

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, April 20, 2020 at 4:00 p.m. via webinar and teleconference pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor DeSantis and Section 120.54(5)(b)2, Florida Statutes.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President

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
Marta Rubio	District
Rick Olson	District Engineer
Troy Lyn	Globaltech
Curt Dwiggins	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Seth Behn	Lewis, Longman and Walker

***The following is a summary of the discussions and actions taken at the April 20, 2020 Coral Springs Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Electronic Public Meeting Explanation**

Mr. Cassel provided an introduction on how the remote meeting will be conducted.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 16, 2020 Meeting**

Each Board member received a copy of the Minutes of the March 16, 2020 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the minutes of the March 16, 2020 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Approval of Financial Statements for March 2020**

Ms. Rubio reported 97% of the assessments have been collected to date.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the Financial Statements for March 2020 were approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Award of Contract to Weekly Asphalt Paving in the Amount of \$68,955 for District Office Asphalt Repair and Installation at Three Onsite Locations**

Mr. Dwiggins provided an overview of the asphalt project.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the contract for asphalt repair and installation at three onsite locations, was awarded to Weekly Asphalt Paving in the amount of \$68,995.

**EIGHTH ORDER OF BUSINESS**

**Consideration of a Grant Services Agreement with RMPK Funding, Piggybacking Off the City of Oakland Park**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the grant services agreement with RMPK Funding, piggybacking off the City of Oakland Park, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Purchase of 28 Replacement Membranes from Toray for Water Plant**

Mr. Stephens provided an overview of the need to purchase replacement membranes.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the purchase of 28 replacement membranes, was approved at a total cost of \$11,957.68.

**THIRD ORDER OF BUSINESS**

**District COVID-19 Emergency Status Update and Emergency Order Regarding Public Meetings**

Mr. Lewis provided an overview and recommended the Emergency Order be converted to a resolution for adoption.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the emergency order was amended to convert it into a Resolution, which was adopted by the Board.

**TENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #172 for the Effluent Generator ATS Replacement for a Total Cost of \$144,685.10**

Mr. McIntosh provided an overview of Work Authorization #172. Discussion ensued.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #172 was approved at a total cost of \$144,685.10.

**B. Work Authorization #173 for Canal Site 10A Assessment for a Total Cost of \$14,270**

Mr. Olson provided an overview of Work Authorization #173.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #173 was approved at a total cost of \$14,270.

**C. Work Authorization #174 for WWTP Plant C Structural Reinforcement for a Total Cost of \$287,303**

Mr. Olson provided an overview of Work Authorization #174.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #174 was approved for a total cost of \$287,303.

**D. Work Authorization #175 for Stormwater Pump Stations 1 & 2 Hurricane Hardening for a Total Cost of \$240,574**

Mr. Olson stated many grant recipients are having issues through procurement and inspections. A legislative bill is being prepared to extend the project duration.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #175 was approved for a total cost of \$240,574.

**E. Work Authorization #176 for Feed Pump Motor Replacement for a Total Cost of \$8,548**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #176 was approved for a total cost of \$8,548.

**F. Work Authorization #178 for Membrane Concentrate Backflow Preventer Elimination for a Total Cost of \$142,021**

There was discussion regarding Work Authorization #178 and whether it is a good investment.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #178 was approved for a total cost of \$142,021.

**ELEVENTH 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.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported the remote deposition was done last. He is waiting to hear back on the results.

**B. Department Reports**

• **Operations – Dan Daly**

Mr. Daly reported there has not been a significant impact on the accounts receivable as a result of the pandemic. A total of 480 residents were not charged delinquent fees for March and 1,234 for April. Daily operations continue with some staff working remotely.

• **Utilities Update – David McIntosh**

Mr. McIntosh reported the following:

- They applied for the COVID-19 FEMA program.
- He has been in communication with the auditors and they indicated the District should receive the balance of approximately \$600,000 within the next couple of weeks.
- He will be meeting with RMPK next week to discuss grant opportunities.

• **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**

A copy of the report 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. He also reported canal levels are approximately one foot lower than what is indicated in the report.

• **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. Daly reported Mr. Zilmer is keeping track of staff hours in case they need to report back regarding the Family and Medical Leave Act.

- **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 provided updates on Emergency Orders issued by Governor DeSantis.

**THIRTEENTH ORDER OF BUSINESS                      Supervisors' Requests**

Mr. Okyn asked Mr. McIntosh when they can continue with the restructure meeting. Dr. McIntosh responded he will contact him tomorrow about scheduling a meeting.

**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.