

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, November 16, 2020 at 4:00 p.m. at the District Office at 10300 NW 11th Manor, Coral Springs, Florida Statutes.

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 (Via Telephone)
Dan Daly	Director of Operations
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources (Via Telephone)
Marta Rubio	Director of Finance and Accounting
Rick Olson	District Engineer (Via Telephone)
Curt Duggins	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Dave Berringer	Utility Billing and Customer Service (Via Telephone)

The following is a summary of the discussions and actions taken at the November 16, 2020 Coral Springs Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order at 4:08 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
October 19, 2020 Meeting**

Each Board member received a copy of the Minutes of the October 19, 2020 Meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the October 19, 2020 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements for October 2020

Ms. Rubio noted there is not much activity because this is for the first month of the Fiscal Year.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial statements for October 2020 were approved.

FIFTH ORDER OF BUSINESS

Budget Amendments for Fiscal Year 2020

A. Resolution 2021-1, Amending the General Fund Budget

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-1, amending the general fund budget, was adopted.

B. Resolution 2021-2, Amending Water and Sewer Budget

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-2, amending the water and sewer budget, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of the Purchase of Two Generators for the Field Department in the Sum of \$84,238 Under the Florida Sheriff's Contract

Mr. Lewis stated he reviewed the contract, and everything is in order if the Board wants to proceed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of two generators at a total cost of \$84,238, piggybacking off the Florida Sheriff's contract, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of an Award to Urban Beekeepers Piggybacking Off the Town of Davie Contract

Mr. Lewis stated he reviewed the contract and they updated it to include the E-Verify, and public records language.

Mr. McIntosh provided an overview of the contract and the need to have a licensed professional remove bees when necessary.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Urban Beekeepers, piggybacking off the Town of Davie contract, was approved.

EIGHTH ORDER OF BUSINESS

Consideration to Piggyback Off Deerfield Beach's Water Meter Fittings and Waterline Accessories Contract

Mr. Lewis stated the contractor needs to add the E-Verify language or supply a letter stating they use E-Verify.

Mr. Dwiggin reviewed the contract, which would allow them to purchase from the three vendors used under the Deerfield Beach contract, along with any extensions.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of water meter fittings and accessories from Ferguson Waterworks, Core & Main, Empire Pipe and any extensions, piggybacking off Deerfield Beach's contract, was approved.

NINTH ORDER OF BUSINESS

Consideration of Work Authorization #183 for Above Ground Fuel Storage and Dispensing Facility at a Total Cost of \$162,863

Mr. Stephens and Mr. Olson reviewed the work associated with Work Authorization #183.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #183, for above ground fuel storage and dispensing facility at a total cost of \$162,863, 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.

- Work Authorization #159 – the manufacture will bring a new clutch on site November 24, 2020. The pump is functional without the clutch.
- Work Authorization #162 – project is complete.
- Work Authorization #171 – they are looking at running several scenarios.
- Work Authorization #174 – met with two vendors to address alternatives for sealing the internal and external tanks. A subcontractor will be on site November 18, 2020 to do a test on what they are proposing to use. If it is successful, they will have a proposal submitted by November 19, 2020,
- Work Authorization #175 – work is complete and punch items addressed. Waiting on final inspection by the City of Coral Springs. The project is expected to be complete within two weeks.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Motion to Acknowledge the Receipt of \$967,597 of FEMA Reimbursement Funds for Hurricane Irma**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the receipt of \$967,597 of FEMA reimbursement funds for Hurricane Irma were acknowledged.

B. Department Reports

- **Operations – Dan Daly**

There being no report, the next item followed.

- **Utilities Update – David McIntosh**

The following was discussed:

- Mr. McIntosh reported they have been working on the project with AECOM. He has been communicating with the insurance company and Joe has been doing all the work with AECOM.
- Mr. Stephens reported AECOM has done the excavation to the extent of what they had prepared to do, in terms of tonnage. They are still seeing values of 2,000 PPM in the readings of the exterior border of the hole. At the hottest point it was between 30,000 to 40,000 PPM. They did some readings on samples from small excavations today and they were below detectable limits.
- Mr. McIntosh stated during Tropical Storm Eta a resident reported a downed tree in the canal behind the property. The tree took down part of the fence. The resident's insurance does not cover fallen trees. The District will remove the tree; however, the resident will have to repair the fence. Arbor Tree & Land provided a quote to remove the tree for \$11,200.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the proposal from Arbor Tree & Land to remove a fallen tree at a cost of \$11,200 was approved and the District Manager was authorized to execute the proposal.

- Dr. Shank suggested getting proposals for removal of trees prior to the next hurricane season.

- **Utility Billing and 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.

- **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 – Pedro Vasquez**

A copy of the report was distributed and is attached hereto and made part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- He completed the audit with Nationwide and the District is in compliance.
- He will be working with Mr. McIntosh and Mr. Stephens to go over policies and/or guidelines on how they treat return to work.

- **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 discussed the following:

- The Legislature will begin meeting in committees in December. They will be meeting in person.
- He asked Mr. McIntosh for the status of the Arc Electric main break. Mr. McIntosh responded they sent the requested information to DEP two or three weeks ago.
- He requested a motion on the engagement letter for legislative initiative, which is the same as it was last year.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the engagement letter with Lewis, Longman and Walker to serve as the District's lobbyist during the upcoming Legislative session at \$6,000 per month was approved.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

- Dr. Shank reminded all the Department Managers the Toys for Tots boxes are available. He will pick them up and deliver them on December 11, 2020 so they are distributed in time for the holidays.
- Mr. Okyn wished everyone a Happy Thanksgiving and noted there are recommended guidelines to follow due to Covid-19
- Mr. Sierra complemented the staff that worked during Tropical Storm Eta and thanked them for all they do

THIRTEENTH ORDER OF BUSINESS

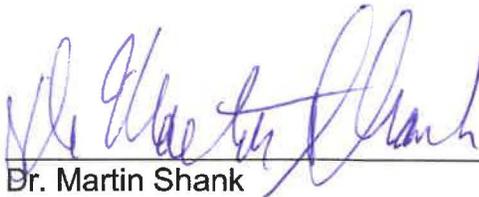
Adjournment

There being no further business,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting adjourned.



 Kenneth Cassel
 Assistant Secretary



 Dr. Martin Shank
 President