

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, March 18, 2019 and called to order at 4:01 p.m. at the District Office, located at 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
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Mark Nealon	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department

The following is a summary of the discussions and actions taken at the March 18, 2019 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 February 25, 2019 Meeting

Each Board member received a copy of the Minutes of the February 25, 2019 Meeting, and Dr. Shank requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, the Minutes of the February 25, 2019 Meeting, were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for February 2019

The Board reviewed the Financial Statements for February 2019. The *Pie Chart* percentages on agenda page 22, for *Remaining and Collected*, do not match the table underneath.

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, the Financial Statements for February 2019, were approved as amended.

FIFTH ORDER OF BUSINESS

Consideration of Video Survey of Well #5 by AMPS Extending the Terms of the Current Contract Piggybacked from Martin County

The following was discussed:

- The motion should include an automatic renewal so it runs with the length of the Martin County contract.
- They must renew without any changes.
- The District may be able to go with a better contract if one comes up.
- The District will want to take advantage of the discounted services in addition to the chemical treatments.

The record shall reflect Mr. Holland joined the meeting.

Mr. Holland MOVED to accept the Video Survey of Well #5 by AMPS Extending the Terms of the Current Contract Piggybacked From Martin County, with an Option to Automatically Renew, and Mr. St. Cavish seconded the motion.

- The contract can still be extended regardless, as it is a valid piggybacked contract.

- Mr. Cassel indicated this includes \$4,870 on the survey for Well #5.
- There being no further discussion,

On VOICE vote, with all in favor, the prior motion was approved as discussed.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #137 for Improvements to High Service Pumps #1 and #2 for a Total Cost of \$89,120

- There has been degradation in the performance of the pumps over the last several years. Rather than replacing High Service Pump #2, Globaltech will perform an evaluation of the entire high service pump system. Eight isolation valves need to be replaced which will allow staff to work on the pumps.
- The same pressures and flows will run automatically as the work is being done.

On MOTION by Mr. Holland, seconded by Mr. St. Cavish, with all in favor, Work Authorization #137 for Improvements to High Service Pumps #1 and #2 for a Total Cost of \$89,120, was approved.

B. Work Authorization #158 for FY 2019 GST Repair & Improvements for a Total Cost of \$85,949

This item was budgeted and it implements the shortcomings identified in 2017.

On MOTION by Mr. Holland, seconded by Mr. St. Cavish, with all in favor, Work Authorization #158 for FY 2019 GST Repair & Improvements for a Total Cost of \$85,949, was approved.

C. Amendment #1 to Work Authorization #147 for Membrane Plant Antiscalant Flow Meter for a Decrease of \$5,000

On MOTION by Mr. St. Cavish, seconded by Mr. Holland, with all in favor, Amendment #1 to Work Authorization #147 for Membrane Plant Antiscalant Flow Meter for a Decrease of \$5,000, was approved.

- The high service pumps were discussed. Repairs will be made if necessary. The ground valve replacement is currently being done, and has to be completed first.
- Mr. Cassel suggested bringing this back for ratification.

On MOTION by Mr. St. Cavish, seconded by Mr. Holland, with all in favor, staff was authorized to affect the necessary repairs on the high service pumps, should there be a problem, and bring the cost back for ratification from the Board.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• **Designation of Landowners’ Election – June 17, 2019**

- The proxies will be available at the times which coincide with Policy Statements, which is 45 days prior to the meeting in June.
- The notice will be published.

B. Engineer – Rick Olson

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

- For Work Authorization #153, staff is hoping to make a presentation to the Board at the April meeting. There are number of deficiencies which need to be addressed.
- Mr. Olson was asked to include projected completion dates on future agendas.
- The following Work Authorizations are projected to be complete within the next month: 131, 133, 140, 143, 149, 151, 152 and 153.

C. Department Reports

• **Operations – Dan Daly**

➤ **Utility Billing Work Orders**

This item is for informational purposes. The following was also discussed:

- The issue with the resident with the late fee on their water bill was discussed.
- Mr. Holland discussed creating a handout on water quality.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the FEMA process continues.

- **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.

- Discussion ensued regarding changing of membranes.

- **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. Mr. Nealon stated the John Deere tractor will be delivered this week.

- **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. Rainfall was discussed. All levels are in good shape. There may be road ponding due to excess leaves. Flow meters are available.

- **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. Discussion ensued regarding the new truck.

- **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**

- Staff is preparing for the Annual Picnic.
- Annual Financial Review will be done by the end of this month.
- A presentation by the Coral Springs Police will likely be held in May.

- **Motion to Accept Department Reports**

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

Mr. Lewis discussed the recent legislative session.

- An agenda for the Coral Springs bills have not yet been agreed to.
- Assessments related to the legislative sessions was discussed.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

- Dr. Shank requested more publication awards.
- Mr. Cassel will schedule a meeting with the new Mayor.

NINTH 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 at approximately 5:18 p.m.

Kenneth Cassel
Secretary

Martin Shank
President