

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 19, 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:

|                  |                |
|------------------|----------------|
| Dr. Martin Shank | President      |
| Duane Holland    | Vice President |
| Len Okyn         | 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                       |
| Rick Olson          | District Engineer                     |
| Curt Dwiggin        | Field Department                      |
| Joe Stephens        | Water Department                      |
| Ken Miller          | Wastewater Department                 |
| Shawn Frankenhauser | Stormwater Department                 |
| Pedro Vasquez       | Maintenance Department                |
| Glen Hanks          | Glen Hanks Consulting Engineers, Inc. |

***The following is a summary of the discussions and actions taken at the August 19, 2019 Coral Springs Improvement District's 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**

**Acceptance of the June 17, 2019 Landowners Meeting and Approval of the June 17, 2019 Regular Meeting**

Dr. Shank stated each Board member received a copy of the Minutes of the June 17, 2019 landowners and regular meetings, and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the minutes of the June 17, 2019 landowners meeting were accepted, and the minutes of the June 17, 2019 regular meeting were approved.

**THIRD ORDER OF BUSINESS**

**Resolution 2019-4, Canvassing and Certifying the Results of the Landowners' Election**

Mr. Cassel read Resolution 2019-4 by title only.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Resolution 2019-4, canvassing and certifying the results of the landowners election were approved.

**FOURTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for July 2019**

The Board reviewed the financial statements for July 2019. Discussion ensued regarding uncollected assessments. Once tax certificates are sold the District will receive the full amount of outstanding assessments. There were no objections to approval of the financial statements.

**SIXTH ORDER OF BUSINESS**

**Consideration of Permits**

- A. Permit 2019-2, MCI Metro for the Installation of Fiber Optic Cable Route at Pine Trails Park**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Permit 2019-2 for the installation of fiber optic cable route at Pine Trails Park was approved.

**B. Permit 2019-4, Pillar Consultants for Proposed Development of Multi Family Units at NW 94<sup>th</sup> Avenue**

Mr. Glen reviewed the plans submitted for the development of multi family units at NW 94<sup>th</sup> Avenue.

- Two separate permits need to be issued for this project as it involves the construction of stormwater management facilities for a portion of the right-of-way as well as the development of 11 townhouses.
- The work within the right-of-way of NW 94<sup>th</sup> Avenue will be transferred to the City once complete.
- Recommendation was made for approval with the condition that pollution retardant baffle is provided prior to discharge to the District’s facilities.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Permit 2019-4 for stormwater management system for the right-of-way at NW 94<sup>th</sup> Avenue with the conditions recommended by the consulting engineer was approved.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Permit 2019-4A for the development of townhouses was approved with the conditions recommended by the consulting engineer was approved.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Consider Adoption of General Fund Budget for Fiscal Year 2020**

The public hearing was opened, and a quorum was established. The floor was opened to public comments.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the public hearing was closed.

**A. Resolution 2019-6, Adopting the General Fund Budget**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Resolution 2019-6, adopting the general fund budget for Fiscal Year 2020, was adopted.

**B. Resolution 2019-7, Levying Non Ad Valorem Assessments**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Resolution 2019-7, levying non ad valorem assessments for Fiscal Year 2020, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-8, Approving the Proposed Water and Sewer Budget and Setting the Public Hearing**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Resolution 2019-8, approving the proposed water and sewer budget and setting the public hearing for September 16, 2019 at 4:00 p.m. at the District Offices, was adopted.

**NINTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreements**

**A. 8137 NW 2<sup>nd</sup> Manor**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor an encroachment agreement with 8137 NW 2<sup>nd</sup> Manor was approved.

**B. 9868 NW 18<sup>th</sup> Street**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor an encroachment agreement with 9868 NW 18<sup>th</sup> Street was approved.

**TENTH ORDER OF BUSINESS**

**Emergency Work by Globaltech**

**A. Automatic Transfer Switch Evaluation and Installation**

Mr. Stephens stated the automatic transfer switch in the high service pump building had to be replaced. The existing switch was approximately 30 years old. He provided an overview of the work.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the emergency automatic transfer switch evaluation and installation work by Globaltech at a total cost of \$147,000 was ratified.

**B. Emergency Installation of High Service Pumping System**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the emergency installation of a high service pumping system by Globaltech at a total cost of \$56,000 was ratified.

**ELEVENTH ORDER OF BUSINESS                      Consideration of Work Authorizations**

**A. Amendment #1 to Work Authorization #149 for HSP Building Valve Replacement for an Increase of \$34,568**

Mr. Olson reviewed the work associated with Amendment #1 to Work Authorization #149. The project is complete.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Amendment #1 to Work Authorization #149 for an increase of \$34,568 was approved.

