

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 22, 2021 at 4:06 p.m. at the District Office at 10300 NW 11th Manor, Coral Springs, Florida Statutes.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney (Via Telephone)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources (Via Telephone)
Rick Olson	District Engineer (Via Telephone)
Curt Dwiggin	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Dave Berringer	Utility Billing and Customer Service
Seth Behn	Lewis, Longman and Walker

The following is a summary of the discussions and actions taken at the February 22, 2021 Coral Springs Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the January 25, 2021 Meeting

Each Board member received a copy of the Minutes of the January 25, 2021 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the January 25, 2021 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of the Financial Statements for January 2021

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financials statements for January 2021 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Engagement Letter with Keefe McCullough for the Financial Audits for Fiscal Years 2021 and 2022

Dr. Shank noted they extended the same rate for Fiscal Years 2021 and 2022.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the engagement letter with Keefe McCullough for the Fiscal Year 2021 and 2022 financial audits was approved.

SIXTH ORDER OF BUSINESS

Consideration of Permit 2021-2 for Fiber Optic Installation Improvements Along Atlantic Boulevard

The Board reviewed the application. Mr. Dwiggin stated he does not have objections to approval of this permit.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2021-2 for fiber optic installation improvements along Atlantic Boulevard was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Quick Claim Deed for CSID Parcel within the Project Design for the Turnpike Authority at Atlantic Boulevard

The following was discussed:

- Dr. Shank questioned why deed the land instead of giving them a right-of-way.

- Mr. Lewis responded the District can do a right-of-way in place of deeding the land. He had discussions with Mr. Cassel, and it is a small piece of property the District has never had a use for.
- Mr. Cassel stated it is a small piece of land off the south side of the ramp. It is 1 foot wide at one end and 15 feet wide on the other end. It was originally held to be able to run water lines further west, but this was prior to the development line being cutoff at the Sawgrass Expressway. The District does not have any reason to keep the land.
- Discussion ensued and Mr. Lewis suggested he discuss this further with the Turnpike Authority. If he can get them to agree to pay for engineering fees for deeding them the line, it may be better for the District.
- This item will be discussed later in the meeting.

EIGHTH ORDER OF BUSINESS

Consideration of Award of Project GF-2021-02 Bid for the Culvert Cleaning to Fish Tech, Inc. in the Amount of \$69,000

- Dr. Shank stated they were the only company to bid and they have done good work for the District before.
- Mr. Frankenhauser noted the bid is \$31,000 less than what was budgeted.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor, Project GF-2021-02 for culvert cleaning was awarded to Fish Tech, Inc. in the amount of \$69,000.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board Approval of Trio Development Corporation to Carry Out Repairs to Lift Station #9 in the Amount of \$146,933.22

Mr. Dwiggins provided an overview of the proposal to repair Lift Station #9. He noted Trio has done good work for the District before.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor repairs to Lift Station #9 by Trio Development Corporation at a cost of \$146,933.22 was approved.

TENTH ORDER OF BUSINESS

Consideration of Request by Staff for Board Approval for Eaton Corporation to Provide and Install a 300A Filter Board for the Harmonic Correction Unit in the Water Plant for \$6,303 Net, Under Eaton’s Sole Source Agreement

The Board reviewed the proposal from Eaton.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Eaton Corporation to provide and install a 300A filter board for the harmonic correction unit in the water plant for a total cost of \$6,303 was approved.

ELEVENTH ORDER OF BUSINESS

Revised Covid-19 Relief Policy

A copy of the final policy with the revisions made at the previous meeting were provided to the Board in the agenda package and are attached hereto as part of the public record.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the revised Covid-19 relief policy was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Work Authorization #189 for Stormwater Pumping Stations #1 and #2 Safety Improvements

- The Board reviewed Work Authorization #189.
- Dr. Shank asked about lumber underneath water.
- Mr. Frankenhauser responded it is pressure treated wood and Mr. McIntosh noted it last a long time.
- Mr. Olson stated they looked at other options and concluded lumber is the least expensive, and most efficient to use. It should last about 10 years.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #189 was approved for a total cost of \$58,177.

