

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, June 20, 2022, at 4:22 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
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
Shawn Frankenhauser	Stormwater 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
Robert Nicholson	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
May 16, 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 May 16, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

• **Robert Nicholson**

Mr. Nicholson addressed the Board regarding an issue he had with the Billing Department.

- His service was disconnected without notice.
- He believes staff failed to follow procedures before disconnecting the service.
- The billing system lost his contact information, and he was not sent bills for several months.
- A notice was left on his property to contact the Billing Department to provide his contact information. He responded right away and provided the contact information. During this call there was no communication about his account being in the rears.
- He inquired about autopay; however, he was told that was not an option.
- The notice of past due payment was sent to his home after the water was shut off.
- Mr. Berringer addressed Mr. Nicholson’s concerns.

FOURTH ORDER OF BUSINESS

Financials for May 2022

Ms. Schwartz reviewed the financials.

- 99% of assessments have been collected to date.
- The June 1, 2022 bond principal and interest payment was made.
- They are working on the House Bill 53 analysis and it is in final review.
- She will be sending out the water and sewer budget work papers this week for the tentative budget. It will be presented at the July meeting.

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

FIFTH ORDER OF BUSINESS

Discussion of Permit Criteria Manual

Mr. Hanks provided an update on the Permit Criteria Manual review.

SIXTH ORDER OF BUSINESS

Consideration of Permits

A. Consideration of SWM Permit 2022-4 for Addition to 8500 NW 19th Drive

Mr. Hanks provided his review of Permit 2022-4 and recommended approval.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2022-4 was approved.

B. Consideration of SWM Permit 2020-6 for the Eagle Trace Tennis Center – Tabled Item

Mr. Hanks reviewed his recommendations for approval of Permit 2020-6.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2020-6 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-6, Adopting Temporary Meter Rental Rates

Mr. Berringer reviewed the proposed temporary meter rental rates.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Resolution 2022-6, adopting temporary meter rental rates, was adopted.

EIGHTH ORDER OF BUSINESS

Ratification of Increase to the Board Approved Contract with Andritz Separation, Inc. for Parts and Labor to Repair CSID’s Belt Filter Press by \$3,775.61 (This increases the original contract amount of \$27,804.09 to a final amount of \$31,579.70. The increase is due to the additional parts and labor required to complete unforeseen repairs not included in initial quote)

Mr. Kedrierski reviewed the increase to the Andritz Separation, Inc. contract.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the increase to the Board approved contract with Andritz Separation, Inc. for parts and labor to repair CSID’s belt filter press by \$3,775.61 was ratified.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff to Purchase Spare Parts for the Wastewater EscaMax Bar Screen in the Amount of \$31,388.38 from Huber Technologies, Inc. as a Sole Source Supplier of the Parts

Mr. Kedrierski reviewed the request to purchase spare parts from Huber Technologies, Inc.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the purchase of spare parts for the wastewater EscaMax bar screen from Huber Technologies, Inc. as a sole source supplier of parts was approved in the amount of \$31,388.38.

TENTH ORDER OF BUSINESS

Consideration of Change Order from Trio Development Corporation for the Lift Station 8 Project *(The change order reduces the original contract amount of \$166,248.30 by \$24,192.32 for a final contract price of \$142,055.98)*

Mr. Stephens reviewed the change order from Trio Development Corporation.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the change order from Trio Development Corporation for the Lift Station 8 project, reducing the contract amount by \$24,192.32, was approved.

ELEVENTH ORDER OF BUSINESS

Engineer’s Report

Mr. Olson provided updates on his report, which was included in the agenda package.

- Work Authorization #183 – they are waiting on the emergency shut off to complete the project. It is expected to be delivered within the next two weeks.
- Work Authorization #184 – they are doing the final permit closeout package and it is expected to be complete within the next two weeks.
- Work Authorization #187 – they just received a call from the manufacture regarding a significant delay in the delivery of the generator. They are moving forward with the design and scheduling of demolition, but do not have a delivery date on the generator.
- Work Authorization #196 – work is scheduled for July 12, 2022.
- Work Authorization #197 –completed and needs a final walkthrough.
- Work Authorization #194 – submission of the document will be made next week.
- Work Authorization #199 – had a leak and the valves are being replaced.
- Work Authorization #200 – completed and needs a final walkthrough.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager

Mr. Cassel reported the following:

- Mr. Babinec is reviewing documents and he will be working with him and Mr. McIntosh on the mitigation issues.
- He discussed the guest speaker at FASD and stated the District has several “heroes”.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He sent out a notice to all District employees notifying them they collectively won District of the Year.
- EGIS insurance sent a company to do an assessment of all the District’s buildings.
- He acknowledged Ms. Schwartz for getting the District a \$4,000 discount with Sprint, in addition to a \$500 reduction in the monthly bill.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He enjoyed the FASD contract.
- They have more details to provide in the monthly report to The Department of Agriculture regarding the blower project.
- He has been working with the managers on collecting budgetary figures.
- He congratulated Mr. McShea and the Water Department team on the Florida Health Dental Program award for optimal fluoridation for a 12-month period.
- The leak detection survey kicked off last week. There were small findings, which Mr. Dwiggin is looking into.
- Another watermain line was hit today on Atlantic Boulevard and Ramblewood Drive. They were able to isolate it and no one’s water service was affected.

- **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. There was discussion regarding the situation with Mr. Nicholson and there was Board consensus to refund him the late fees as well as the disconnection fees.

- **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**

A copy of the report was provided to the Board, 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:

- He is meeting with the insurance representative to go over proposals.
- June 22, 2022 is the last pay period for this quarter.
- Performance evaluations will begin in September.
- Someone will begin in the procurement position on July 11, 2022.

- **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 reviewed the following:

- He distributed a copy of HB 1495.
- Dr. Shank previously asked if the legislation Representative Daley passed in 2021 requires the Board to be residents of the District. Mr. Lewis stated they do need to be a resident and an elector.
- There was also discussion regarding Representative Daley's bill from this year, HB 921, which makes an attempt at preventing the District from advocating for or against a referendum. It does not keep the Board members, as private independent citizens, from expressing their opinion as long as they do not do it on behalf of the District. The language does allow Quest and the District some options.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

- Dr. Shank shared some takeaways from FASD. He would like to partner with a local charity or maybe the fire department for the next open house.
- Dr. Shank congratulated and thanked everyone for the FASD District of the Year award.
- Mr. Okyn discussed his takeaways and accomplishments at FASD.

FOURTEENTH ORDER OF BUSINESS

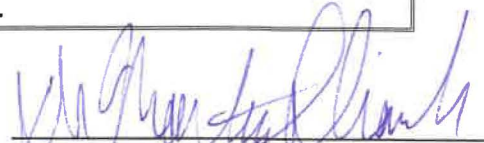
Adjournment

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