

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, November 15, 2021 at 4:00 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 |

Also present were:

| | |
|---------------------|-------------------------------------------------|
| Ken Cassel | District Manager (Via Telephone) |
| Terry Lewis | District Attorney (Via Telephone) |
| David McIntosh | Director of Operations |
| Joe Stephens | Director of Utilities |
| David Shuman | District Engineer (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 |
| Pedro Vazquez | Maintenance Department (Via Telephone) |
| Glen Hanks | Glen Hanks Consulting Engineers (Via Telephone) |

The following is a summary of the discussions and actions taken. Due to malfunction of the recording device some portions are transcribed based on notes taken at the meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order at 4:06 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
October 18, 2021 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Dr. Shank, with all in favor, the minutes of the October 18, 2021 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-1,
Amending the General Fund Budget**

Ms. Rubio provided an overview of the budget amendments, which is a yearly housekeeping item.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Resolution 2022-1, Amending the General Fund Budget, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-2,
Amending the Water and Sewer
Budget**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Resolution 2022-2, Amending the Water and Sewer Budget was adopted.

SIXTH ORDER OF BUSINESS

**Consideration of Permit #2021-10,
Cypress Run Plaza Outparcel for
Popeye's Restaurant -Glen Hanks**

Mr. Hanks reviewed the permit application and recommended approval with the conditions listed in his report, along with the two additions listed below.

- All drainage installations within wellfield protection zones shall be inspected by CSID personnel prior to backfilling.
- Weeps are prohibited in wellfield protection zones. Seal any and all existing weeps.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, permit #2021-10, Cypress Run Plaza Outparcel for Popeye's Restaurant was approved with the modifications outlined above.

Consideration of Resolution 2022-3, Local Mitigation Strategy

- Mr. Cassel requested the Board amend the agenda to consider Resolution 2021-3, supporting and adopting the Broward County Multipurpose Jurisdiction Local Litigation Strategy.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Resolution 2022-3, adopting the Broward County Multipurpose Jurisdiction Local Litigation Strategy, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Permit #2021-13 for Underground Fiber Installation at 1725 N. University Drive -Shawn Frankenhauser/Curt Dwiggin

Mr. Frankenhauser reviewed the work associated with the fiber installation project and recommended approval with the condition bore logs are provided.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Permit #2021-13 for underground fiber Installation at 1725 N. University Drive was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for 9864 NW 13th Court - Shawn Frankenhauser/Curt Dwiggin

This item was tabled to next meeting.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board to Approve the Second Optional One-year Renewal of Phillips and Jordan Contract as the Primary Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2022 to December 31, 2022, Authorizing the District Manager to Authorize and Sign for Additional Renewal. *The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals.* - Shawn Frankenhause

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the second optional one-year renewal of the Phillips and Jordan contract as the primary contractor to provide disaster debris removal and disposal services for the period January 1, 2022 to December 31, 2022, authorizing the District Manager to authorize and sign for additional renewal was approved.

TENTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board to Approve the Second Optional One-year Renewal of Arbor Tree and Land Contract as the Alternate Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2022 to December 31, 2022, Authorizing the District Manager to Authorize and Sign for Additional Renewal. *The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals.* - Shawn Frankenhauser

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the second optional one-year renewal of the Arbor Tree and Land contract as the alternate contractor to provide disaster debris removal and disposal services for the District for the period January 1, 2022 to December 31, 2022, authorizing the District Manager to authorize and sign for additional renewal was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of AECOM's Change Order #1 to the 2020 Limited Site Assessment Agreement Reducing the Original Contract Value of \$8,460 by \$811.20, Resulting in a Final Contract Value of \$7,648.80 - Joe Stephens

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, AECOM's Change Order #1 to the 2020 Limited Site Assessment Agreement was approved.

TWELFTH ORDER OF BUSINESS

Consideration of the Purchase of a Portable Generator for Field Department from Doosan Portable Power in the Sum of \$42,119, Piggybacking Off the Florida Sheriffs Contract: FSA20-VEL28.0 - Curt Dwiggins

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the purchase of a portable generator for the Field Department from Doosan Portable Power in the Sum of \$42,119, Piggybacking Off the Florida Sheriffs Contract: FSA20-VEL28.0 was approved.

