

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting and public hearing of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, August 20, 2018 at 4:00 p.m. at the Courtyard by Marriott, 620 N. University Drive, 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
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	District Accountant
Rick Olson	District Engineer
Shawn Frankenhauser	Drainage Department
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Tim Martin	Wastewater Department
Joe Stephens	Water Department
Frank Schwartz	LMK
Mark Gulias	LMK
James Scully	Resident

The following is a summary of the minutes and actions taken during the August 20, 2018 CSID Board of Supervisors Regular Meeting and Public Hearing.

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 July 16 and July 23, 2018 Meetings

Each Board member received copies of the July 16 and July 23 meetings and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the July 16 and July 23, 2018 meetings were approved.

THIRD ORDER OF BUSINESS Audience Comments

Mr. James Scully addressed the Board regarding the following:

- Nothing was sent to the Coral Springs City Manager regarding the public notice sent out.
- The license application for the yard transfer facility.
 - The permit request states the transfer station will only be operated on a periodic basis. He questioned how that will be enforced.
 - He asked about the procurement process in contracting Phillips and Jordan was done and if it was in compliance with State Statute.
 - He asked what has happened since May 17, 2018 to date.
 - The material provided by Phillips and Jordan on the debris management site lists criteria.
 - He discussed the well field sites and residents' concern about the effects of 24 hour operation.
 - He recommended using the City's site or partnering with other improvement districts.
- Dr. Shank addressed Mr. Scully's comments as follows:
 - The District piggybacked off of the City's contract with Phillips and Jordan.
 - It was necessary to use the District's facility because the City shut down the Sportsplex site. The District could not place the debris from the canals in the Sportsplex. To avoid any future issues, the District obtained a five year permit to use its facility as a staging area for debris.
 - The debris management has already been done and no residents complained about noise.
 - The District is independent of the City.
- Mr. McIntosh stated the District is certified as a hurricane debris management site. It is only used for vegetative debris. It is inspected by the County and State. They are only operating during the day and not 24 hours.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for July 2018

There being no questions or comments,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the financials for July 2018 were approved.

FIFTH ORDER OF BUSINESS

Tabled Items

A. Discussion by LMK Staff of Change Order Request for Lift Station #2 for an Increase of \$28,608.30

Representatives of LMK addressed the Board regarding the change order. The change order is a result of some chemical cleaning the mainlining contractor had to do in order to put the mainline in. An assessment was done 12 months prior. There was a lot of calcium and grease found in the lines. They estimated 975 linear feet of mechanical cleaning needed for the job. Once work began, there was a total close to 2,300 linear feet. The rest of the project will likely be under budget.

Dr. Shank stated someone made an error in either the calculations or the viewing of the video.

The LMK representative explained the calculations were made on what they saw and not what built up over time.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the change order request by LMK for Lift Station #2 for an increase of \$28,608.30 was approved.

B. Motion to Rescind Stantec Change Order #1

This item was tabled.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider Adoption of General Fund Budget for Fiscal Year 2019

Dr. Shank opened the public hearing.

There being no comments from the public,

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

A. Resolution 2018-17, Adopting the General Fund Budget

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2018-17, adopting the general fund budget for Fiscal Year 2019, was adopted.

B. Resolution 2018-15, Correcting Section 2.03 of Resolution 2018-14

Mr. Lewis reviewed the correction to Section 2.03 of Resolution 2018-14. It had a provision that limited the non-ad valorem assessment to \$279.21. The individual notice sent to the residents noted the District would consider adjusting the assessment annually by no more than 5%.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-15, correcting Section 2.03 of Resolution 2018-14, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-18, Rescheduling the Water and Sewer Budget Public Hearing

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-18, rescheduling the water and sewer budget public hearing to September 17, 2018 at the District Offices, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Assessment Collection Agreement with Broward County

Mr. Cassel stated there were some minor corrections from the County on the previously approved agreement.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Non-Ad Valorem Assessment Collection Agreement with Broward County was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2018-16, Classifying Guard Gate Houses as Residential

Mr. Lewis stated the District has been billing guard gate houses as commercial and after looking into it, the City's code regards guard houses as ancillary residential use.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2018-6, classifying guard gate houses as residential, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #128 for the Tank Replacement of NaCOI Tanks 1 and 3 for a Decrease of \$9,324.27

Mr. Olson reviewed the amendment to Work Authorization #128. Globaltech worked along with District staff on this project.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Amendment #1 to Work Authorization #128 for a decrease of \$9,324.27 was approved.

