

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, September 21, 2020 at 4:00 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs and via webinar and teleconference pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor DeSantis, as extended by several executive orders thereafter and Section 120.54(5)(b)2, 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
Dan Daly	Director of Operations
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	Director of Finance and Accounting
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Christian McShea	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Dave Berringer	Utility Billing and Customer Service

***The following is a summary of the discussions and actions taken at the September 21, 2020 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 August 17, 2020 Meeting**

Each Board member received a copy of the Minutes of the August 17, 2020 Meeting, and any additions, corrections or deletions were requested.

One correction was made.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the minutes of the August 17, 2020 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for August 2020**

There being no questions or comments,

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

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Consider Adoption of Water and Sewer Budget for Fiscal Year 2021, Resolution 2020-17**

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the regular meeting was recessed.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the public hearing was opened.

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

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the recessed regular meeting reconvened.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-17, adopting the water and sewer budget for Fiscal Year 2021 was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Purchase of Eaton  
RGH Breaker 2000A for \$29,568**

Mr. McIntosh noted the cost came in at \$24,110.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of RGH Breaker 2000A for \$24,110 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals from  
AECOM for Services Related to  
Gasoline Discharge from UST,  
Piggybacking Off the Broward  
County Library Services Contract**

Mr. McIntosh reviewed the two proposals.

- Dr. Shank questioned how both the inner and outer shells of the tank were punctured.
- Mr. Olson responded he will inspect the tank once it is removed and it is likely that it was not punctured, but instead the tank failed due to repeated loadings. The tank is continuously moving and pushing up against slabs and/or rocks. The tank is approximately 30 years old, which is the typical lifespan for an underground fuel tank.

**A. Limited Site Assessment to Determine the Extent of the Spill and Prepare Regulatory Reports for \$8,640**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the proposal from AECOM for limited site assessment was approved for a total cost of \$8,640.

**B. Remove the Damaged Gasoline Tank, 550 Gallon Diesel Tank and Contaminated Soil for \$91,891**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the proposal from AECOM to remove the damaged gasoline tank, 550 gallon diesel tank and contaminated sole was approved for a total cost of \$91,891.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Contract Rostan Change Order #1**

Mr. McIntosh reviewed Change Order #1, which decreases the original contract price by \$133,797.25.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Change Order #1 from Rostan for a decrease of \$133,797.25 was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Award of Disaster Debris Monitoring and Reimbursement Management Services to Rostan**

Mr. Lewis noted there should be language in the contract stating Rostan and any of their subcontractors will comply with the E-Verify law, which goes into effect January 1, 2021.

Mr. Daly confirmed the language is included in the contract provided.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the bid for disaster debris monitoring and reimbursement management services was awarded to Rostan.

**TENTH ORDER OF BUSINESS**

**Consideration of Award of Aquatic Chemical Bid to Low Bidder for Each Chemical**

Mr. Frankenhauser reviewed the bids received for aquatic chemicals.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the aquatic chemical bids were awarded to the lowest bidders (Alligare, Helena and Nutrien) for each chemical as highlighted in the bid tabulation sheet.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Purchase of Polymer from Polydyne, Piggybacking Off the City of Palm Coast Contract**

Mr. Kedrierski explained they currently do not have a contract to purchase polymer, which is used regularly. He explained polymer is used to thicken sludge.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the purchase of polymer from Polydyne, piggybacking off the City of Palm Coast, was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Sole Source Letter to Allow for the Ongoing Purchase of SEI-Hydroflo Motor and Pump Combination from Atlantic Environmental System for the Water Plant**

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the Sole Source letter to allow for the ongoing purchase of SEI-Hydroflo motor and pump combination from Atlantic Environmental System for the water plant was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Purchase of Breakers from Graybar Under the US Communities Contract**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the purchase of breakers from Graybar under the US Communities contract was approved for a total cost of \$57,261.82.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #180 for Design Build Services Related to Sites 10 and 10 A Canal Bank Stabilization Design for a Total Cost of \$42,805 (Tabled Item)**

Mr. Olson reviewed the work associated with Work Authorization #180.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #180 was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #181 for Plant F Magnetic Flow Meter Replacement for a Total Cost of \$17,100**

Mr. Olson reviewed the work associated with Work Authorization #181.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #181 was approved.

**SIXTEENTH 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 #159 – HSP #7 is now operational. The project will be completed by the next meeting.
- Work Authorization #162 – The only think left on this project is a little sensing.
- Work Authorization #171 – The work is being completed this week and he is requesting a meeting with staff next week to review.
- Work Authorization #174 – They began with the diffusers today. The project was slightly delayed.
- Work Authorization #175 – The work associated with the grant application is complete. The project is expected to be completed in two weeks and all documents will be submitted to DEM.
- Work Authorization #178 – Materials have been ordered and work is expected to begin in October.
- Discussion ensued regarding failure of the backup system resulting in a boil water advisory.

**SEVENTEENTH ORDER OF BUSINESS                      Staff Reports**

**A.      Manager – Ken Cassel**

- **Consideration of Meeting Schedule for Fiscal Year 2021**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the meeting schedule for Fiscal Year 2021 was approved as presented.

Mr. Cassel also reported the hearing on the case with the City was held today and the judged ruled in favor of the City due to a statute of limitations. The Board has the option to appeal. Discussion ensued and there was Board consensus to not move forward with an appeal.

**B. Department Reports**

• **Operations – Dan Daly**

Mr. Daly reported the following:

- His meetings with Mr. Dwiggin, Mr. McIntosh, Mr. Stephens and Mr. Berringer over the past two weeks have been excellent.
- He was contacted by NSID to see if the District was interested in joining them in a lawsuit against the City regarding permit fees. Mr. Lewis does not recommend the District become involved in this suit.

• **Utilities Update – David McIntosh**

Mr. McIntosh provided an update on grant applications.

• **Utility Billing and Customer Service**

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**

A copy of the report was distributed and is attached hereto and made part of the public record.

• **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- There is one payroll left for the current fiscal year.
- Salary adjustments have been made for the new fiscal year based on reviews and Department Managers will be discussing it with the employees this week.
- Since they cannot hold the annual end of fiscal year lunch, they will be ordering grab bags to distribute to each employee.
- The transitions to new positions have gone well.
- Flu shots will be available to employees and their spouses at the District Office on October 5, 2020.

• **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Lewis reported the following:

- SWCD also declined NSID's offer to join them in their suit against the City.
- Representative Daley will be filing legislation again in the upcoming season to change all special districts' seats to general election seats.

**EIGHTEENTH ORDER OF BUSINESS**

There being none, the next item followed.

**Supervisors' Requests**

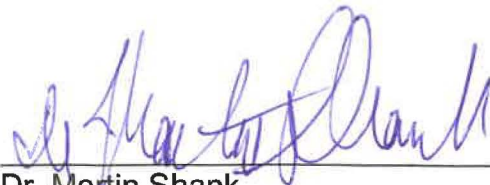
**NINETEENTH ORDER OF BUSINESS**

There being no further business,

**Adjournment**

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

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Dr. Martin Shank  
 President