

**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, April 18, 2016 at 4:05 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 Lynn	District Engineer
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Joe Stephens	Water Department
Curt Dwigins	Field Superintendent
Tim Martin	Wastewater Department
Randy Frederick	Drainage Department
Rick Olsen	Globaltech
Dave Schulman	Globaltech
John McKune	District Consultant
Glen Hanks	Glen Hanks Consulting Engineers, Inc.

The following is a summary of the minutes and actions taken during the April 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 March 21, 2016 Meeting

Mr. Shank stated each Board member received a copy of the minutes of the March 21, 2016 meeting and 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 March 21, 2016 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Public Hearing to consider Revised Permit Criteria Manual

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the public hearing to consider the revised Permit Criteria Manual was opened.

There were no comments from the public.

Mr. Cassel gave a brief overview of changes made to the Permit Criteria Manual.

Mr. Hanks provided the Board with a presentation on the revised Permit Criteria Manual, a copy of which is attached hereto and made a part of the public record.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the revised Permit Criteria Manual was approved in substantial form as presented.

FIFTH ORDER OF BUSINESS

Recognition of Asad Hosein and Jason Siegel

The Board recognized Mr. Hosein and Mr. Siegel for their role in assisting a resident with emergency medical needs.

SIXTH ORDER OF BUSINESS

Tabled Items

A. Consideration of Contract with Trio Development Corporation for Lift Station #20 Repairs, Piggybacking Off of Broward county Contract

Mr. Dwiggins reviewed the contract with Trio Development Corporation for repairs to lift station #20 at a total cost of \$89,914.77.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the contract with Trio Development Corporation for repairs to lift station #20 at a total cost of \$89,914.77 was approved.

SEVENTH ORDER OF BUSINESS

Presentation by MBS Capital Markets, LLC – Rhonda Mossing

Mr. Daly indicated Ms. Mossing is waiting to receive bids for private placement. She will attend the next meeting.

EIGHTH ORDER OF BUSINESS

Engagement Letter with Greenspoon Marder, PA for Bond Counsel Services

This item was tabled.

NINTH ORDER OF BUSINESS

Consideration of Temporary Construction Easement Agreement with Clublink Eagle Trace, LLC

This agreement is for work related to the restoration of the canal banks at Site 1A. Representatives of Clublink Eagle Trace, LLC are requesting some modifications to the agreement.

- Change their address to 551 South Powerline Road.
- Incorporate into the user agreement that the contractor is required to install a ball screen to protect workers from golf ball strikes.
- Indemnify the golf course against any damages to the HOA’s irrigation system located on golf course property.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the temporary construction easement agreement with Clublink Eagle Trace, LLC was approved as amended in substantial form with District Counsel’s review.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #106 for Lime Plant Demolition Design – Discussion by David Schuman (Separate Cover)

Mr. Schulman provided the Board with a presentation of the lime plant demolition options, a copy of which is attached hereto and made a part of the public record.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Option #3 of the lime plant demolition design at a cost of \$575,815 was approved.

- B. Amendment #1 to Work Authorization #108 for High Services Pumps #5 and #6 for an Increase of \$7,895**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Amendment #1 to Work Authorization #108 for high services pumps #5 and #6 for an increase of \$7,895 was approved.

- C. Work Authorization #114 for WWTP Reuse Report Update Letter at a Total Cost of \$6,900**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #114 for WWTP reuse report update letter at a total cost of \$6,900 was approved.

- D. Work Authorization #115 for Margate Interconnect**
This item was tabled.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. Manager – Ken Cassel**

- **Discussion of Engagement Letter with Gray Robinson for Special Counsel Services**

Mr. Cassel stated this is the same firm that represented the Hospital District against the City of Coral Springs. Their services may be used to look into issues regarding the cell towers and use of Waste Pro.

Mr. Shank noted his brother-in-law is a partner of the firm and asked if he has to recuse himself from the vote. Mr. Capko responded he does not.

Mr. Capko stated the engagement letter needs to be amended to include discussions regarding Waste Pro.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the engagement letter with Gray Robinson was amended to include discussions regarding Waste Pro.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the engagement letter with Gray Robinson was approved as amended.

- B. Engineer – Troy Lyn (Report Included)**

Mr. Lyn reviewed the Project Status Report, a copy of which is attached hereto and made a part of the public record.

- The field work at Site 9 was completed and he expects to have a report of the findings within the next two weeks. Slope stability analysis is being conducted.
- Mobilizing for Site 1A will begin on April 25, 2016. A pre-survey will be conducted to determine property lines, a privacy fence will be installed and the irrigation system will be documented. There will also be a pre-construction video recorded on May 3, 2016.

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

This item is for informational purposes only.

- **Utilities Update (David McIntosh)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **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 is attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

There being nothing to report, the next item followed.

• **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. Capko reviewed the memorandum previously sent to the Board explaining Home Rule – Powers of Municipalities, how they got them and how they interact with any authority an independent special district has. He also reviewed new legislative bills passed.

TWELFTH ORDER OF BUSINESS

Approval of Financial Statements for March 2016

Ms. Holmes reviewed the financial statements.

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

THIRTEENTH ORDER OF BUSINESS

Supervisors' Request

Mr. Shank reported he met with Professor Boyer from the University of Florida. He is working on a process to remove phosphorous from wastewater in a chemical matter. He is taking a position at Arizona State University where he will continue his research. Mr. Shank also briefly discussed the butterfly garden.

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 adjourned.



Kenneth Cassel
Assistant Secretary



Martin Shank
President