

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, March 16, 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
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Rick Olson	District Engineer
Frank Koslowski	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department

The following is a summary of the discussions and actions taken at the March 16, 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 February 24, 2020 Meeting

Mr. Cassel stated each Board member received a copy of the Minutes of the February 24, 2020 Meeting, and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, the minutes of the February 24, 2020 meeting were approved.

Dr. Shank requested a motion to suspend the regular agenda to discuss postponement of water service shut-offs for the next 60 days.

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the regular Agenda was suspended to allow the Board to discuss postponement of water service shut-offs for the next 60 days.

Dr. Shank MOVED to postpone water service shut-off and eliminate late payments for the next 60 days, and reevaluate at the May Meeting, and Mr. Okyn seconded the motion.

- Mr. Daly received a phone call in this regard. He commented staff should proceed with door hangers and reminders to residents; however, imminent cut-off dates may be removed.
- The bill will still be accrued.
- Mr. Cassel suggested staff work with residents on an individual basis.
- Mr. Daly is not in favor of posting anything in this regard on the website.
- Mr. Cassel indicated other Water Management Districts are basically doing the same thing.
- This would be put into effect immediately.
- Mr. Daly commented door hangers are usually issued on the 25th or 26th of the month, at which time they are given approximately seven days to pay. He suggested a date in June for the shut-off.
- Approximately 250 people receive door hangers, with 40 to 50 shut off every month. There are issues with renters.
- Dr. Shank advised notification should be sent to the original owner; however, it is sometimes difficult to get in contact with the owner.
- Dr. Shank suggested amending the prior motion to cover renters. Mr. Cassel suggested the renters be held to the current standards.

- The renter receives the water bill, not the owner.
- Mr. Daly suggested the motion should cover all homeowners.

Mr. Okyn **MOVED** to amend the prior motion, and approve postponement of water shut-offs and any late fees for homeowners until June 1, 2020, with reevaluation to take place at the May Meeting; and Mr. Sierra seconded the motion.

- This should not be considered a precedent.
- All door hangers for shut-offs will state June 1, 2020.

There being no further discussion,

On **VOICE** vote, with all in favor, the prior motion was approved, as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next order of business followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for February 2020

Mr. Cassel reviewed the Financial Statements for February 2020.

- Dr. Shank suggested a change on the assessment collection for the General Fund to have the amount still owed.

On **MOTION** by Mr. Okyn, seconded by Mr. Sierra, with all in favor, the Financial Statements for February 2020 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Award of Project GF-2020-02 to Fish Tech, Inc. for Culvert Cleaning in the Amount of \$92,000

Mr. Frankenhauser reviewed Project GF-2020-02.

- Five locations were identified to be dredged as a result of the culvert inspections.
- There was one respondent at the pre-bid meeting. There were two other inquiries, but those individuals did not attend the pre-bid meeting.

- The respondent has done work for the District in the past.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, award of Project GF-2020-02 to Fish Tech, Inc. for culvert cleaning in the amount of \$92,000, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Award of Bids for Project GF-2020-01 for Repairs to Vertical Single End Suction Axial Flow Pumps and Right-Angle Gear Drives in the Amount of \$31,644 Per Year for Four Years

Mr. Frankenhauser reviewed Project GF-2020-01.

- This is the beginning of preventative maintenance on pumps.
- New bearings were installed in the pumps.
- The cost per pump is \$15,822, which includes replacement of bearings.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, award of Project GF-2020-01 to MWI Corp. for repairs to vertical single end suction axial flow pumps and right-angle gear drives in the amount of \$31,644 per year for four years, was approved.

SEVENTH ORDER OF BUSINESS

Motion to Exercise Optional Renewal of Contract 2016-01 with Shenandoah for Wastewater Tank Cleaning for Option Year March 17, 2020 to February 22, 2021

Mr. McIntosh reviewed Contract 2016-01.

- This is an existing contract.
- There are no changes.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, optional renewal of Contract 2016-01 with Shenandoah for Wastewater Tank Cleaning for Option Year March 17, 2020 to February 22, 2021 in the amount of \$45,100, was approved.

