

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Coral Springs Improvement District was held Monday, November 18, 2019 at 4:00 p.m. at the District Office, located at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Secretary

Also present were:

Kenneth Cassel	District Manager
Terry Lewis	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Marta Rubio	District Accountant
Jan Zilmer	Human Resources
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Troy Lynn	GlobalTech
Glen Hanks	Hanks & Associates
Residents	

***The following is a summary of the discussions and actions taken at the November 18, 2019 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  
October 21, 2019 Meeting**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the Minutes of the October 21, 2019 Meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Installation of a dock at the laderosa property was addressed.

- The dock policy was discussed.
- If there is a hurricane warning, the boat may be removed from the canal at the property owners' cost.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, installation of a dock at the laderosa property was approved subject to the fact the dock may be removed from the canal in the event of a hurricane at the property owners' cost.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for  
October 2019**

The Board reviewed the Financial Statements for October 2019.

- The amount in *Field*, belongs to both *Field* and *Plant*.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the Financial Statements for October 2019 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Budget  
Amendments**

- A. **Resolution 2020-2, Amending General Fund Budget for Fiscal Year 2018 – 2019**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Resolution 2020-2, Amending the General Fund Budget for Fiscal Year 2018 – 2019 was adopted.

**B. Resolution 2020-3, Amending General Fund Budget for Fiscal Year 2019 – 2020**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Resolution 2020-3, Amending the General Fund Budget for Fiscal Year 2019 – 2020 was adopted.

**C. Resolution 2020-4, Amending Water and Sewer Budget for Fiscal Year 2018 – 2019**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Resolution 2020-4, Amending the Water/Sewer Fund Budget for Fiscal Year 2018 – 2019 was adopted.

**SIXTH ORDER OF BUSINESS Encroachment Policy Consideration**

This item was approved under *Audience Comments*.

- This item must be approved by the District Engineer.
- Mr. Lewis will draft a letter regarding removal of the boat when there is a hurricane warning.

Mr. Glen Hanks briefed the Board regarding 600 North University Drive.

- There have been numerous exchanges with the developer.
- They will likely have to come back to the Board to request a variance for the property.
- The applicants have confirmed they are not going to be able to achieve the necessary storage. It is up to them to propose a solution.

**SEVENTH ORDER OF BUSINESS Consideration of LMK Change Order #1 for Lift Station #2 Reducing the Original Project Cost of \$736,575 by \$92,458 for a Net Project Cost of \$644,117**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, LMK Change Order #1 for Lift Station #2 Reducing the Original Project Cost of \$736,575 by \$92,458 for a Net Project Cost of \$644,117, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Purchase of a Chevy Silverado 2500 Long Bed Truck from Alan Jay Fleet Sales, Piggybacking Off the Florida Sheriff's Association Contract FSA19-VEL27.0**

- Cruise control is a standard specification for the truck.
- The bottom line cost is \$39,285.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, purchase of a Chevy Silverado 2500 Long Bed Truck from Alan Jay Fleet Sales, piggybacking off the Florida Sheriff's Association Contract FSA19-VEL27.0 in the amount of \$39,285, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of an Award in the Amount of \$11,925 to Florida Fish Farms, Inc. for the Purchase of 2,650 Triploid Grass Carp, Piggybacking Off the Broward County Contract**

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the purchase of 2,650 Triploid Grass Carp from Florida Fish Farms, Inc. in the Amount of \$11,925, piggybacking off the Broward County Contract, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Hach as Sole Service Provider for Certain Instruments**

- This is a contract for repair services.
- The instruments are in place, but require repairs.
- They are the only company which can repair or replace the parts.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the proposal from Hach Service Plus as the sole service provider for certain instruments, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Work Authorization #168 for Membrane Valve Replacement**
  - This will reduce recovery to 60%. There will be more flushing across the membrane.
  - This will increase the longevity of the membranes.
  - It is difficult to determine how many more years the membranes will last.

Mr. Okyn MOVED to approve Work Authorization #168 for Membrane Valve Replacement for a total cost of \$156,325, and Dr. Shank seconded the motion.

- The District should be named as an additional insured party on the Florida Fish Farms contract, as well as all other policies.
- Mr. Lewis discussed the Florida Statute regarding public records. The language should be incorporated into all Work Authorizations.

There being no further discussion,

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

**B. Work Authorization #169 for Stormwater Pump Stations #1 and #2 Hurricane Hardening Design**

- The work will be done within the appropriate time criteria.
- There is no reimbursement for the engineering work.
- The Board will be presented with a work authorization for additional construction services in January.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, Work Authorization #169 for Stormwater Pump Stations #1 and #2 Hurricane Hardening Design for a total cost of \$40,540, was approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- Mr. Cassel apologized for not catching the issues with the revenue projections for the last two years. Mr. Cassel will be more involved to ensure the revenue projections are accurate up front, and staff will ensure the rest of the budget complies with the Board’s directions.
- The Hearing is scheduled to be held between March 27, 2020 and April 6, 2020.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his monthly status 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. The Broward County School Board meeting was discussed.

- **Utilities Update – David McIntosh**

Mr. McIntosh provided an update on FEMA.

- **Water – Joe Stephens**

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

- **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**

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

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported a new electrician will start on Monday.

- **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. Lewis announced that Chapter 298 of the Florida Statutes with regards to appointment of officers, does not apply. Both current officers are empowered to appoint a replacement for Mr. Holland for the remainder of the term. Dr. Shank is hoping to appoint someone at the December meeting.

**THIRTEENTH ORDER OF BUSINESS                      Supervisors' Requests**

- Mr. Zilmer will meet with the possible candidate for the Board.
- Dr. Shank has asked that a tree be planted, along with benches in Mr. Holland's memory.

**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 at approximately 5:37 p.m.

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Kenneth Cassel  
Assistant Secretary

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Dr. Martin Shank  
President