

**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 16, 2021 at 4:00 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
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
David Schuman	District Engineer (Via Telephone)
Marta Rubio	District Accountant (Via Telephone)
Jan Zilmer	Human Resources (Via Telephone)
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Dwigins	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Miguel Almaral	Maintenance Department (Via Telephone)
Glen Hanks	Glen Hanks Consulting Engineers

***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 4:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

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

Each Board member received a copy of the minutes of the July 19, 2021 meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the July 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**

**Consideration of SWM Permit #2021-4 for Fire Station 64 on Ramblewood Drive**

Mr. Hanks reviewed the proposed plans and recommended approval.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2021-4 for Fire Station 64 was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for July 2021**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial statements for July 2021 were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Fiscal Year 2022 General Fund Budget**

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

- Mr. Cassel declared the public hearing open.
- There were no comments from the public.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the public hearing was closed, and the regular meeting convened.

**A. Resolution 2021-5, Adopting the General Fund Budget for Fiscal Year 2022**

The Board reviewed the proposed budget.

- Dr. Shank proposed reducing the assessments by \$700,000 since there are now sufficient funds in the reserves

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-5, adopting the general fund budget for Fiscal Year 2022 setting the final figure at \$3,089,000 and adjusting the rate per ERU to generate that revenue, was adopted.

**B. Resolution 2021-6, Levying Non-Ad Valorem Assessments for Fiscal Year 2022**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Resolution 2021-6, Levying Non-Ad Valorem Assessments for Fiscal Year 2022, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Addition of Electronic Communications Manager to the Services Provided to CSID by Paymentus**

Mr. Berringer provided an overview of the proposal to add an Electronic Communications Manager to the services provided by Paymentus. This would only be used on an as needed basis.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Paymentus proposal to add Electronic Communications Manager to the services provided was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Contract with Quest Corporation for Public Relation Services Piggybacking Off the Central Florida Expressway Authority (pricing to be negotiated by staff pending Board approval of contract)**

Mr. McIntosh provided an update on his meeting with Mr. Cassel and Mr. Stephens to analyze the proposals provided at the previous meeting. They recommend engaging Quest Corporation for public relation services.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Quest Corporation to provide public relation services, piggybacking off the Central Florida Expressway Authority contract, was approved and staff was authorized to contract with SA Nelson and Associates if there is a conflict of interest with the City.

**NINTH ORDER OF BUSINESS**

**Consideration of Contract and Proposal from C3 to Provide IT Related Services for an Initial Term of 36 Months Piggybacking Off the GSA Contract, Penetration Test for Website and Purchase and Installation of Domain Server and Other Non-Recurring Applications**

Mr. McIntosh reviewed the proposal from C3. Discussion ensued.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from C3 to provide IT related services for an initial term of 36 months, piggybacking off the GSA contract, penetration test for website and purchase and installation of domain server and other non-recurring applications was approved.

**TENTH ORDER OF BUSINESS**

**Engineer's Report**

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

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

• **Proposed Meeting Schedule for Fiscal Year 2022**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting schedule for Fiscal Year 2022 was approved as presented.

- Mr. Cassel provided an update on meetings with the City of Coral Springs.
- Mr. Cassel provided an after-action report regarding the issue with the wire transfer.
- Dr. Shank requested a workshop with Inframark to discuss further.

**B. Department Reports**

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- A District employee was involved in a car accident about a year ago. A law firm contacted the District regarding this accident and information was provided to the insurance company.
- Regarding the cyber-attack, the insurance agent does not feel it is in the District's best interest to make a claim due to the amount involved. They offered to attach a grant in the amount of \$10,000.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He has been working with Ryan on a grant under the Rebuild Florida Infrastructure Program for the lift station generators.
- There was some back and forth with the Department of Agriculture on the grant for blowers #4 and #5.
- He is working with Ryan on other opportunities for infrastructure grants.
- He met with staff last week on the Emergency Response Plan.
- There was Board consensus to allow the Vice President to sign any necessary documents related to the grants if the President is not available.

• **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 – Miguel Almaral**

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

- **Human Resources – Jan Zilmer**

Mr. Zilmer discussed Covid-19 policy related issues. Discussion ensued.

On MOTION by Mr. Okyn seconded by Dr. Shank with Mr. Okyn and Dr. Shank voting aye, and Mr. Sierra voting nay, the District's written policy on Covid-19, making vaccinations a condition of employment with a time certain to get vaccinated receiving the first vaccine by August 31, 2021, the second vaccine by September 30, 2021, was approved.

On MOTION Mr. Okyn seconded by Dr. Shank with all in favor extending paid sick leave by two additional weeks for vaccinated employees who contract Covid-19 was approved.

On MOTION by Mr. Okyn seconded by Dr. Shank with Mr. Okyn and Dr. Shank voting aye and Mr. Sierra voting nay the Covid-19 protocol for vendors was approved pending District Counsel's review.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Lewis reported the following:

- He worked with Mr. McIntosh to try to find a way to relieve the District of permitting provisions for mitigation of tree removal on the District's rights-of-ways and property.
- Dr. McIntosh complemented Mr. Lewis for his responsiveness on any requests sent to him for review.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests**

Dr. Shank told everyone to stay safe and stay well.

**THIRTEENTH ORDER OF BUSINESS**

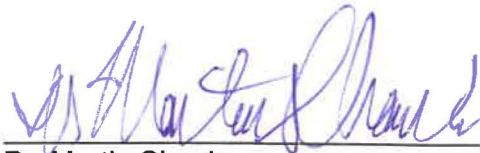
**Adjournment**

There being no further business,

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



Kenneth Cassel  
Assistant Secretary



Dr. Martin Shank  
President