EIGHTH ORDER OF BUSINESS

Discussion and Consideration of Opti-View Conversion

Mr. Daly reviewed the Opti-View Conversion.

- This is a scanning program. The School Board uses the same program.
- It has a good A/P program.
- the program may be expanded in the future.
- There will be a one-time charge.

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the Opti-View Conversion in the amount of \$4,500, was approved.

NINTH ORDER OF BUSINESS **Consideration of Work Authorizations**

A. Amendment #1 to Work Authorization #141 for WWTP Package Plant D Repairs for a Decrease of \$127,831.46

- There are punch list items to be completed.

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, Amendment #1 to Work Authorization #141 for WWTP Package Plant D Repairs for a decrease of \$127,831.46, was approved.

B. Work Authorization #171 for Design Build Services Related to the Force Main Hydraulic Model for a Total Cost of \$79,710

- This is for the model and calibration of the force main network within CSID.
- There is an interconnect system with Tamarac and Margate.
- There currently is no interconnect with the wastewater side.
- Funds were budgeted for this work.
- This will be considered a favorable engineering decision to determine whether the existing station may be used.
- The timeframe is 180 days from the Notice to Proceed.

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, Work Authorization #171 for Design Build Services Related to the Force Main Hydraulic Model for a total cost of \$79,710, was approved.

TENTH ORDER OF BUSINESS **Engineer’s Report**

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

- Dr. Shank requested a synopsis of recommendations from the Facility Arc-Flash Study at the next meeting.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Consideration of Encroachment Agreement with 10068 Vestal Place**
 - Board approval is needed prior to entering into an encroachment agreement for installation of a fence.
 - The CSID boundary goes through the corner of the residents’ property line into the CSID easement. The residents wants to match the neighbor’s fence which is also in the CSID easement.
 - There are no clearance issues.

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the Encroachment Agreement for a fence at 10068 Vestal Place, was approved.

Mr. Cassel discussed his meeting with the City Manager.

- The City will install a water fountain. CSID will work with the City in this regard.
- Staff has met with the new City Engineer.
- All depositions have been postponed due to the Coronavirus.
- Mr. Cassel notices improvements in the working relationship with the City.
- The trees behind the Auto Mall will be approached by the City as a code enforcement issue.

Mr. Cassel will investigate refinancing of the 2016 Bonds.

- Dr. Shank discussed SBA financing in relation to the Bonds.
- Mr. Lewis will investigate prepayment options.

B. Department Reports

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

This item is for information only.

- **Utilities Update – David McIntosh**

Mr. McIntosh reviewed reported the following:

- He discussed the impact of the pandemic on operations. Some staff will be able to work remotely.
- The *No Trespassing Program* was discussed.

- **Water – Joe Stephens**

Mr. Stephens 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.

- Canal elevations are slightly low.

- **Field – Frank Koslowski**

A copy of the Field Report is attached hereto and made part of the public record.

- The MOT for the station was approved, and they will have full control of it.
- Replacement of sewer lines was discussed.
- The project for widening of bike lanes and stormwater at Coral Ridge Drive is in process.

- **Maintenance Report – Pedro Vasquez**

A copy of the Maintenance Report is attached hereto and made part of the public record.

- **Human Resources – Jan Zilmer**

- Mr. Daly discussed a memorandum to staff reminding them they are essential employees.
- Any employee traveling outside of the Country should exercise some sort of quarantine.

- The annual picnic is still on the Quiet Waters Park schedule even though they are closed. Mr. Daly will poll staff to determine whether they still want to attend.
- Staffing during the Coronavirus crisis was discussed.
- **Motion to Accept Department Reports**

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

C. Attorney

- The iguana management program was briefly discussed.
- None of Representative Daley’s bills passed. Appropriations are the only items remaining.
- Mr. Lewis discussed Covid-19 issues.
 - The Governor’s latest emergency declarations.
 - Public meetings.
 - Media coverage.

TWELFTH ORDER OF BUSINESS

- Vehicles were discussed.

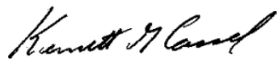
Supervisors’ Requests

SIXTEENTH ORDER OF BUSINESS

There being no further business,

Adjournment

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the meeting was adjourned at approximately 5:34 p.m.



Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President