

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, May 17, 2021 at 4:02 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President (Via Telephone)
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Rick Olson	District Engineer
Marta Rubio	District Accountant (Via Telephone)
Jan Zilmer	Human Resources
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Dwiggin	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Pedro Vasquez	Maintenance Department (Via Telephone)
Glenn Hanks	Glen Hanks Consulting Engineers, Inc.

***The following is a summary of the discussions and actions taken at the May 17, 2021 Coral Springs Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cassel called the meeting to order at 4:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the April 19, 2021 Meeting**

Each Board member received a copy of the Minutes of the April 19, 2021 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the minutes of the April 19, 2021 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for April 2021**

The Board reviewed the financials.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the financial statements for April 2021 were approved.

**FIFTH ORDER OF BUSINESS**

**Resolution 2021-3, Approving the Proposed General Fund Budget for Fiscal Year 2022 and Setting the Public Hearing**

- Mr. Cassel stated this budget is set at the higher level. The budget can be adjusted but the amount cannot be increased once it is approved.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor Resolution 2021-3, approving the proposed general fund budget for Fiscal Year 2022 and setting the public hearing for August 16, 2021 at 4:00 p.m. was approved.

- Dr. Shank noted he promised residents at a budget public hearing a few years ago that once the District reached its goals in the reserves, it would lower assessments. The goal has been reached; therefore, there will be a decrease in the final budget which is not reflected in the proposed budget included in the agenda package.

**SIXTH ORDER OF BUSINESS**

**Consideration of Change Order #1 with Trio Development Corp. for Lift Station #9 for a Decrease of \$16,418**

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor Change Order #1 with Trio Development Corp. for Lift Station #9 for a Decrease of \$16,418 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Change Order to the LMK Contract for LS #9 Gravity Sewer Main and Lateral Sewer Evaluation (The change order reduces the contract price of \$48,723.75 to \$43,971.68 returning an unspent balance of \$4,752.07)**

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the change order to the LMK contract for LS #9 gravity sewer main and lateral sewer evaluation for a decrease of \$4,752.07 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of a Request by Staff for Board Approval for the District to Piggyback on Unifirst Corporation Contract RFP 040920 – Uniforms with Related Products and Services with Sourcewell and Approval to Continue to Piggyback on any Extensions of the Contract**

- Mr. McIntosh stated the contract the District had with Unifirst Corporation for uniforms expired. This would be a piggyback on Unifirst Corporation’s contract with Sourcewell.
- Dr. Shank asked if contracts can be extended once they expire.
- Mr. Lewis responded they can if the company is willing to extend a contract. He does not recommend doing it for more than two years.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the piggyback of Unifirst Corporation’s contract with Sourcewell was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Request by Staff for the Purchase of One New Hoffman Model 75106-ADOI Blower in the Amount of \$65,261.50 and the Rebuild of an Existing Hoffman Model 75106-ADOI in the Amount of \$35,560 to be Purchased from TSC Jacobs, Inc. as the Local Florida Sales Representative Sole Supplier for Hoffman Products**

Mr. Kedrierski reviewed the proposal from Hoffman. He confirmed staff will be able to do the installation.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the purchase of a new Hoffman model 75106-ADOI blower in the amount of \$65,261.50 and the rebuild of an existing Hoffman model 75106-ADOI in the amount of \$35,560 was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Extend the Expiring Contract with Hawkins, for the Supply of Bulk Chemicals to the Water Plant, through June 15, 2022**

Mr. McShea reviewed the proposed contract extension with Hawkins. The pricing has remained the same except for the antiscalant.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the extension of the contract with Hawkins, for the supply of bulk chemicals to the water plant through June 15, 2022, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #187 for DIW Building 500kw Generator Replacement for a Total Cost of \$830,819.99**

Mr. Olson reviewed the work associated with Work Authorization #187.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #187 for DIW Building 500kw generator replacement was approved for a total cost of \$830,819.99.

**B. Work Authorization #190 for Improvements to Digester 1 for a Total Cost of \$87,329**

The Board reviewed Work Authorization #190.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #190 for improvements to Digester 1 was approved for a total cost of \$87,329 was approved.

**C. Work Authorization #191 for AC Duct Improvements for a Total Cost of \$26,396**

Mr. Olson reviewed the work associated with Work Authorization #191, which will clean all five buildings.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #191 for AC duct improvements for a total cost of \$26,396 was approved.

**TWELFTH ORDER OF BUSINESS**

**Engineer's Report**

**A. Billing Rate Modification**

Mr. Olson reviewed the request to modify Globaltech's billing rate by a 2.8% increase. There is also a new billing classification of Administrator 2 at a rate of \$66 per hour.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the billing rate modification for Globaltech was approved.

**B. Summary Report**

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

- Work Authorization #168 – still evaluating data.
- Work Authorization #183 – the two tanks will be delivered on site Thursday, May 20, 2021.
- Work Authorization #184 – tank will be delivered on site this week.

- Work Authorization #189 – substantial completion is today, and a walkthrough will be next week.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported staff is working on the records request made by Representative Daley.

**B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He is still working on the closeout for the project associated with Hurricane Irma. He received documents from FEMA last week, which he signed and sent back. All the funds were received.
- Dr. Shank commented on last week’s tour of the City of Coral Springs’ water plant.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- The Florida Department of Agriculture has offered the District \$500,000 for replacement of the blowers.
- Dr. Shank asked if there should be a press release. There was consensus to wait until everything is finalized.
- The 8,000-gallon underground storage tank is off site. They are finalizing samplings to submit to the County to close the project.
- He is working with the Department of Emergency Management, submitting for reimbursement of the Covid-19 supplies.
- A pre-hurricane season staff meeting will be held Wednesday, May 19, 2021.

- **Utility Billing 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**

There was brief discussion regarding employees getting vaccinated for Covid-19.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Lewis reported the following:

- He and Mr. Cassel spoke with FDOT last week to discuss cost recovery. Their attorney submitted conditional language to put in a purchase agreement for the two parcels at the Sawgrass Expressway and Atlantic Boulevard. This language commits them to reimbursing engineering costs.
- Regarding tree trimming, Section 163.045 was passed last year which states a local government cannot require a notice application permit for pruning, trimming or removal of a tree on residential property if the property owner has documentation from an arborist or landscape architect. If the District wants to remove a tree, it will need documentation from an arborist or landscape architect that the tree presents a danger to humans or property, including falling in one of the District's canals.
- He looked into what tools are available to encourage employees to get vaccinated. The District can mandate staff to wear a mask if they have not been vaccinated. The District also has the option to transfer staff, who refuse to wear a mask and/or get vaccinated, to another shift. There is no State or Federal Law which would prevent the termination of an employee who refuses to get vaccinated. Discussion ensued.

- Dr. Shank asked if there was a response on the letter sent to the Governor. Mr. Lewis responded no; however, the local bills are not expected to go to the Governor's office for another month.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the meeting adjourned.



Kenneth Cassel  
Assistant Secretary



Dr. Martin Shank  
President