

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, March 21, 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

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney (Via Teams)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Ettie Schwartz	Director of Finance and Accounting
Jan Zilmer	Human Resources (Via Teams)
Rick Olson	District Engineer (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Curt Dwiggin	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)

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.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
February 28, 2022 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the minutes of the February 28, 2022 meeting were approved.
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THIRD ORDER OF BUSINESS

Audience Comments

There were no audience comments.

FOURTH ORDER OF BUSINESS

Financials for February 2022

There being no questions or comments.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the February 2022 financials were approved.

FIFTH ORDER OF BUSINESS

Ratification of the Purchase of a Breaker for the North Blower Backup Generator Emergency Transfer Switch (The Purchase was Required to Replace a Failed Part and Ensure Automatic Power Transfer to the Generator on a Loss of FPL Power) – Joe/Tom

Mr. Stephens provided an overview of the need to purchase a replacement breaker for the north blower backup generator emergency transfer switch.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the purchase of a breaker for the north blower backup generator emergency transfer switch at a total cost of \$13,099 was ratified.

SIXTH ORDER OF BUSINESS

Consideration of a Request by Staff to Allow CSID to Piggyback on Florida-Spectrum Environmental Services Contract with the Town of Davie, Florida, Including Extensions (The Contract is ITB# CS-18-89 for Water and Wastewater Laboratory Services) - Joe

Mr. Stephens reviewed the Florida-Spectrum Environmental Services contract for water and wastewater laboratory services.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor a contract with Florida-Spectrum Environmental Services for water and wastewater laboratory services, piggybacking off the Town of Davie contract, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of a Supplemental Agreement to the Contract with Quest for Management and Operating Services for the Development of a Video Series for Establishing CSID’s YouTube Channel – David

Mr. McIntosh reviewed the supplemental agreement to the Quest contract for management and operating of the YouTube channel.

Mr. Okyn MOVED to approve the supplemental agreement to the Quest contract for management and operating services for the development of a video series establishing the District’s YouTube channel and Dr. Shank seconded it.

- Discussion ensued and Dr. Shank expressed opposition. There was further discussion regarding addressing the referendum, which will be on the 2020 General Election ballot.

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

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff to Sign on the Contract with Port Consolidated, Negotiated by the City of Pompano Beach, as Lead Agency for the Southeast Florida Governmental Purchasing Cooperative (The Contract Allows for the Purchase of Unleaded Gasoline and Diesel Fuel and CSID as a Member of the Cooperative) - Joe

Mr. Stephens provided an overview of the contract with Port Consolidated for the purchase of fuel.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the contract with Port Consolidated, for the purchase of gasoline and diesel fuel under a membership cooperative was approved.

NINTH ORDER OF BUSINESS

Consideration of Request by MWI for Change Order #1 to Contract GF-2020-01, Increasing the Total Contract Amount from \$31,644 to \$35,166, an Increase of \$3,522 (This is Due to Repairs that were not Anticipated by the Contract being Discovered when the Pumps were Disassembled) - Shawn

Mr. Frankenhauser reviewed Change Order #1 to contract GF-2020-01 with MWI.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Change Order #1 to contract GF-2020-01 with MWI for an increase of \$3,522 was approved.

TENTH ORDER OF BUSINESS

Consideration of Request by Staff for Board Approval of a Proposal from ATL to Carry Out Cleaning of Culverts in the District as Specified (CSID is Piggybacking on the Contract between ATL with the City of West Palm Beach and Culvert Cleaning Services is Included) - Shawn

Mr. Frankenhauser reviewed the proposal from ATL to cleanout culverts.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the proposal from ATL to cleanout culverts, piggybacking off the West Palm Beach contract, was approved.

ELEVENTH 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)

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor this item was tabled.

TWELFTH 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.

- Work Authorization #168 - expected to be completed tomorrow. A programmer will be out to finish the programming.

- Work Authorization #183 – the manufacturer is providing a new pump and dampening system.
- Work Authorization #184 – is in the permitting process. Electrical is being redesigned.
- Work Authorization #197 – they walked this project today and identified a vendor that can deliver the valves within three weeks.
- Work Authorization #199 – the subcontractor is finishing up the design plans and a permit application is expected to be submitted soon.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the following:

- He is still trying to get in contact with the County regarding the right-of-way issues.
- Mr. Stephens has letters provided by District Counsel’s office to be sent to the various insurance companies for the entities involved.
- He has been speaking with Mr. McIntosh and Mr. Stephens to see what they may have missed, kind of like a six-sigma system.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- There is a no trespassing agreement with the Coral Springs Police Department so they can arrest any trespassers. He executed the necessary documents on behalf of the District.
- Ms. Catherine Givens, the Assistant City Manager for Coral Springs, would like a tour of the facility. She will be available next month, and Mr. McIntosh will coordinate with Dr. Shank.
- They have started preparations for the 2022 Open House.
- He introduced Ms. Schwartz, the new Director of Finance and Accounting.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He is working on having a police officer available during the Open House.

- A landscaping RFP is being advertised and there will be a pre-bid meeting at the end of this month.

- **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**

Mr. Zilmer discussed the following:

- Everything necessary for the Open House has been ordered or reserved.
- The end of this month will mark six months into the current Fiscal Year. Department Managers are working on their reviews

- **Motion to Accept Department Reports**

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

- **Attorney General Opinion Request**

Mr. Lewis reported the following:

- He submitted the Attorney General Opinion request. He hopes to get a response back before the next Board meeting.
- He involved one of his partners, Mr. Wayne E. Flowers, in the case with the busted pipes. His opinion is there is potential liability for all parties: AT&T, Bluestream, etcetera.
- He discussed the ownership issue of the C-2 Canal. In 1972, Florida National Properties deeded the canal to CSID with an additional 32 acres. Three decades later WCI Properties issued a deed to the Lake Coral Springs Homeowner Association.
- Dr. Shank asked about recent legislation allowing meeting notices to be published on the website. Mr. Lewis reviewed the new legislation and explained it must be on a particular website. He also noted it is more difficult to do this, then to publish in a newspaper. He will review further and update the Board.
- Dr. Shank asked whether the NSID local bill passed. Mr. Lewis responded he believes it has passed but has not been signed yet.
- There was brief discussion regarding how the referendum will affect future District elections if passed.
- Dr. Shank asked if Mr. Lewis will be attending the FASD conference in June. Mr. Lewis will not be attending; however, Mr. Behn and Mr. Lyon from his firm will attend.

FOURTEENTH ORDER OF BUSINESS**Supervisors' Requests**

- Mr. Okyn asked Mr. Zilmer if there were any training programs going on for any internal and/or external staff. Mr. Zilmer spoke with Mr. Fred Fryer, and they will hold virtual classes. He is looking into what classes are applicable.
- Mr. Stephens discussed CPR and safety training that Mr. Frankenhauser set up for staff.
- Mr. Okyn congratulated staff on their efficiencies.

- Dr. Shank reminded everyone about the FASD conference and welcomed Ms. Schwartz to the team. He appreciates what everyone is doing.

FIFTEENTH ORDER OF BUSINESS

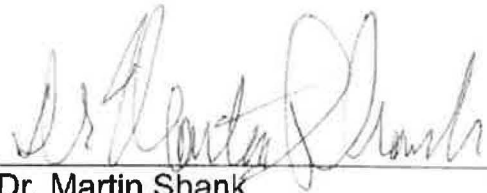
Adjournment

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