

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 15, 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	District Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney (Via Teams)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources (Via Teams)
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Danielle Keira-Cancel	Procurement Department
David Berringer	Utility Billing and Customer Service
Miguel Almaral	Maintenance Department (Via Teams)
Seth Behn	Lewis, Longman & Walker
Dan Daly	District Consultant

***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  
July 18, 2022 Meeting**

There being no questions or comments,

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

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Financials for July 2022**

The Board reviewed the financials.

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

**FIFTH ORDER OF BUSINESS**

**Budget Public Hearing for Fiscal Year 2023 General Fund Budget**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the regular meeting was recessed, and the public hearing was convened.

- Mr. Cassel noted the public hearing to adopt the Fiscal Year 2023 General Fund Budget was opened.
- There were no comments from the public.
- Mr. McIntosh noted the budget is almost the same as the approved tentative budget except for an additional \$297 in revenues. This is due to two properties, which used to be owned by Homeland Security. The District received a notification from the County advising the District can now charge assessments on those properties. The carry forward was reduced by \$297 to balance it out.
- Dr. Shank asked at what point they can begin to charge standby fees to the development of apartments near the mall. Mr. Cassel responded you do not do an assessment update until it is completed. An assessment methodology update will be needed once it is completed.
- Mr. Okyn asked if the restricted fund is considered a reserve. Mr. McIntosh responded yes;it can only be spent for the purpose it was set aside for.

**A. Resolution 2022-8, Adopting the Fiscal Year 2023 General Fund Budget**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-08, adopting the Fiscal Year 2023 General Fund Budget, was adopted.

**B. Resolution 2022-9, Levying Non Ad Valorem Assessments for Fiscal Year 2023**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-09, levying non ad valorem assessments for Fiscal Year 2023, was adopted.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the budget public hearing was closed, and the regular meeting was reconvened.

**SIXTH ORDER OF BUSINESS**

**Consideration of Permits and Encroachment Agreement**

Mr. Cassel noted there is a standing blanket bond in the amount of \$75,000 for all the AT&T projects. They also have a blanket bond for the City.

**A. Permit 2022-11, AT&T Interchange Improvements on Atlantic Boulevard Near Sawgrass Expressway**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-11, for AT&T Interchange Improvements on Atlantic Boulevard near the Sawgrass Expressway, was approved.

**B. Permit 2022-12, AT&T Project Address 1950 N. University Drive (Three Sections)**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-12, for AT&T project address 1950 N. University Drive, was approved.

**C. Permit 2022-13, AT&T Project Address 1200 Glenmore Drive (Two Sections)**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-13, for AT&T project address 1200 Glenmore Drive, was approved.

**D. Permit 2022-6, Replacement of Faulty Underground Cable at Eagle Trace Boulevard**

Mr. Cassel stated this is an FPL project to replace a faulty underground cable.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-6, replacement of faulty underground cable at Eagle Trace Boulevard, was approved.

**E. Permit 2022-7, Replacement of Faulty Underground Cable at Lakeview Drive**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-7, replacement of faulty underground cable at Lakeview Drive, was approved.

**F. Consideration of Encroachment Agreement for 8300 NW 7<sup>th</sup> Street**

The following was discussed:

- Mr. Cassel stated the property owner wants to move the fence down. There is plenty of space to extend the fence, leaving 20 feet between the fence and the canal bank as required by City Code.
- Dr. Shank noted there are many trees located within the District’s right-of-way. He understands it is hard to have them all removed but having them sign an encroachment agreement allowing the District to remove the trees if needed or they will be responsible for trees that fall.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor an encroachment agreement for 8300 NW 7<sup>th</sup> Street was approved with the stipulation that the District can remove the trees located within the District’s right-of-way if needed and the property owner will be responsible for any fallen trees.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Request by Staff to Allow CSID to Piggyback on Contract No. 6000001362 Herbicides, Adjuvants and Algaecides between South Florida Water Management District and the Following List of Suppliers for the Chemicals Specified in the Contract (Suppliers are: Helena Agri-Enterprises, LLC, Nutrien Solutions, Red River Specialties LLC, Thomas R.**

**Summersill, Inc. and Winfield Solutions, LLC. "Each supplier is awarded as the low bidder for the particular chemical."**

Mr. Frankenhauser and Ms. Keira-Cancel reviewed the request to piggyback off the SFWMD's contract for herbicides.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the herbicides were awarded as outlined in the SFWMD contract, piggybacking off SFWMD contract no. 6000001362.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Request by Staff to Allow CSID to Piggyback on the Contract between the City of Plantation and Condo Electric Motor Repair Corp. for Electric Motor Pump and Repair Term Contract RFSP No. 030-22, Including Any Renewals**

- Mr. Dwiggins reviewed the request to piggyback off the City of Plantation contract with Condo Electric Motor Repair Corp.
- Mr. Behn stated they confirmed what the District needed was an apples-to-apples comparison with the City of Plantation contract.
- Ms. Keira-Cancel stated it is a two-year term contract with the option to renew.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a contract with Condo Electric Motor Repair Corp. for the electric motor pump and repair, piggybacking off the City of Plantation contract, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Allow CSID to Piggyback on Contract between the State of Florida, Department of Management Services and Suburban Propane, LP on State Term Contract No. 15111510-19-01 for Liquefied Petroleum (LP) Gas Including Any Renewals**

The following was discussed:

- Dr. Shank questioned whether there were any contracts they could piggyback off with the current vendor.

