

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 28, 2022, at 4:05 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

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Marta Rubio	Director of Finance and Accounting (Via Teams)
Jan Zilmer	Human Resources (Via Teams)
Rick Olson	District Engineer (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Curt Dwiggins	Field Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Tom Kedrierski	Wastewater Department (Via Teams)
David Berringer	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (Via Teams)
Rodney Lucas	Inframark

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 4:05 p.m. and called the roll.

Mr. Cassel requested amending the agenda by switching Item 13C to 7A. There was no objection by the Board.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
January 24, 2022 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor, the minutes of the January 24, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience comments.

A. Motion to Make Mask Mandate Voluntary for Those Who are Fully Vaccinated

- Mr. McIntosh suggested following the CDC guidelines:

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor making the District mask mandate voluntary for those who are fully vaccinated was approved.

FOURTH ORDER OF BUSINESS

Financials for January 2022

Ms. Rubio reported the District has collected 97% of its assessments.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the January 2022 financials were approved.

FIFTH ORDER OF BUSINESS

Discussion and Consideration of Encroachment Agreement for 335 NW 93rd Avenue

The following was discussed:

- The resident requested approval to install a fence on the north and south side of the property. There is no issue with the location of these fences.
- During the review process, staff became aware the existing fence at the rear of the property extends all the way to the waterline.
- This fence was installed before the City adopted their code for fences.
- Mr. Cassel drafted a letter of no objection with the contingency the fence will be removed if necessary.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the policy for permitted structures not in compliance with current permitting guidelines is that the owner will be notified of the policy change and non-permitted structures will be instructed to comply with the current policy.

SIXTH ORDER OF BUSINESS

Consideration of COVID-19 Vaccination Policy Change

Mr. Zilmer reviewed the following:

- District employees were awarded up to 80 hours if they were vaccinated and contracted Covid-19. Some employees have requested this include family members.
- Dr. Shank had previously suggested immediate members of the household would have to be fully vaccinated and test every three days.
- Mr. Zilmer calculated how many hours were awarded to employees from the beginning of the year based on the old policy, which is a total of 697 hours. The total cost is \$25,672.
- Covid-19 infections within District staff have come down.
- Dr. Shank would like to know who the immediate family members are beforehand. Discussion ensued.
- Mr. McIntosh suggested leaving the current policy in place until September 2022.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Covid-19 policy will be revised to comply with the CDC guidelines up to two exposures, which is 80 hours, and all other language contained within the policy will be eliminated.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggybacking on Broward County School Board Contract for Fiscal Year 2020-2021 Stormwater Cleaning with Shenandoah General Construction Co., Including any Renewals (Shenandoah Construction Proposes to Provide Services for Cleaning of Any District Tanks Under Line Items 4, 26, 42, 51 and 52 of the Contract)

- A. **Consideration of the Cancellation of Approval Granted to Globaltech under Work Authorization #198 for Site 7 Canal Bank Stabilization Design and Site 8 Canal Bank Stabilization Design and Construction for a Total Cost of \$422,522 (Globaltech to Provide Invoice of Work Completed for Discussion and Approval)**

Mr. Okyn MOVED to cancel Work Authorization #198 and Mr. Sierra seconded it.

- Mr. Olson requested the Board place this item on hold until an invoice is submitted for work already completed.
- Mr. McIntosh and Mr. Cassel explained the District will pay for work completed to date.

On VOICE vote with all in favor the motion as previously stated passed.

- Mr. Kedrierski reviewed the request to piggyback off the Broward County School Board contract with Shenandoah General Construction.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor piggybacking off the Broward County School Board contract with Shenandoah General Construction for Fiscal Year 2021, including any renewals, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff for the Purchase of a Sewer Camera for the Field Department, in the Amount of \$14,473.91, from Home Depot (In October of 2020, the Board Approved Staff Request to Piggyback Off Home Depot’s Omnia Contract, which Remains in Force. The Sewer Camera Purchase will be Under the Contract Terms)

Mr. Dwiggins reviewed staff’s request.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the purchase of a sewer camera for the Field Department in the amount of \$14,473.91 from Home Depot was approved.

NINTH ORDER OF BUSINESS

Consideration of Request by Staff to Approve the Proposed Agreement with Windstream for Telephone Services (This Changes the Method of Delivery from Fiberoptics as in the Present Agreement to Delivery of Services Through Cellular Communications and will not affect the Agreed Upon Rates)

Mr. Berringer reviewed the proposed agreement from Windstream.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the agreement with Windstream for telephone services, changing the method of delivery from fiberoptics as in the present agreement to delivery services through cellular communications, was approved.

