

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 18, 2022, at 4:02 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	District Secretary

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
Curt Dwiggin	Field Department
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
David Berringer	Utility Billing and Customer Service
Pedro Vasquez	Maintenance Department (Via Teams)
Tim Day	Inframark
Seth Behn	Lewis, Longman & Walker
Several Residents	

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 4:02 p.m. and called the roll.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor, adding <i>Grant Extension</i> to the agenda was approved.
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SECOND ORDER OF BUSINESS

Approval of the Minutes of the June 20, 2022 Meeting

There being no questions or comments,

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor, the minutes of the June 20, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

- **Rita Lanning**
- **Bruria Zivan**
 - Ms. Lanning addressed the Board regarding a higher than usual water bill Royal Grenadier received in June and wishes to contest.
 - Dr. Shank reassured Ms. Lanning there was no issue with the meter. It was sent out to be tested and the result came back as functioning normal.
 - Mr. Berringer suggested two adjustment options. Option one is an adjustment of \$1,956.48, billed under the first tier and option two is an adjustment of \$491.73 if the usage was combined with tier one and tier two.

Let the record reflect Mr. Okyn joined the meeting.

- Board discussion ensued.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Option one, a reduction of \$1,956.48 to the Royal Grenadier bill, was approved.

FOURTH ORDER OF BUSINESS

Financials for June 2022

A. Approval of Grant Extension

- Mr. Cassel stated the original energy grant with the Department of Consumer Services ends July 2023 and has been extended to March 2024.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the grant extension was approved.

- Ms. Schwartz reviewed the June financials.

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

FIFTH ORDER OF BUSINESS

Resolution 2022-7, Approving the Proposed Water and Sewer Budget and Setting a Public Hearing

- Dr. Shank noted the public hearing will be set for September 19, 2022 at the District office at 4:00 p.m.
- Dr. Shank suggested the grant from the previous motion be under a separate section instead of income. Discussion ensued and a note will be added to it.
- Ms. Schwartz stated there will be an adjustment to next month’s general fund budget due to some replats.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-07, approving the proposed water and sewer budget and setting the public hearing for September 19, 2022 at 4:00 p.m. at the District Office, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Permits

A. Consideration of Permit 2022-8 for Conduit and Fiberoptics Installation at Visconti Condominiums

- Mr. Cassel stated they are requiring a permit and bonds for the numerous installation projects within the District.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-8 was approved.

B. Consideration of Permit 2022-9 for Conduit and Fiberoptics Installation at 9000 W. Atlantic Boulevard.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-9 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Request by Staff to Approve the Proposal by Underwater Solutions to Carry Out Cleaning and Inspections of the District’s Potable Water Tanks *(The work will be done by piggyback off Contract 4601 OQ between Underwater Solutions and Orlando Utilities. Underwater Solutions has quoted a price of \$11,670. Staff requests the Board approve a not to*

exceed amount of \$15,000 to allow for any unforeseen issues that may be discovered.)

Mr. McShea noted the tanks are inspected and cleaned every five years. The due date for the next cleaning is October 1, 2022.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Underwater Solutions, piggybacking off the Orlando Utilities contract, was approved at an amount not to exceed \$15,000.

EIGHTH ORDER OF BUSINESS

Consideration of Request by Staff to Approve the Proposal by Comanco Environmental Corporation to Carry Out Repairs to the Liner on the Wastewater Lined Pond *(The work will be done by piggyback off Contract Y18-1076-AV between Comanco Environmental Corporation and Orange County. Comanco Environmental Corporation has quoted a price of \$7,763 for this work in line with the contract terms.)*

- Mr. Hosein reviewed the request and stated the repair of the lined pond is important to their process as it assists with the weekly flushing of contact chambers. The previous warranty from Comanco lasted one year from the date of installation.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Comanco Environmental Corporation, piggybacking off the contract with Orange County, was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff to Approve the Proposal by Quest to Complete the Upgrade of CSID’s Website (Quest will perform services under the contract between Quest Corporation of America, Inc. and the Central Florida Expressway Authority as previously agreed with CSID)

- Mr. McIntosh stated they previously returned to the Board for an additional sum of money, due to finding additional items that were not in the original proposal.
- The additional proposal included an upgrade of the website and all social media accounts.
- The funds are almost depleted, which is enough to manage the social media accounts until October.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Quest to complete the upgrade of the District’s website was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Amendment #1 to Work Authorization #197 for HSP Building Valve Replacement Returning Unspent Allowance of \$5,000**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #197 was approved.

- B. Amendment #1 to Work Authorization #200 for Pump Stations #1 and #2 Trash Rack Replacement Returning Unspent Allowances of a Total \$2,366.68**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #200 was approved.

ELEVENTH ORDER OF BUSINESS

Engineer’s Report

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

- They closed out five projects within the last month.
- Work Authorization #195 – there are two tasks remaining before the project is complete: coordination of SCADA system and fence enclosure.

- Work Authorization #199 –Sungas agreed to take a reduction in their fee to reimburse the District for the expenses incurred for housing seven residents during the leak.
- Mr. McIntosh asked about the estimate for the MIT on the injection wells. Mr. Olson responded the MIT was conducted four or five years ago. It tests the injection well to make sure it is not leaking.

TWELFTH ORDER OF BUSINESS

Staff Reports

B. Department Reports

- **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.

A. Manager

Mr. Cassel reported the following:

- He recommended the Board either use a CSID email address or make sure the email they are using is for District business only. This will be helpful for public records requests.
- He has a meeting July 20, 2022 with Mr. Frank Babinec and Mr. McIntosh.

B. Department Reports (Continued)

- **Operations – David McIntosh**

Mr. McIntosh stated he has been discussing with Mr. Cassel and Ms. Schwartz about getting the Investment Committee back online.

- **Utilities Update – Joe Stephens**

Mr. Stephens stated the only item he had was the grant extension, which was addressed earlier in the meeting.

- **Wastewater – Mike Hosein**

Mr. Hosein 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:

- The insurance rolled out on Wednesday.
- There is a new hire for procurement specialist.

- **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. Lewis reported the following:

- He updated the Board on his response to Representative Daley.
- He reviewed all the contracts, which came before the Board today, to ensure they are in compliance.
- Dr. Shank asked if he could write an editorial similar to the one he sent Mr. Lewis regarding the Soil and Water Conservation District. Mr. Lewis responded he can but would like to review it first. He cannot state he is doing it on behalf of the District.


THIRTEENTH ORDER OF BUSINESS Supervisors' Requests

- Dr. Shank discussed the District's award being published in the Sun-Sentinel the same way it was in Coral Springs Talk.
- Mr. Okyn congratulated everyone who worked on the budget.
- Mr. Okyn requested the level of the Investment Committee's meeting be raised.

FOURTEENTH 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