

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Coral Springs Improvement District was held Monday, April 15, 2019 at 4:00 p.m. at the District Office, located at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	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
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Mark Nealon	Wastewater Department
Ken Miller	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Troy Lynn	Globaltech

*The following is a summary of the discussions and actions taken at the April 15, 2019*

***CSID Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the March 18, 2019 Meeting**

Each Board member received a copy of the Minutes of the March 18, 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 March 18, 2019 Meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

- **10835 NW 10<sup>th</sup> Place – Rachel and Luis Ramos**

Mr. and Mrs. Ramos did not attend, as their issue was resolved. It was confirmed they have leaks.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for March 2019**

The Board reviewed the Financial Statements for March 2019.

- The Sewer Fund revenue was up, but the Water Fund revenue was down. That is just a revenue number for the budget. Any credits are under the Sewer revenue. Staff will investigate the number to determine whether any major credits were given or some other anomaly.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreements**

- A. **11085 NW 15<sup>th</sup> Street**
- B. **280 93<sup>rd</sup> Avenue**

- Both items are for fences which are encroaching on the utility easement for access to the water meters. If any repairs need to be done to the line or water meter, the fences will have to be removed.

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, the Encroachment Agreements for 11085 NW 15<sup>th</sup> Street and 280 93<sup>rd</sup> Avenue were approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. **Amendment #1 to Work Authorization #142 for Lift Station 13 & 17 Rehabilitation for a Decrease of \$194.40**

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, Amendment #1 to Work Authorization #142 for Lift Station 13 & 17 Rehabilitation for a Decrease of \$194.40, was approved.

**B. Work Authorization #161 for Feed Motor Repair and Installation for a Total Cost of \$16,837**

Staff is addressing the arc between the bearings and shaft. Staff is not certain of the reason this arcing occurred, as arcing is difficult to detect. Grounding has to be double-checked to prevent this in the future.

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, Work Authorization #161 for Feed Motor Repair and Installation for a Total Cost of \$16,837, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

The landowners’ information was discussed. Notice of the election will be published in the Sun Sentinel on May 20<sup>th</sup> and 27<sup>th</sup>. Statement of Interest is due April 20, 2019, at which time proxies will be available. Instructions will be posted on April 18, 2019, which is 60 days prior to the election. Mr. Cassel will check the publishing dates.

**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.

- Mr. Olson presented photos of the work being done for Work Authorization #141. There are issues with the slab design. Some of the photos will be available at the Open House.
- Mr. Olson would like to make a presentation to the Board at the next meeting regarding Work Authorization #153. Dr. Shank would also like staff recommendations at the meeting.
- Work Authorization #155 will be going away for this year.

**C. Department Reports**

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

This item is for information only. Mr. Daly also reported the Open House will be advertised over social media.

- **Utilities Update (David McIntosh)**

Mr. McIntosh discussed FEMA projects and upcoming reimbursements.

- **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.

- Canal levels have been going down.
- The Annual Safety Walk will be scheduled soon.

- **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.

- There is a delay with purchase of the truck.
- The canals were discussed.

- **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.

- Well 5 had a power issue.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported a new employee started as a Lead Operator.

- **Motion to Accept Department Reports**

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

Mr. Behn provided a legislative update and indicated the new legislation does not appear to be proceeding. There is some tree trimming legislation regarding requirements for permitting, which may be beneficial for the District.

April 15, 2019

Coral Springs Improvement District

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. St. Cavish, seconded by Dr. Shank, with all in favor, the meeting was adjourned at approximately 5:06 p.m.

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Kenneth Cassel  
Secretary

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Martin Shank  
President