

**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, November 14, 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
Terry Lewis	District Counsel
Dan Daly	Director of Operations
Rick Olson	District Engineer
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
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 November 14, 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 October 17, 2016 Meeting

Each Board member received a copy of the minutes of the October 17, 2016 meeting and Dr. Shank requested any corrections, additions or deletions.

A correction was made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the October 17, 2016 meeting were approved.
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THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2017-1,
Amending the General Fund Budget**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2017-1, amending the general fund budget, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2017-2,
Amending the Water and Sewer Budget**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2017-2, amending the water and sewer budget, was adopted.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported the following:

- He spoke with the attorney for Lake Coral Springs Association, Inc. and is in the process of drafting an amendment to the existing contract.
- He spoke with Mr. Michaud and is in the process of drafting an amendment to the existing Interlocal Agreement with the City regarding the water rates.
- Records requests are being received and responded to.
- The workshop scheduled for November 28, 2016 was rescheduled to 3:00 p.m.

B. Engineer – Troy Lyn (Report Included)

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

Mr. Daly requested the City of Margate be updated regularly on the interconnect project.

C. Department Reports

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

The above item is for informational purposes only. Mr. Daly also reported the newsletter was mailed out.

- **Utilities Update (David McIntosh)**

Mr. McIntosh provided an update on water loss. The Florida Rule Water Association is scheduled to check the pipes and train with staff on December 1, 2016.

- **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. He also reported the following:

- All the bacteriological testing cleared on the flow meter replaced for Well #9. It will be placed back into service in the morning.
- The motor for High Service Pump #9 had to be removed and rewound. It has been reinstalled.
- The four million gallon tank was scheduled to be cleaned in the winter months.

- **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. He also reported Iguana Control will be treating the pump stations on Mondays and Wednesdays for a year.

- **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.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the surveys were completed and November 18, 2016 is the deadline to submit a name for the water drop mascot.

- **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:

- He updated the Board on a proclamation issued by the Governor directing pollution events be reported within 24 hours. The Governor also directed the DEP to initiate emergency rulemaking. The amount of reporting in the draft rule is extensive and he expects there will be a rule challenge.
- The deadline to submit proposed legislative changes is approaching. The senator that opposed the District's bill in 2014 is no longer a senator.

EIGHTH ORDER OF BUSINESS

Approval of Financial Statements for October 2016

There being no questions or comments,

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

NINTH ORDER OF BUSINESS

Supervisors' Request

Discussion ensued about the pool in front of the District Office entrance. The Board requested options and estimates.

TENTH 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