

**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, November 26, 2018 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
Terry Lewis	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
Tim Martin	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department

The following is a summary of the minutes and actions taken during the November 26, 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 October 15, 2018 Meetings

Each Board member received a copy of the October 15, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the minutes of the October 15, 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

Consideration of Encroachment Agreement for 488 94th Way

Mr. Cassel and Mr. Dwiggins reviewed the request for an installation at the subject address. There is a sewer ‘Y’ connection at the corner of the property line, which the District has an easement for. If the District ever needs to access the sewer line, the fence may need to be removed.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor an encroachment agreement with the property owner of 488 94th Way was approved.

FIFTH ORDER OF BUSINESS

Approval of Financial Statements for October 2018

The Board reviewed the financial statements for October 2018.

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

SIXTH ORDER OF BUSINESS

Budget Amendment Resolutions

Ms. Rubio explained this is required 60 days after the close of the Fiscal Year and is done annually.

A. Resolution 2019-1, Amending the Fiscal Year 2018 General Fund Budget

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2019-1, amending the Fiscal Year 2018 General Fund Budget, was adopted.

B. Resolution 2019-2, Amending the Fiscal Year 2018 Water and Sewer Budget

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Resolution 2019-2, amending the Fiscal Year 2018 Water and Sewer Budget, was adopted.

SEVENTH ORDER OF BUSINESS

Discussion and Consideration of Election Policy

The Board reviewed the draft Election Policy and the following was discussed:

- Proxy forms will be available 45 days prior to the landowner meeting.
- Delete the last sentence of the first paragraph under *Board of Supervisors Candidates*.
- Delete references to candidates' names appearing on the proxy form in the first sentence of the *Board of Supervisors Candidates*.
- Add a statement in #2 on the second page that multiple proxies submitted by the same proxy holder for *different candidates* will be rejected.

EIGHTH ORDER OF BUSINESS

Discussion and Consideration of Revised Employee Handbook

Mr. Zilmer reviewed the updates and revisions made to the Employee Handbook.

- Policies were added such as cell phone, workplace violence, domestic violence and concealed weapons.
- This version of the handbook can be easily updated as policies are added.
- The possibility of vacation payout was added.
- Sick leave was capped.
- Mr. Holland sent Mr. Daly a few corrections with regard to typos.
- Mr. St. Cavish requested the vacation accrual rates be changed so that they are not four digit numbers.
- Mr. St. Cavish noted *Statutes* needs to be singular under Section 5-16 on page 58 of the handbook.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the revised Employee Handbook was approved as amended.

NINTH ORDER OF BUSINESS

Consideration of Award of Contract F-2019-01 for the Purchase of a Portable Air Compressor for the Field Department

Mr. Dwiggins reviewed the bids for a portable air compressor and recommended awarding the bid to A&E Equipment Services for a total cost of \$14,565.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Contract F-2019-01 was awarded to A&E Equipment Services for a total cost of \$14,565.

TENTH ORDER OF BUSINESS

Consideration of Change Order #1 with AP Engineering, Inc. for a Decrease of \$176.52

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with AP Engineering, Inc. was approved for a decrease of \$176.52.

ELEVENTH ORDER OF BUSINESS

Consideration of Truck Purchase for the Field Department

Mr. Dwiggins reviewed the proposal for a 2019 Chevrolet Silverado 2500 HD double cab for a total cost of \$33,133, piggybacking off a bid from the Florida Sheriffs Association.

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 cost of \$33,133 was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Amendment #1 to Work Authorization #129 for the WTP Fluoride Storage and Feed Improvements for Reimbursement of Unspent Allowance of \$5,000**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #129 for reimbursement of unspent allowance in the amount of \$5,000 was approved.

- B. Work Authorization #151 for Deep Injection Wells Operating Permit Renewal for a Total Cost of \$24,570**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #151 for a total cost of \$24,570 was approved.

- C. Work Authorization #152 for Membrane Plant ORP Analyzer for a Total Cost of \$45,347**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #152 for a total cost of \$45,347 was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Truck Purchase for the Field Department (Continued)

Mr. Dwiggins noted the amount approved for the truck does not include some additional items that are needed, such as bed liners. The amount budgeted for the truck is \$35,000.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the previous motion approving the purchase of a truck was amended to an amount not to exceed \$35,000.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported special counsel is still analyzing the data they received from the City of Coral Springs.

ELEVENTH ORDER OF BUSINESS

Consideration of Truck Purchase for the Field Department (Continued)

After further discussion by District Staff, this item was tabled for further review.

B. Engineer – Rick Olson

Mr. Olson distributed and reviewed an updated 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**

This item is for informational purposes. Mr. Daly received a call from a resident complaining about noise during testing with FDEP.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported FEMA has been provided with all the information they requested. They are moving the project to the next level by submitting it to the State.

- **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)**

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 Dwiggins (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**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Lewis reported the following:

- Commissioner Daley may want to meet with the District; however, Ms. Sherry Whitaker and Mr. John Hearn stated he does not have an interest. Mr. Lewis sent an email and is awaiting a response to discuss the upcoming legislative session.
- He spoke with Mr. John Hearn regarding Commissioner Vignola and the incident with the tree in the District’s right-of-way.

FOURTEENTH ORDER OF BUSINESS

Supervisors’ Requests

The following was discussed:

- Mr. St. Cavish would like the District to move forward with planting trees in the passive park. He likes the idea of planting Italian Cypress trees without any plaques to mitigate traffic flow within the West Glen Community.
- Dr. Shank would like to add *dedicated to those who died* to the park sign.

- Mr. Cassel cautioned the Board that if they add anything else, it may turn it into a nuisance attraction, upsetting the residents of West Glen. Mr. Holland agreed.
- Mr. Cassel was directed to communicate with the HOA notifying them the District will move forward with planting the Italian Cypress trees.

FIFTEENTH 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.

Kenneth Cassel
Assistant Secretary

Martin Shank
President