

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 19, 2021 at 4:02 p.m. at the District Office at 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

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

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 (Via Telephone)
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)
Mary Brooks	Quest Marketing (Via Telephone)
Sophia A. Nelson	S.A. Nelsons and Associates (Via Telephone)

The following is a summary of the discussions and actions taken.

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 June 21, 2021 Meeting

Each Board member received a copy of the Minutes of the June 21, 2021 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the June 21, 2021 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for June 2021

Let the record reflect Mr. Sierra joined the meeting.

The Board reviewed the financials.

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-4, Approving the Proposed Fiscal Year 2022 Water and Sewer Budget and Setting the Public Hearing

- Mr. Cassel explained this is for the water and sewer budget, which does not have to be adopted at the same time as the general fund budget.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-4, approving the proposed water and sewer budget for Fiscal Year 2022 and setting the public hearing for September 20, 2021 at 4:00 p.m. at the District Offices, was adopted.

- Ms. Rubio provided an overview of the budget and the projects, which fall under the budget.
- Discussion ensued.

SIXTH ORDER OF BUSINESS

Consideration of Encroachment Agreement with 993 NW 82nd Avenue (Tabled Item)

Mr. Curt reviewed the following:

- The District utilizes the utility easement at this property to connect to the Margate Interconnect.
- The current homeowner wants to install a fence.
- Staff reached out to Mr. Hanks because they feel additional language needs to be included in the encroachment agreement.
- Mr. Hanks reviewed the request and he feels the installation of the fence across the easement will not affect the District subject to the following conditions.
 - No posts, columns, footings, excavations, trees, palms, or permanent structures shall be installed within the easement area. Fencing may span the easement area.
 - An access gate the full width of the easement shall be provided.

- Removal and replacement needed for the District to access its facilities within the easement will be the owner’s responsibility. Any cost associated with the emergency removal and replacement of the fence will be at the owner’s expense.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor an encroachment agreement with 993 NW 82nd Avenue was approved subject to the special conditions listed above.

SEVENTH ORDER OF BUSINESS

Consideration of Sole Source Agreement with Eaton Corporation in the Amount of \$6,477 to modify an existing 2000 AMP Breaker that will Allow this Breaker to be Used as a Spare for the Water Plant Generator as Well as the Wastewater Plant Generator (this eliminates the need to purchase an additional spare breaker at approximately \$30,000)

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a sole source agreement with Eaton Corporation was approved at a cost of \$6,477.

EIGHTH ORDER OF BUSINESS

Consideration of Contracting PR Firms to Provide Public Relations Service for the District. The Board will Interview and Evaluate Two Firms: S.A. Nelsons and Associates, and Quest Marketing and Communications. Based on Interviews the Board will Vote to Contract with the Winning Firm Piggybacking on an Existing Contract for that Firm

- Ms. Nelson of S.A. Nelsons and Associates, and Ms. Brooks from Quest Marketing provided an overview of the services they provide and responded to questions from the Board.
- Discussion ensued and staff will review the proposals for consideration.

NINTH ORDER OF BUSINESS

Consideration of a Proposal by Trio Development Corporation for Rehabilitation of Lift Station #8 in the Amount of \$166,248.30, Piggybacking Off

**Trio Development Contract #PNC212386
B1_1 for Lift Station Rehab and Repair with
Broward County**

Mr. Dwiggins reviewed the proposal from Trio Development Corporation for the rehabilitation of Lift Station #8.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal by Trio Development Corporation for the rehabilitation of Lift Station #8 in the amount of \$166,248.30, piggybacking off the Broward County contract, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel requested an addendum to the meeting agenda adding a service agreement for two types of software for cybersecurity at an approximate cost of \$400 per month.
- Mr. McIntosh provided an overview of the software.
- Discussion ensued and Dr. Shank requested a second opinion.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the service agreement for C3 to use software from Sophos and Huntress in the amount of \$499 per month for one year was ratified.

TENTH 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 #182 – they are halfway through the project.
- Work Authorization #183 – the system became operational on July 2, 2021. It is full of fuel and providing beneficial use. The project should be completed after a final walk through and the completion of some punch list items.
- Work Authorization #184 – the subcontractor ran into a problem with the electrical permit closeout. They are in the process of closing out the permit.
- Work Authorization #188 – Mr. McIntosh and Mr. Olson prepared a letter to Broward County requesting they wave their requirement for a surety payment.
- Work Authorization #190 – the hatches will be installed, and the diffusers will be ordered July 20, 2021.

ELEVENTH ORDER OF BUSINESS

Staff Reports (Continued)

B. Manager – Ken Cassel

Mr. Cassel reported the following:

- He and Mr. McIntosh will meet in person with the City on July 20, 2021 to discuss the canal banks and trees.
- He notified the Board he will be out on vacation next week.

C. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- A resident whose water was shut off has requested the District turn it back on since he applied to Broward County for assistance. The County Director in charge of the program confirmed the application was submitted and stated she will expedite the application.
- The air conditioning is being repaired on the second floor of the District Office. The air conditioning company’s account manager will be on site in the morning and will try to get a compressor for it.
- The transition of the bank account is in process and is expected to be complete in the next two weeks.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He sent the package to the Florida Department of Emergency Management for reimbursement of the Covid-19 supplies as well as the air conditioning duct cleaning.
- The scope of work for the blower grant was submitted to the Department of Agriculture, asking them to look at the District’s intent for procurement, working with Globaltech.
- Sanitary survey was conducted last week, and it went well.
- Staff will be training tomorrow and Wednesday for chemical feed system.
- He will be attending the FSAWWA conference.

- **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 the Field 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:

- All employees who received their first Covid-19 vaccination have received their second vaccine.
- Changes in the health insurance will be effective August 1, 2021. Dental, vision and life insurance will remain the same, resulting in only a 3.5% overall increase in insurance.
- He discussed tuition reimbursement. Once the budget is adopted with this line item, he will be able to formalize a policy.

- **Motion to Accept Department Reports**

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

D. Attorney

There being no report, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisors’ Requests

- Mr. Okyn noted Mr. Vasquez’s inhouse maintenance department has been saving the District a lot of money and he thanked everyone who helps make it happen.
- Dr. Shank requested everyone stay safe and protect themselves and others from Covid-19.

THIRTEENTH 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.

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

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-4,
Approving the Proposed Fiscal Year 2022
Water and Sewer Budget and Setting the
Public Hearing (Continued)**

- Ms. Rubio provided an overview of the budget format.
- Dr. Shank discussed an article in *Coral Springs Talk*, which erroneously states the District has a \$20 Million budget. It appears the author misread the budget, but staff has not been able to contact him to rectify the misinformation to residents.

THIRTEENTH ORDER OF BUSINESS

Adjournment (Continued)

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



Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President