B. Work Authorization #146 for Fiscal Year 2018 Ground Storage Tank Repair and Improvements for a Total Cost of \$126,612

Mr. Olson stated this is the follow up to execute a few projects that have been in the works for approximately nine months. This work authorization implements the improvements proposed and recommended by both the inspectors and Globaltech.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #146 was approved for a total cost of \$126,612.

ELEVENTH ORDER OF BUSINESS

Consideration of Right-of-Way Permit to Verizon for Installation of Fiber Optic Cables

Mr. Cassel reviewed the permit application by Verizon for the installation of fiber optic cables at five different canal locations. He recommends approval pending the verification of depth changes on clearances to the bottom of the canals.

The Board requested language be added to the permit that damage caused or discovered in the future be corrected at their expense.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the right-of-way permit to Verizon for installation of fiber optic cables, was approved pending verifications requested by staff and the special condition requested by the Board.

TWELFTH ORDER OF BUSINESS

Consideration of Conveyance Package from the Coral Springs Animal Hospital

Mr. Cassel reviewed the conveyance package for waterlines that loop through the Coral Springs Animal Hospital's property.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the conveyance package from the Coral Springs Animal Hospital was approved.

THIRTEENTH ORDER OF BUSINESS

Consideration of Award of Contract for Culvert Cleaning in the Amount of \$129,000 to Fish Tech, Inc.

Mr. Frankenhauser reviewed the bid tabulation for the culvert cleaning project and recommended awarding the project to the lowest bidder Fish Tech, Inc. They have worked on these projects for the District in the past and performed good work.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the culvert cleaning bid was awarded to Fish Tech, Inc. for a total cost of \$129,000.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Consideration of Meeting Schedule for Fiscal Year 2019**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the meeting schedule for Fiscal Year 2019 was approved as presented.

- **Discussion and Direction on Taravella High School’s Outstanding Water Bill Balance**

Mr. Cassel requested direction from the Board on Taravella High School’s outstanding water bill balance. They are three months behind on their water bill.

Mr. Daly stated the School Board is paying the District what they want to pay with no explanation.

The Board directed District Counsel to send the School Board a demand letter regarding the outstanding bill.

B. Engineer – Rick Olson

Mr. Olson reviewed his status report, a copy of which was included in the agenda package and is a part of the public record.

C. Department Reports

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

This item is for informational purposes. He discussed information regarding ADA compliance for the District’s website. Discussion ensued regarding ADA compliance.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported next month they will bring back work authorizations to complete the FEMA work on the canals. They are waiting to hear back from FEMA if anything additional is needed to process the District's request.

- **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. Holland complemented and thanked Mr. Frankenhauser for attending a meeting with a representative of Eagle Trace and his great job.

- **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 – Pedro Vasquez (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 he is working on a new handbook. There are no current new hires this month, but there are a few openings.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis reported he met with Ms. Sherry Whitaker and Mr. John Hearn, Counsels for the City regarding question on the canals. He also discussed legislation to convert the Board to

staggered terms. Both City Attorneys were okay with it and Mr. Hearn stated he would discuss it with Vice Mayor Daley. Mr. Hearn has not gotten back to Mr. Lewis yet. He would like to arrange a meeting with Vice Mayor Daley. The Legislative Delegation is having a workshop September 18, 2018 and a District representative should attend.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Requests


There being none, the next item followed.

SIXTEENTH 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