

**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, December 17, 2018 at 4:00 p.m. at the District Office, 10300 NW 11<sup>th</sup> 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
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources (Via Telephone)
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Mark Nealon	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Sandra Demarco	Inframark, LLC

*The following is a summary of the minutes and actions taken during the December 17, 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 November 26, 2018 Meetings**

Each Board member received a copy of the November 26, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

One change was made and will be incorporated in the amended copy of the minutes.

On MOTION by Mr. Cavish seconded by Mr. Holland with all in a favor, the minutes of the November 26, 2018 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for November 2018**

The Board reviewed the financial statements for November 2018.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Truck Purchase for the Field Department (Tabled Item)**

Mr. Dwiggins reported the contract for the truck is \$32,126.55 and it includes shipping. If they are within 300 miles they will drive the truck, if they are further than 300 miles they will ship the truck at their expense.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of a truck for the Field Department at a total cost of \$32,126.55 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Purchase of Cartridge Filters from Waco Filter Corporation Piggybacking Off of Palm Beach County**

The contract is good for a period of 12 months.

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

**SEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #153, Hurricane Hardening Condition Assessment of Pump Stations #1 and #2 for a Total Cost of \$28,180**

Mr. Olson reviewed the work associated with Work Authorization #153.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #153 was approved for a total cost of \$28,180.

**B. Work Authorization #156 for Production Well #8 Re-Development for a Total Cost of \$76,704**

Mr. Stephens reviewed the work associated with Work Authorization #156.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #156 was approved for a total cost of \$76,704.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Election Policy**

The Board reviewed the revised election policy. Mr. St. Cavish requested *both* be changed to *all* under #2 of the second page of the policy.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the election policy was approved as amended.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Consideration of Engaging Lewis, Longman and Walker for Legislative Representation**

Mr. Cassel stated Lewis, Longman and Walker provided a proposal for legislative representation at a cost of \$5,000 per month during the legislative season.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor engaging Lewis, Longman, and Walker for Legislative Representation at a monthly fee of \$5,000 was approved.

Mr. Cassel reported there is a resident in Eagle Trace who submitted plans to extend the garage. Mr. Hanks is reviewing the plans to ensure it does not affect the District’s surface water management.

Dr. Shank suggested they install pavers to help with the impervious area.

**B. Engineer – Rick Olson**

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

- Mr. Olson discussed changing from a piping project to a pump replacement project.
- The pump ordered was cancelled because it was the wrong one. The correct pump is expected to be delivered in either March or April 2019. It will be installed before June 1, 2019.

**C. Department Reports**

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

This item is for informational purposes. Mr. Daly also reported the following:

- He received a call from a resident complaining about noise during testing with FDEP.
- He suggested the District pay bonds off early so funds can be utilized elsewhere.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported Mr. Martin resigned and Mr. Nealon is now the Head of the Wastewater Department. He provided an update on FEMA. The local representative reviewed the District's documents and submitted them to the State. The State has a third party reviewing the documents and staff is working with them on follow up questions.

- **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 – Mark Nealon (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.

- **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 final payroll is next week. The Holiday Party is Friday, December 21, 2018.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the Department Reports were accepted.
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**D. Attorney**

Mr. Behn reported the following:

- School Board site inspection is scheduled for next week.
- Reading of local legislative bills is scheduled for December 18, 2018.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. St. Cavish asked for an update regarding the West Glen HOA. Dr. Shank responded the HOA provided a list of demands. The District will plant the trees and install the sign.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Kenneth Cassel  
Assistant Secretary

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Martin Shank  
President