THIRTEENTH ORDER OF BUSINESS

**Ratification of Vehicle Purchases
*(These vehicles had to be ordered before the Board meeting due to procurement issues and the early closing of the fleet ordering period by the suppliers)***

- A. Staff Request for Ratification of the Purchase of a Ford Explorer for the Water Plant Piggybacking off the Broward Sheriff's Contract (FSA20-VEL28.0 - Pursuit, Administrative and Other Vehicles) - Christian McShea**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the Purchase off a Ford Explorer for the water plant piggybacking off the Broward Sheriff's Contract was ratified.

- B. Staff Request for Ratification of the Purchase of a Chevy Equinox for the Billing Department Piggybacking off the Broward Sherriff's Contract (FSA20- VEL23.8 - Pursuit, Administrative and Other Vehicles) - David Berringer**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the purchase of a Chevy Equinox for the Billing Department piggybacking off the Broward Sheriff's Contract was ratified.

C. Staff Request for Ratification of the Purchase of a Ford F250 for the Field Department Piggybacking off the Broward Sheriffs Contract (FSA20-VEL28.0 - Pursuit, Administrative and Other Vehicles)- Curt Dwiggin

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the purchase of a Ford F250 for the Field Department piggybacking off the Broward Sheriffs Contract was ratified.

FOURTEENTH ORDER OF BUSINESS Consideration of Work Authorizations

A. Work Authorization #195 for Well 8 Control Panel Replacement at a Total Cost of \$120,926

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Work Authorization #195 for Well 8 Control Panel Replacement at a Total Cost of \$120,926 was approved.

B. Work Authorization #196 for CSID DIW Building Service Change for a Total Cost of \$56,366.40

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Work Authorization #196 for CSID DIW Building Service Change for a Total Cost of \$56,366.40 was approved.

C. Work Authorization #197 for High Service Building Valve Replacement for a Total Cost of \$205,428

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Work Authorization #197 for High Service Building Valve Replacement for a Total Cost of \$205,428 was approved.

D. Amendment #1 to Work Authorization #190 Returning Unspent Allowance of \$5,000

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Amendment #1 to Work Authorization #190 Returning Unspent Allowance of \$5,000 was approved.

FIFTEENTH ORDER OF BUSINESS

Engineer's Report

A. Monthly Summary Report

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

B. Amendment #2 with Globaltech Adding E-Verify and Public Records Verbiage as Required by Statute

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Amendment #2 with Globaltech Adding E-Verify and Public Records Verbiage as Required by Statute was approved.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager - Ken Cassel

Mr. Cassel reported staff is working with the City on tree removal mitigation costs.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh discussed cyber security policies.

- **Utilities Update – Joe Stephens**

Mr. Stephens provided his report and responded to questions.

- **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. He also reported the following:

- Two operators earned a higher license. An announcement to be made at the holiday party.
- CSID will be awarded the most improved plant award for 2021 from the A.W.A.

- **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 the following:

- Three more pay periods left in the year so employees must take their personal days or lose them.
- The District is now fully staffed.
- Courses deadline is December 8, 2021.

- **Motion to Accept Department Reports**

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

A. Attorney

- Mr. Lewis updated the Board on the CSID's past circuit court case against the City.

- There are two options the Board can take against the City in relation to the vegetation litigation requirements.
- Mr. Lewis will be on vacation and will not be attending the December meeting.

SEVENTEENTH ORDER OF BUSINESS Supervisors' Requests

The Board thanked the employees and wished them a Happy Thanksgiving.

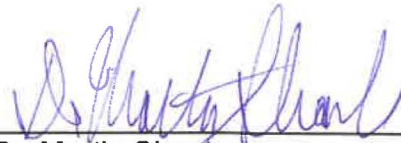
EIGHTEENTH ORDER OF BUSINESS Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President