

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Coral Springs Improvement District was held Monday, January 27, 2020 at 4:00 p.m. at the District Office, located 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
Seth Behn	District Attorney
David McIntosh	Director of Utilities
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Joe Stephens	Water Department
John Obrien	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Mark Grace	Keefe McCullough

***The following is a summary of the discussions and actions taken at the January 27, 2020
Coral Springs Improvement District's Board of Supervisors Meeting.***

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the December
16, 2019 Meeting**

One addition was made to the minutes. David McIntosh was added to the list of attendees.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the December 16, 2019 meeting were approved as amended.
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THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Acceptance of Financial Audit for Fiscal Year
Ending September 30, 2019**

Mr. Grace provided an overview of the financial audit for Fiscal Year 2019.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the financial audit for Fiscal Year 2019 was accepted.

FIFTH ORDER OF BUSINESS

Election of Officer, Resolution 2020-6

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Resolution 2020-6, designating Dr. Shank as President, Mr. Okyn as Vice President, Mr. Sierra as Secretary, Mr. Bloom as Treasurer, Mr. Baldwin and Mr. Cassel as Assistant Treasurers, and Mr. Cassel and Mr. Daly as Assistant Secretaries, was adopted.

SIXTH ORDER OF BUSINESS

**Approval of Financial Statements for
December 2019**

Ms. Rubio reviewed the financials for December 2019.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the financials for December 2019 were approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Contract Renewal with
Florida Technical Consultants for GIS
Services, Piggybacking Off the Cooper City
Contract**

Mr. Dwigins reviewed the contract renewal with Florida Technical Consultants.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the contract renewal with Florida Technical Consultants was approved following the terms of the contract and staff was authorized to renew each year.

EIGHTH ORDER OF BUSINESS

Trio Development Corporation Change Order #1 for Lift Station #4, Reducing the Original Project Cost of \$159,326.52 by \$8,735.30 for a Net Project Cost of \$150,591.30

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Change Order #1 for the contract with Trio Development Corporation for repair work on Lift Station #4 at a reduction of \$8,735.30 for a total project cost of \$150,591.30 was approved.

NINTH ORDER OF BUSINESS

Consideration of Amendment #1 to Work Authorization #165 for Site 13 Canal Bank Restoration for a Decrease of \$6,977.55

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, Amendment #1 to Work Authorization #165 for site 13 canal bank restoration for a decrease of \$6,977.55, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the engagement letter previously distributed to the Board from Fiske & Company to engage Mr. Peter Gampel’s services as a CPA attorney for litigation against the City of Coral Springs.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the engagement letter with Fiske & Company was approved and the District Manager was authorized to execute it.

B. Engineer – Rick Olson

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

C. Department Reports

- **Operations – Dan Daly**
 - **Utility Billing Work Orders**

This item is for information only.

- **Utilities Update – David McIntosh**

Mr. McIntosh reported the following:

- The new District website is live.
- He will be meeting with the City of Margate to discuss an interconnect line.
- Globaltech is working on a cost estimate to do a hydraulic model of the District's system to see what the transfer would be like.
- He continues to work with FEMA.
- Staff is looking into ways of obtaining grants. Mr. Stephens found a company that provides grant writing and grant management services for the City of Oakland Park. Mr. McIntosh will meet with them.

- **Water – Joe Stephens**

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

- **Wastewater – John Obrien**

Mr. Obrien 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.

- **Maintenance Report – Pedro Vasquez**

Mr. Vasquez 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.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

D. Attorney

Mr. Behn reported the following:

- Another local bill was filed to modify the District. The bill continues to be in committee and has not been placed on the agenda yet.
- A claim was filed for the fractured utility line. The subcontractor has admitted liability and provided a settlement agreement for \$47,673.29, which is the total amount of the invoices the District provided to them; however, Mr. Daly requested a calculation of all the attorney fees expended on this issue. The subcontractor has verbally agreed to pay for the attorney fees as well.
- Ms. Rubio noted the total amount in the settlement agreement is incorrect.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the settlement agreement for Claim #L-099-1022858 was approved as amended to include the \$5,000 in attorney fees with the execution of the agreement contingent upon receipt of payment.

On MOTION by Mr. Okyn seconded by Dr. Shank the previous motion was amended to authorize the District Manager to execute on the District’s behalf once payment is received.

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests

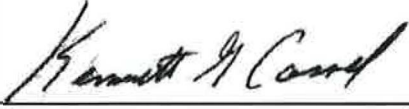
- Mr. Okyn stated he is working with staff to get the job descriptions updated. He also requested to meet with Mr. McIntosh to discuss the implementation of programs to improve the knowledge of management skills.
- Ms. Rubio discussed the possibility of collaborating with Nova Southeastern University.
- Dr. Shank thanked everyone for doing a great job.

TWELFTH ORDER OF BUSINESS

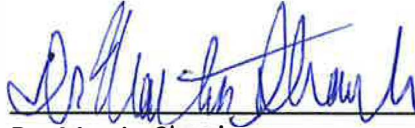
Adjournment

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