SEVENTH ORDER OF BUSINESS

Consideration of Quit Claim Deed for CSID Parcel within the Project Design

for the Turnpike Authority at Atlantic Boulevard (Continued)

The Board reviewed an aerial of the parcel.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Quit Claim Deed for the CSID parcel located by the Sawgrass Expressway Atlantic Boulevard exit to the Department of Transportation was approved.

THIRTEENTH ORDER OF BUSINESS Engineer's Report

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

- Work Authorization #174 – There is an unequal distribution of air coming out of the diffuser membranes. The diffusers are defective. The manufacturer is sending replacement membranes this week. They will be installed next week.
- Work Authorization #178 – Punch list items are being addressed so the project can be closed out within the next two weeks.
- Work Authorization #181 – Project is contingent upon completion of Plant C. Estimated start date for this project is the middle of March.
- Work Authorization #183 – All designs are complete, and the permit package is ready for the fuel system. The survey will be delivered by Friday, February 26, 2021.
- Work Authorization #185 – The project will commence March 8, 2021 and the project should take five days to complete.
- Work Authorization #186 – All construction work is complete. They are in the process of final closeout and are addressing some sod and irrigation issues, as well as finishing up with the guard railing. A walkthrough is expected by the end of this week.
- Work Authorization #188 – MPC will complete the design this week. Globaltech will review the design and then send to Mr. Dwiggin for his review.
- Mr. McIntosh stated if they run into issues with the City regarding the permit for the above ground fuel tank, to let him know so they can coordinate meetings.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Manager – Ken Cassel

Mr. Cassel stated the following:

- He has been trying to get a hold of the Assistant City Manager. He will reach out to him this week to address removal/grinding of the stumps.
- He discussed the County bus stop projects. Mr. Frankenhauser reviewed the sites and they convinced the County to relocate the bus stops, so they do not impact current drainage.

B. Department Reports

• **Operations –David McIntosh**

Mr. McIntosh stated the following:

- He spoke with the City regarding the canal clearing behind the Auto Mall. The City wants to hold a meeting with them and the Auto Mall to address residents' concerns.
- He met with staff and Mr. Cassel to discuss the permit renewal system. They will hold a meeting next week to discuss further.
- They had a meeting with FEMA on January 26, 2021 to finalize the Hurricane Irma grant. They found \$1,650 the District was not eligible for, but most of the funds requested were paid.
- They made a few office changes in the administration building.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- The locates are related to samplings associated with the underground tank.
- He spoke with the County regarding Covid-19 sampling of the wastewater. They are working on a contract extension for the analysis. They are six to seven weeks behind on data for the District.
- He is working with Mr. McShea and Ms. Dvorshak to look into getting cameras at the wells. AMC, the camera contractor, was on site today to look into the possibility of remotely sending signals for radio telemetry.

• **Utility Billing and Customer Service Report – Dave Berringer**

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

- **Water – Christian McShea**

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

- **Wastewater – Tom Kedrierski**

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

- **Stormwater – Shawn Frankenhauser**

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

- **Field – Curt Dwiggin**

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

- **Maintenance Report – Pedro Vasquez**

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

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- Hepatitis A shots will be made available to staff in March.
- He is working with staff on projects such as a new hire checklist and termination checklist.
- Dr. Shank noted when you get the Covid-19 shot, they ask if you have had any vaccines within the last month. Employees may need to wait to take the Covid-19 shot if they get the Hepatitis A shot.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the department reports were accepted.
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C. Attorney

Mr. Lewis reported the following:

- The legislative seasons for 2021 begins Tuesday, March 2, 2021.
- Representative Daley's bills have not been referred or set for a hearing.
- Senator Janet Cruz filed SB 1494, which proposes the suspension of statutory provisions requiring in person quorum during a declared state of emergency.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Requests

Dr. Shank stated FASD will have their annual conference June 16 and 17, 2021 in Orlando. He will be attending. The District budgets for all Supervisors to attend every year.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting was adjourned.



Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President