- It was noted there are no current publicly bid contracts to piggyback off with the current vendor.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a contract with Suburban Propane, LP for liquefied petroleum gas, including any renewals, piggybacking off the State of Florida Department of Management Services contract was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Piggyback on a Contract between the School Board of Broward County and Various Entities Including Thermal Concepts (*Thermal Concepts provided the low bid and was awarded the services the District is seeking. We would like to engage Thermal Concepts according to the terms of Broward County’s Contract FY23-012 HVAC installation, repair, and preventative maintenance for the provision of maintenance services to CSID’s HVAC systems, including any extensions.*)**

Mr. McIntosh stated they had a contract with Air America who was bought out by another company which increased the prices. The new company also does not have a contract they can piggyback off.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a contract with Thermal Concepts was approved piggybacking off the School Board of Broward County contract.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorization #206 for Classic Drive Seawall Repair at a Total Cost of \$31,391**

Mr. Olson reviewed the work associated with Work Authorization #206.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #206, for the Classic Drive seawall repair, was approved at a total cost of \$31,391.

**TWELFTH ORDER OF BUSINESS**

**Engineer's Report**

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

- Work Authorization #195 – there is not sufficient funding in the allowance to install the fence. Staff is looking into options and Globaltech will return the allowance at the next meeting.
- Mr. Stephens stated they would like to move forward with the contractor installing the fence and have a change order for it.
- Work Authorization #199 – they are waiting for two parts to be delivered and installed next week.
- Work Authorization #203 – the mufflers were delivered last week and the first one was installed today.
- There are several completed projects with unspent allowances, which will be returned to the District.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Meeting Schedule for Fiscal Year 2023**

The Board reviewed the meeting schedule and changed the November meeting to November 7, 2022.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the meeting schedule was approved as amended changing the November meeting date to Monday, November 7, 2022.

**B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He provided Mr. Babinec with information on the tree removal program schedule that he requested. Mr. Babinec told him today that he is setting up a meeting with his staff. During Ken and Mr. McIntosh's conversation with Mr. Babinec, he gave some options.
- Mr. Babinec said he would like to look at the fountain in the park.

- Ms. Schwartz is no longer employed by the District. They are looking for a replacement.
- He congratulated Mr. Olson on his promotion as Vice President of Globaltech.
- He wished Mr. Daly a happy birthday and thanked him for coming back to assist.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He worked with the City regarding a bridge they had removed from a SWCD canal and wanted to reuse. Since they installed the basketball courts at the aquatics center, there have been complaints regarding lack of parking. The City wanted to install the bridge to connect the two parking lots. Mr. Frankenhauser, Mr. Hanks and he worked with the Public Works Director and City Engineer to find a happy medium for the bridge elevation. This way the District has enough space to get a boat through.
- He is working on the internship program with Broward County Schools.
- The leak detection survey was completed. They found some small leaks and they will look at what impact that will have. They will come back with recommendations.

- **Utility Billing Customer Service Report – Dave Berringer**

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

- **Water – Christian McShea**

Mr. McShea reviewed his report, a copy of which is attached hereto and made a 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**

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

- **Maintenance Report – Miguel Almaral**

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

- **Procurement Report – Danielle Keira-Cancel**

Ms. Keira-Cancel reviewed her report, a copy of which is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- He was able to secure flu vaccinations for September 15, 2022 between 2:00 p.m. and 3:30 p.m.
- A salary study is being performed.
- He discussed having an employee survey.

- **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**

The following was reported:

- Mr. Lewis forwarded Mr. McIntosh a questionnaire two weeks ago from the Department of Environmental Protection. It relates to grant opportunities for flooding mitigation, which the District qualifies for.
- There was discussion regarding the public records request made to Representative Daley and NSID.
- Mr. Behn noted District staff does a great and efficient job with the piggyback contracts.

**FOURTEENTH ORDER OF BUSINESS      Supervisors' Requests**

- Mr. Sierra stated Ms. Keira-Cancel is doing an outstanding job and he is sorry to see Mr. Berringer leave.
- Mr. Sierra asked if there was anything new on the grants. Mr. Stephens responded nothing new. He briefly reviewed some of the other grant projects.
- Dr. Shank thanked everyone and wished Mr. Berringer good luck.

**FIFTEENTH 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