

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 25, 2021 at 4:00 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)
Dan Daly	Director of Operations
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources (Via Telephone)
Marta Rubio	Director of Finance and Accounting
Rick Olson	District Engineer (Via Telephone)
Troy Lyn	Globaltech (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 (Via Telephone)
Mark Grace	Keefe McCullough

The following is a summary of the discussions and actions taken at the January 25, 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 December 21, 2020 Meeting

Each Board member received a copy of the Minutes of the December 21, 2020 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the minutes of the December 21, 2020 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Acceptance of Financial Audit for Fiscal Year Ending September 30, 2020

Mr. Grace provided an overview of the financial audit for Fiscal Year 2020.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial audit for Fiscal Year ending September 30, 2020 was accepted.

SIXTH ORDER OF BUSINESS

Approval of Continuation of the Covid-19 Paid Leave Commitment

Discussion ensued regarding Covid-19 related time off offered to staff who take the vaccine. They would be offered 80 hours. If an employee leaves before taking the vaccine, the additional 80 hours would not be paid out to them.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the Covid-19 Paid Leave Commitment Policy was approved as revised.

The revised policy will be provided to the Board at the next meeting.

FIFTH ORDER OF BUSINESS

Approval of Financial Statements for December 2020

There being no question or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial statements for December 2020 were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Mohawk Proposal to Replace Carpet in Administration Building at a Total Cost of \$17,438.82, Piggybacking Off the State of Florida Alternate Contract Source

The Board reviewed the proposal from Mohawk.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal to replace the carpet in the administration building at a total cost of \$17,438.82, piggybacking off the State of Florida Alternate Contract Source, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from AECOM in the Amount of \$49,622 for the Removal of Underground Diesel Storage Tank 4R1 Piggybacking off the Broward Services Contract

The Board reviewed the proposal from AECOM.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the proposal from AECOM in the amount of \$49,622 for the removal of underground diesel storage tank 4R1, piggybacking off the Broward Services Contract, was approved contingent upon the next set of testing and verification there are no other remediation activities.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board Approval for LMK Pipe Renewals to Carry Out a CCTV Inspection Lift Station #9 Basin for a Total Cost of \$48,723.75, Piggybacking Off the City of St. Petersburg Contract

- Mr. Dwiggins reviewed the request to approve LMK pipe renewals for CCTV inspection of Lift Station #9 basin. He noted the amount exceeds the budgeted amount; however, \$8,100 listed for specialty cleaning is only if necessary.
- Dr. Shank expressed concern because they increased their fees significantly.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the LMK pipe renewals to carry out a CCTV inspection of Lift Station #9 basin for a total cost of \$48,723.75, piggybacking off the City of St. Petersburg contract, was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

B. Amendment #1 to Work Authorization #175 for Stormwater Pump Stations #1 & #2 Hurricane Hardening for a Decrease of \$11,936

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Amendment #1 to Work Authorization #175 for Stormwater Pump Stations #1 & #2 Hurricane Hardening for a decrease of \$11,936 was approved.

C. Work Authorization #184 for HSP 7 Day Tank and Piping Improvements for a Total Cost of \$88,393

Mr. Olson reviewed the work associated with Work Authorization #184.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #184 for HSP 7 Day Tank and Piping Improvements for a total cost of \$88,393 was approved.

A. Amendment #1 to Work Authorization #159 for HSP 7 Engine Improvements for an Increase of \$29,786.43

Discussion ensued regarding delays in the project and lack of communication regarding those delays.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Amendment #1 to Work Authorization #159 for HSP 7 Engine Improvements for an increase of \$29,786.43.

ELEVENTH 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 – hydraulic testing is scheduled to begin Thursday, January 28, 2022. They will monitor lack of leakage.
- Work Authorization #183 – Mr. Paul Brewer will be doing the survey starting this week.

- Work Authorization #188 – a surveyor is on site and data is being gathered on the existing utilities. The project will go into design next week and that process is expected to last four weeks.
- Mr. Stephens provided an update on a meeting held with Dr. Steven Duranceau, an Environmental Engineering professor at UCF. He does a lot of field work with his staff at different membrane facilities. They came up with ideas to keep an eye on over the next few months.
- Mr. McIntosh explained Dr. Duranceau has a very limited schedule so Dr. Shank attended the meeting because a meeting with the Board would have required notice and there was not enough time to advertise.
- Dr. Shank stated Mr. Stephens is concerned the life of the current membranes is not going to last as long as the previous ones. The membranes that were replaced are larger and the channels after the water passes through are small. Because they are smaller, there is a higher likelihood calcite is building up in the channels. They discussed an experiment to see whether the flush is helping. The amount of solidity coming out should be compared to the non-flush train. Dr. Shank suggested Mr. McShea take measurements from now to the end of June 2021.
- Work Authorization #168 was tabled until the experiment is complete in June.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel stated the following:

- It has been great working with Mr. Daly over the past 14 years and he will be missed. He has done a great job training his successors and Mr. Cassel thanked him.
- Dr. Shank's suggestion to have Mr. Frankenhauser and ATL mark the trees that must be removed and leave those that are not in danger of going into the canals. The landowner would provide indemnification making them responsible to pay if a tree they do not want removed goes into the canal.

- They are still working with the Turnpike Authority on deeding the parcel of land dedicated to the District on Atlantic Boulevard north of the Sawgrass Expressway.

B. Department Reports

- **Operations –David McIntosh**

Mr. McIntosh stated the following:

- Working with Mr. Daly has been a great experience. He has done a great job with the District and staff appreciates everything he has done.
- He spoke with RMPK about the grants and when they may become available. He reviewed the projects they submitted grant applications for.
- Turnpike Authority will be required to enter into a Cost Recovery Agreement for review services of the Sawgrass Expressway project.
- They have a meeting with FEMA on Wednesday, January 24, 2021 regarding closeout of the arbor project.
- Mr. Lewis sent a letter to Arc Electric for money the District expended when they broke one of the lines on Atlantic. DEP has charged them for the project, and they are going through the process with them.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- RMPK will start providing a status sheet on all the grant applications and is tracking down scoring sheets on the grants not awarded.
- Back boning excavation began today where the unleaded underground tank was.

- **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 there are two new employees. One started yesterday at the water plant and the other will begin Wednesday in the Field Department.

- **Motion to Accept Department Reports**

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

Mr. Lewis discussed the following:

- He provided a legislative update. A couple of bills were filed for insulating any type of government and businesses from civil liability from Covid-19 lawsuits, if CDC guidelines are being followed. Another bill is a prohibition of public funds for lobbying by professional lobbyists for local governments.
- He congratulated Mr. Daly on his retirement. He has been a great help to him and other attorneys in his firm on issues with the District.
- He has calls in for general counsel for the Turnpike Authority.

- Dr. Shank discussed a letter from a resident in Shadow Wood with a petition signed by several residents against removal of the trees behind the auto mall. It was also sent to the City. This is not under the District's jurisdiction.

THIRTEENTH ORDER OF BUSINESS Supervisors' Requests

- Dr. Shank thanked Mr. Daly for all the help he provided him with over the past years.
- The Board congratulated Mr. Daly on his retirement and presented him with a gift in honor of his years of service to the District.

FOURTEENTH 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