TENTH ORDER OF BUSINESS

Consideration of Request by Staff to Allow CSID to Continue Piggybacking Contract 19-10-12-VH between Aquifer Maintenance and Performance Systems (AMPS) and the City of Sunrise Florida with the February 12, 2022 to February 11, 2023 Extension of the Contract and Any Further Extensions

Mr. McShea reviewed the request to continue piggybacking off the City of Sunrise contract with AMPS.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor continuing to piggyback off the City of Sunrise contract 19-10-12-VH with AMPS was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Request by Staff to Piggyback on Arbor Tree and Land Diversified, Inc. Contract with the City of West Palm Beach Under the Master Agreement (Stormwater Maintenance and Repair) Contract 18705, Including any Contract Extensions

Mr. Frankenhauser reviewed the request to piggyback off the Arbor Tree and Land Diversified, Inc. contract with the City of West Palm Beach.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor piggybacking off the Arbor Tree and Land Diversified, Inc. contract with the City of West Palm Beach was approved along with any extensions.

TWELFTH ORDER OF BUSINESS

Consideration of Request by Staff to Approve the Proposals by Arbor Tree and Land Diversified, Inc. to Carry Out Repairs to the District Canal Banks at Site 7 (\$560,500) and Site 8 (\$298,500) Under Piggyback Contract 18705 with West Palm Beach, the Proposal for Site 7 Includes a Discount of \$29,500 if Both Sites are Done Concurrently

- The Board reviewed the proposal from Arbor Tree and Land Diversified, Inc.
- Mr. Olson explained why Globaltech cannot meet the pricing in the proposed contract.
- Mr. Stephens and Mr. Frankenhauser will work together to provide the oversight, which would normally be done by Globaltech.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor piggybacking off the Arbor Tree and Land Diversified, Inc. contract with the City of West Palm Beach to carry out repairs to the District canal banks at Site 7 and Site 8 was approved.

THIRTEENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #201 for Site 15 Bank Assessment & Design for a Total Cost of \$113,346 (Tabled Item)

This item was tabled.

B. Amendment to Work Authorization #188 for Atlantic Boulevard 4-inch Pipe Sleeve Installation for an Additional \$1,700

Mr. Olson reviewed the work associated with the amendment to Work

Authorization #188.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #188 was approved for an increase of \$1,700.

FOURTEENTH ORDER OF BUSINESS Engineer's Report

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

FIFTEENTH ORDER OF BUSINESS Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the following:

- AT&T hit the District's waterline. They continue to submit fiberoptic installation projects for review.
- He will talk to the County Engineers because they are not requiring the District's sign-off on these projects. They will need to provide a bond to cover any expenses the District may incur if they hit a pipe.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He is still working with Quest and preparing for the referendum.
- Facebook, Twitter, and LinkedIn accounts have been created. They are still working on the YouTube channel.
- An email blast and a postcard were sent to all residents notifying them of the new accounts.
- Mr. Zilmer and he are interviewing for the Director of Finance and Accounting position.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- AT&T's subcontractor hit a District waterline on Atlantic Boulevard. Their permits with the County require them to verify the depth of all utilities prior to commencing work.
- Staff has been working with Murphy Pipe through Globaltech. They have a container mobilized for dewatering activity. In preparation for their work, Murphy Pipe verified the District's lines and determined they were exactly where the District marked them.

- He is working on grants and communicating with the Department of Emergency Management. They are going back and forth with them on the retrofit project, which is hardening the six buildings identified on site. The application was for \$2.2 Million. Their group is trying to recommend the project to FEMA for funding; however, this is a tier 3 funding source.

- **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.

- **Wastewater – Tom Kedrierski**

Mr. Kedrierski 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.

- **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**

Dr. Shank discussed the following:

- Holding a memorial service for Mr. Holland since it was put on hold due to Covid-19, and a barbeque for the employees. He requested Ms. Holland be contacted.
- Coordinate request for an open house.

- There was a change to customer service hours, which Dr. Shank does not feel is appropriate. He feels customer service hours should continue to be from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Mr. Berringer explained the customer service hours were changed to 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m. on Fridays. There is still an automated service in case of an emergency.
- There was Board consensus to have customer service available from 8:00 a.m. to 5:00 p.m. on Fridays.

- **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

- **Attorney General Opinion Request**

Mr. Lewis reported the request for an Attorney General’s opinion regarding the District’s authority to remove trees and other obstructions from District rights-of-way was ready for submission to the Attorney General’s office and he requested approval to submit the request.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor, submission of the request was approved.

SIXTEENTH ORDER OF BUSINESS

Supervisors’ Requests

- Mr. Okyn discussed the hiring process for the Director of Finance and Accounting. He questioned whether the Board would be involved in the interview process. Mr. McIntosh responded no.
- Dr. Shank addressed the current war between Russia and Ukraine. He hopes it stops shortly. He addressed concern about a cyberattack and requested staff be aware of it.
- Dr. Shank asked about CH3 and what happened with the bank email. Mr. McIntosh explained Office 360 identified the email as spam. The problem has been corrected.
- The Board expressed appreciation to Ms. Rubio for all her work on the District.

SEVENTEENTH ORDER OF BUSINESS

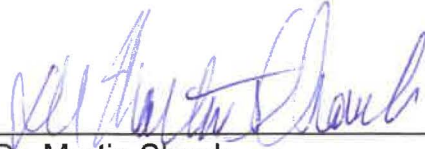
Adjournment

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