

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, May 16, 2022, at 4:06 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      |

Also present were:

|                     |                                      |
|---------------------|--------------------------------------|
| Ken Cassel          | District Manager                     |
| Seth Behn           | District Attorney                    |
| David McIntosh      | Director of Operations               |
| Joe Stephens        | Director of Utilities (Via Teams)    |
| Ettie Schwartz      | Director of Finance and Accounting   |
| Jan Zilmer          | Human Resources                      |
| Rick Olson          | District Engineer                    |
| Asad Hosein         | 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 Vasquez       | Maintenance Department (Via Teams)   |
| Glen Hanks          | Glen Hanks Consulting Engineers      |
| Michael A. Halperin | Resident                             |

*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 4:06 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
April 18, 2022 Meeting**

There being no questions or comments,

|                                                                                                                          |
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| On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor, the minutes of the April 18, 2022 meeting were approved. |
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**FOURTH ORDER OF BUSINESS**

**Financials for April 2022**

The financials were reviewed.

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

**FIFTH ORDER OF BUSINESS**

**Resolution 2022-4, Approving the Proposed Budget and Setting the Public Hearing**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-4, approving the proposed general fund budget and setting the public hearing for August 15, 2022 at 4:00 p.m., was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of SWM Permit 2020-6 for the Eagle Trace Tennis Center (Tabled Item)**

- Mr. Hanks discussed the District’s Permit Criteria Manual and challenges with the West Basin for redevelopment projects.
- Dr. Shank does not think these projects should be approved until the Permit Criteria Manual is updated.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor this item was tabled until the Permit Criteria Manual is updated to address the West Basin.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Halperin addressed the Board regarding his water bill of \$380. Staff requested documented updates from the agency to avoid late fees accumulated.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Change Order from Enviro Waste Services Group, Project for Lift Station 13 Basin, Reducing the Original Contract Amount of \$157,640 by \$24,140 for a Final Contract Price of \$133,500**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the change order from Enviro Waste Services Group with a decrease of \$24,140 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of a Contract Renewal with Upland Software for the Provision of the File Bound Program with a 5-Year Term 7/1/2022 – 6/30/2027 for an Annual Cost of \$8,232.11**

Ms. Schwartz reviewed the extension to the Upland Software contract.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract renewal with Upland Software for the provision of the file bound program with a 5-year term of July 1, 2022 to June 30, 2027 was approved for an annual cost of \$8,232.11.

**NINTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Allow CSID to Piggyback on Contract 2021-008 between the City of Boca Raton and Harn RO Systems, Inc., Including Any Extensions, for the Provision of Cartridge Filters for Potable Water (This contract will supplement the current contract that the District has with Waco Filters)**

Mr. McShea reviewed the contract with Harn RO Systems.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a contract with Harn RO Systems, Inc., piggybacking off the City of Boca Raton contract, for provision of cartridge filters for potable water was approved with any extensions.

**TENTH ORDER OF BUSINESS**

**Consideration of an Extension of the Bulk Chemical Contract with Hawkins, Inc. (The extension includes price increases, which have been agreed to by staff.)**

Mr. McShea reviewed the bulk chemical contract with Hawkins.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the extension of the bulk chemical contract with Hawkins, Inc. was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of a Quote by C3 for Review of the Lift Stations, Potable Wells, and Network Architecture, Under the Existing Contract, to Determine Any System Vulnerabilities**

Mr. Stephens reviewed the proposal from C3.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the quote from C3 for review of the lift stations, potable wells and network architecture to determine system vulnerabilities under the existing contract was approved at an amount not to exceed \$7,000.

**TWELFTH ORDER OF BUSINESS**

**Resolution 2022-5, Modifying and Correcting the Number of Previously Approved Work Authorization #191 to Work Authorization #202**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Resolution 2022-5, modifying and correcting the number of previously approved Work Authorization #191 to Work Authorization #202, was adopted.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #203 for Stormwater Pump Stations #1 and #2 Muffler Replacement at a Total Cost of \$19,104.44**

The Board reviewed Work Authorization #203. Mr. McIntosh noted these mufflers are supposed to last 35 years.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #203 for stormwater Pump Stations #1 and #2 muffler replacement at a total cost of \$19,104.44 was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Olson reviewed his status report, a copy of which was included in the agenda package.

- Work Authorization #183 – the new pump is working but is getting louder. Mr. Olson is trying to resolve the issue with the manufacturer.
- Work Authorization #195 – the equipment was delivered last week, and construction began today. Should be completed within two weeks.

- Work Authorization #196 – the switch gear was delivered last week. They are waiting for the permit to be issued.
- Work Authorization #197 – during the installation of the line stops, Mr. Dwiggins questioned how they were planning to deal with an unrestrained line. They have stopped work and over an abundance of caution have dug up the lines to make sure certain fittings are restrained. They will reinstall line stops in locations where they know the earth and geometry of the line will restrain the line. The project has been delayed by two weeks.
- Work Authorization #199 – substantially complete.
- He provided an update on the Atlantic Boulevard pipe break restoration project.

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager**

- **Number of Registered Voters – 35,167**
- There was discussion regarding the upcoming referendum.
- Mr. Cassel will be working with Mr. Hanks on the Permit Criteria Manual.
- Mr. Cassel has not heard anything from the County regarding the rights-of-way.

**B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He spoke with Ms. Catherine Givens at the City of Coral Springs to set up a meeting on June 23, 2022 at 3:00 p.m. to provide a tour of the District's facilities.
- He received an email from a representative regarding installing a cell tower on District property. They will contact the City first to see if they have available property and if necessary, will contact the District.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- They have a meeting May 18, 2022 to review the WSO leak detection survey.
- He's been working with Emergency Management for the on-site facilities hardening of the six buildings and four lift stations with permanent generator installations under the Hurricane Sally 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.

- **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 – Asad Hosein**

Mr. Hosein 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 is in the process of reviewing the employee handbook for any wording and/or policy changes.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Behn reviewed the following:

- They reached out to the Attorney General for an opinion on the tree bank removal. The response was they would not issue an opinion that involves two

governmental entities unless both entities consent to the request for opinion. They reached out to the City and they do not consent to the request.

- This does not change the District’s position that it has a statutory requirement to keep the canal banks clean.
- Dr. Shanks discussed the District’s Charter, which allows the District to charge anyone discharging water into the District’s system. The City has never been charged by the District for discharging.
- Mr. Behn provided an update on recent legislation passed by Governor DeSantis, which will not affect the District.

**SIXTEENTH ORDER OF BUSINESS                      Supervisors’ Requests**

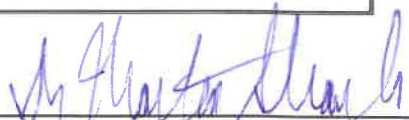
- Mr. Okyn discussed preparations for hurricane season. Mr. McIntosh stated they will be having a hurricane preparation meeting.
- Dr. Shank thanked everyone for their work on the Open House.
- There was discussion regarding succession planning.

**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.

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Dr. Martin Shank  
 President