeted.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #131 for Diesel HSP Bypass Return Line for a total cost of \$77,150 was approved.

C. Work Authorization #132 for WTP Well #6 Motor Control Replacement for a Total Cost of \$81,589

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #132 for WTP Well #6 motor control replacement for a total cost of \$81,589 was approved.

D. Work Authorization #133 for Arc Flash Study

Three bids were presented and the lowest being Globaltech, Inc. was chosen. The Arc Flash Study will allow identification of equipment failure. The Study was not budgeted; however, there are sufficient funds to cover it.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor, Work Authorization #133 for Arc Flash Study in the amount of \$89,145 was approved.

ELEVENTH 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 reported two minor changes to the proposed Cost Recovery Agreement. Applicants will now be responsible for additional plan review costs incurred. A \$5,000 deposit for District right-of-way will be implemented in the event of any appeal with regards to redevelopment.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Cost Recovery Agreement with revisions made by the District Attorney was approved.

B. Engineer – Rick Olson

A copy of the report was included in the agenda package and is attached hereto as part of the public record. Globaltech, Inc. is currently working on 8 active projects.

C. Department Reports

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

The above item is for informational purposes only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported he has been meeting with a FEMA representative on a weekly basis to ensure all documentation is completed for the District.

- **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. Mr. Stephens reported the issue with Service Pump #5 is resolved. Well #11 had motor failure and a new pump was installed. The cause will be further investigated.

- **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 Pump Station Conversion. Scheduling conflicts with the sandblaster prevented the completion of the project.

- **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. Mr. Dwiggin reported two lift stations had leaks in their risers and were remedied.

- **Maintenance Report**

Mr. Vasquez reported there were no significant maintenance problems.

- **Human Resources – Jan Zilmer**

Ms. Rubio reported she prepared and forwarded her presentation to the Director of Operations. A discussion regarding account balances ensued and Mr. Zilmer reported on a new hire.

- **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. Seth Behn distributed Mr. Lewis' Legislative Report and discussed the bills most likely to impact Special Districts.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

There being no requests, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the meeting was adjourned.



Kenneth Cassel
Assistant Secretary



Martin Shank
President