

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Coral Springs Improvement District was held Monday, May 20, 2019 at 4:00 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

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
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Ken Miller	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Dave Shulman	Globaltech
Raquelle Holland	Resident

The following is a summary of the discussions and actions taken at the May 20, 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 April 15, 2019 Meeting

Each Board member received a copy of the Minutes of the April 15, 2019 Meeting, and Dr. Shank requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the Minutes of the April 15, 2019 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 April 2019

The Board reviewed the Financial Statements for April 2019.

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

FIFTH ORDER OF BUSINESS

Consideration Engagement Letter with Keefe McCullough for Fiscal Years 2019 and 2020 Financial Audits

Ms. Rubio noted there is an increase of \$250 per year.

On MOTION by Mr. Mr. Holland, seconded by Dr. Shank, with all in favor, the engagement letter with Keefe McCullough for Fiscal Years 2019 and 2020, was approved.

SIXTH ORDER OF BUSINESS

Distribution of the Proposed General Fund Budget for Fiscal Year 2020 and Consideration of Resolution 2019-3, Approving the Tentative Budget and Setting a Public Hearing

The Board reviewed the proposed budget and the following was discussed:

- Dr. Shank asked about the proposed figure for the pump stations.
- Mr. Frankenhauser responded it is an estimate based on what needs to be done with the pump stations.
- Mr. McIntosh stated this figure is substantially lower than the original figures in the report by Globaltech.
- Dr. Shank requested Mr. McIntosh find out how much SWCD spent on their new pump station building.
- Mr. Cassel noted that it entails retrofitting a building on top of a drainage structure. The part underneath the existing foundation was designed to carry

the existing load. Changing the load can adversely impact the underlying structure.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, Resolution 2019-3, approving the tentative General Fund budget for Fiscal Year 2020, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for Pre-Existing Non-Conforming Fence – 1901 NW 83rd Drive

Mr. Cassel reported the following:

- An encroachment agreement has been prepared, which covers the District for any part of the fence encroaching onto District property.
- A letter will be sent to the neighbors with existing fences notifying their fences are non-conforming with the District’s right-of-way and they need to engage in an encroachment agreement with the District or remove it from the District’s property.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the encroachment agreement for 1901 NW 83rd Drive, was approved.

- Mr. Frankenhauser will have his staff report any properties with fences encroaching on District property so notification letters can be sent.

EIGHTH ORDER OF BUSINESS

Consideration of Contract Renewal with Air America for Maintenance of Air Conditioning Systems

Mr. McIntosh reviewed the contract renewal with Air America, which will renew automatically unless terminated by either party.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the contract renewal with Air America was approved.

NINTH ORDER OF BUSINESS

Consideration of Proposal from Trio Development Corp. for the Repair of Lift Station #14, Piggybacking Off of the Broward County Contract

Mr. Dwiggins stated this is the same contract the District piggybacked off of to repair Lift Stations #2 and #5. This item has been budgeted for.

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the repair of Lift Station #14 by Trio Development Corporation at a total cost of \$121,966.09, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported the following:

- He previously sent an email regarding the meeting between Mr. Allen Levine, Esq. and the City of Coral Springs. It is a mandatory meeting before going to court. At that date it will be determined whether both parties will go to court or mediation.
- Any landowner proxies that have already been collected can be provided to Ms. Demarco for her to certify prior to the Landowner’s Election.

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.

- Site 12 Canal Bank Restoration – a letter will be sent to the homeowner requesting they provide a signed contract for them to replace the fence or the District will install a chain link fence as a replacement.
- Dr. Shank requested Globaltech order parts and equipment needed for approved work authorizations when they submit for a permit.
- Dr. Shank asked how Globaltech will handle the resetting of the rebar. Mr. Shulman provided an explanation. Discussion ensued regarding errors made with the Plant D project.

C. Department Reports

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

This item is for information only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh provided an update on the last project with FEMA.

- **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. Well #5 was completed on May 17, 2019.

- **Wastewater – Ken Miller (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. Water levels continue to go down.

- **Field – Curt Dwiggins (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record. There have only been two water breaks in May to date.

- **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 he started working with Phil on the census for upcoming insurance renewal.

- **Motion to Accept Department Reports**

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the Department Reports were accepted.

D. Attorney

Mr. Lewis reported there is a change in the audit law regarding how long an auditor can be kept under contract without going through the audit selection process. The audit committee must consists of three people; however, only one Board member can be part of the committee and District employees cannot. He does not believe it applies to the engagement letter approved today because it has not been signed into law yet.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Holland stated the Open House was outstanding and he complemented everyone who worked on it. He suggested doing a taping of each department's area and run it. Then they can answer any questions.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Holland, seconded by Dr. Shank, with all in favor, the meeting was adjourned.

Kenneth Cassel
Secretary

Martin Shank
President