**B. Amendment #1 to Work Authorization #152 for Membrane Plant ORP Analyzer for a Decrease of \$2,000**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Amendment #1 to Work Authorization #152 for a decrease of \$2,000 was approved.

**C. Work Authorization #162 for WTP Well No.9 Control Panel Replacement for a Total Job Price of \$96,999**

The Board reviewed work authorization #162.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Work Authorization #162 for a total cost of \$96,999 was approved.

**D. Work Authorization #163 for Production Well 5 Re-Development for a Total Cost of \$94,500**

The Board reviewed work authorization #163.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Work Authorization #163 for a total cost of \$94,500 was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Wellfield Maintenance Contract with AMPS, Piggybacking Off of the City of Sunrise**

Mr. Stevens reviewed the wellfield maintenance contract with AMPS, piggybacking off the City of Sunrise contract.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the contract with AMPS for wellfield maintenance was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-9, Adopting Code of Ethics**

Mr. Lewis provided the Board with Part III of Chapter 112, Florida Statutes, which outlines the code of ethics for public officers and employees. The Resolution adopts the applicable provisions of Part III of Chapter 112, Florida Statutes.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor Resolution 2019-9, adopting the applicable provisions of Part III of Chapter 112, Florida Statutes, was adopted.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-10, Approving Statewide Mutual Aid Agreement**

Mr. Cassel stated this is an agreement with the State where either party can request aid from each other, this includes other special districts and municipalities in the program.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Resolution 2019-10, approving statewide mutual aid agreement, was adopted.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Agreement with BSI Online for Backflow Program**

This item was tabled until the September 16, 2019 meeting so it can be properly noticed as a public hearing.

**SIXTEENTH ORDER OF BUSINESS**

**Discussion and Approval of Purchases from Xylem Water Solutions as a Sole Source Supplier of Flygt Pumps and Parts for the Drainage Lift Stations**

Xylem Water Solutions now owns the Flygt Corporation and is the sole source supplier for Flygt products and OEM parts. They are also the only authorized service repair and warranty organization in the State.

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor Xylem was designated the sole source provider for Flygt pumps.

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Purchase of Two Portable Generators from Doosan, Piggybacking Off of the Florida Sheriffs Association and Florida Association of Counties**

Mr. Dwiggins reviewed the purchase of two portable generators from Doosan at a total cost of \$81,652, piggybacking off the Florida Sheriffs Association and Florida Association of Counties.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the purchase of two portable generators from Doosan was approved at a total cost of \$81,652.

**EIGHTEENTH ORDER OF BUSINESS**

**Ratification of Water and Sewer Standards**

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the water and sewer standards prepared by Eckler Engineering, Inc. dated October 4, 2017 was ratified.

**NINETEENTH ORDER OF BUSINESS**

**Proposal for ADA Compliant Website**

Mr. Daly discussed proposals for an ADA compliant website. He reached out to several companies and reviewed a proposal from VGlobalTech. There is a one-time charge of \$4,000 and then a monthly fee of \$275 for the conversion and maintenance of the website.

On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the proposal from VGlobalTEch for website conversion and maintenance was approved.

**TWENTIETH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Proposed Meeting Schedule for Fiscal Year 2020**

On MOTION by Mr. Holland seconded by Mr. Okyn with all in favor the meeting schedule for Fiscal year 2020 was approved as presented.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his monthly 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 information only.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported he is still in discussions with the County regarding a potential tie-in to their wastewater line. They agreed to provide pricing information. He also contacted the City of Margate who has a 10 million gallon per day wastewater treatment plant to see if they are interested. He provided an update on 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.

- **Wastewater – Kenneth 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. Rainfall for August was over 10 inches.



- **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.

- **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**

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| On MOTION by Mr. Okyn seconded by Mr. Holland with all in favor the department reports were accepted. |
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**D. Attorney**

Mr. Lewis reported the following:

- He has been working with Mr. Daly to draft the agreement with VGlobalTech for the website.
- He will work on the notices for the water and sewer utility rates this week.
- He has been in discussions with Representative Daley, who asked if the Board would be willing to convert to a popularly elected board beginning in 2024. NSID has responded they are willing to do that beginning in 2028. Discussion ensued regarding the cost to residents associated with the elections.
- There is a local bill workshop set for August 27, 2019 at the County Commission Building. Mr. McIntosh agreed to attend in Mr. Lewis' absence.

**TWENTY-FIRST ORDER OF BUSINESS      Supervisors' Requests**

Dr. Shank thanked the Department Heads for meeting with him.

**TWENTY-SECOND ORDER OF BUSINESS    Adjournment**

There being no further business,

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

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Kenneth Cassel  
Assistant Secretary

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Dr. Martin Shank  
President