

**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, October 16, 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
Seth Behn	District Counsel
Dan Daly	Director of Operations
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Kay Holmes	District Accountant
Marta Rubio	Accounting
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Jaime Barreto	Consulting Engineer

The following is a summary of the minutes and actions taken during the October 16, 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 September 18, 2017 Meeting

Each Board member received a copy of the minutes of the September 18, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

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

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for September 2017

The Board reviewed the financial statements.

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

There was discussion regarding emergency funding, which will be discussed at the next workshop meeting.

FIFTH ORDER OF BUSINESS

Review and Discussion of Dock Policy

Discussion ensued regarding the dock policy. This item was tabled.

SIXTH ORDER OF BUSINESS

Discussion Regarding Debris Removal and Disposal

Mr. Cassel reported the agreement with the City is on the City Council agenda for their next meeting. He will be in attendance in case there are any questions. The City's removal site will be shut down by the end of December for a City event in January.

Discussion ensued regarding alternative sites.

SEVENTH ORDER OF BUSINESS

Consideration of Purchase of Cartridge Filters for the Water Plant Piggybacking Off of the Palm Beach County Contract

Mr. Stephens reviewed the possibility of purchasing cartridge filters from Waco Filters Corporation, piggybacking off of the Palm Beach County contract. Purchases would be made as needed.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor purchase of cartridge filters from Waco Filters Corporation, piggybacking off of the Palm Beach County contract, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Bid #2018-01-F for Cargo Trailer

Mr. Dwiggins reported only one bid was submitted from Mechaye, LLC. In the amount of \$7,595. This includes a delivery charge from Aventura. He suggested approval in the amount of \$6,495 if Mechaye, LLC agrees to remove the delivery charge and have it picked up by staff.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of the cargo trailer from Mechaye, LLC was approved at an amount not to exceed \$6,495.

NINTH ORDER OF BUSINESS

Change Order #1 with TRIO for a Total Decrease of \$30,274.99

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with TRIO for a total decrease of \$30,274.99 was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #128 for NaOCI Tank 1 and 3 Replacement for a Total Cost of \$112,893

Mr. Stephens reviewed Work Authorization #128.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #128 for a total cost of \$112,893 was approved.

B. Work Authorization #129 for WTP Fluoride Storage and Feed Improvements for a Total Cost of \$325,700

Mr. Stephens reviewed Work Authorization #129.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #129 for a total cost of \$325,700 was approved and the President was authorized to execute contingent upon the grant from the State Public Health Dental Program.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the contract with State of Florida Department of Health for the fluoride grant was approved subject to legal review.

C. Amendment #1 to Work Authorization #115 for the Lime Plant Demolition for a Total Decrease of \$29,604.44

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #115 for a total decrease of \$29,604.44 was approved.

D. Amendment #1 to Work Authorization #125 for RO Membrane Concentrate Valve Replacement for a Total Decrease of \$2,750.58

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Amendment #1 to Work Authorization #125 for a decrease of \$2,750.58 was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Update on Assessment Methodology**

Mr. Cassel provided an update on the assessment methodology. The model framework is built. The delay is due to incomplete data from the County. The information is expected from the County within the next ten days.

Mr. Cassel further explained the complexity in the process of preparing a correct and defensible methodology. Challenges on methodologies are becoming more common.

- **Fluoride Grant Contract Document**

The Fluoride Grant Contract Document was addressed earlier in the meeting.

B. Engineer – Rick Olson (Report Included)

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

C. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

The above item is for informational purposes only. The next newsletter will be going out.

- **Utilities Update (David McIntosh)**

Mr. McIntosh stated they are still working on debris removal. He has been meeting with Globaltech to organize all current projects.

- **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)**

- **Change Order #1 and Final with ADS for Total Suspended Solids Meter Project at a Decrease of \$6,000**

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

Mr. Martin reviewed the change order from ADS, decreasing the contract value by \$6,000.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Change Order #1 and Final with ADS for a decrease of \$6,000 was approved.

- **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.

- **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**

Mr. Zilmer reported the following:

- All performance appraisals were submitted.
- The payroll with the new wages will begin Wednesday.
- There was a good turnout with staff changing their voluntary contributions into the pension plan.
- Only 26 employees responded to the survey. A minimum of 35 is needed to get a fair evaluation. Reminders are being sent out.

- **Motion to Accept Department Reports**

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

D. Attorney

There being no report, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors’ Requests

The following was discussed:

- Mr. St. Cavish asked for a follow up on Supervisors attending via telephone or skype. Mr. Behn responded if there is a physical quorum, a supervisor can participate via telephone under “extraordinary circumstances.” This is at the Board’s discretion.
- Mr. Holland was asked about a water recycling program by someone in Palm Beach County. Mr. Cassel stated there is a master reuse program in Palm Beach County.
- Dr. Shank reported he is meeting with Representative Moskowitz on Thursday and with the City Manager on November 2, 2017. He also reported the Judge did not dismiss the case on the cell phone towers.

THIRTEENTH 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