

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 21, 2020 at 4:00 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida Statutes.

Present and constituting a quorum were:

|              |                           |
|--------------|---------------------------|
| Martin Shank | President                 |
| Len Okyn     | Vice President            |
| Chuck Sierra | Secretary (Via Telephone) |

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 Dwiggin        | 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 December 21, 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  
November 16, 2020 Meeting**

Each Board member received a copy of the Minutes of the November 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 November 16, 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 November 2020**

Ms. Rubio reported the District has already received 88% of its assessments totaling \$2.8 Million.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the financial statements for November 2020 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Request by Staff for Board to Approve the First Optional One Year Renewal of Phillips and Jordan Contract as the Primary Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period of January 1, 2021 to December 31, 2021**

Mr. Frankenhauser provided an overview of the contract and the first optional one-year renewal.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the first optional one-year renewal of Phillips and Jordan contract as the primary contractor to provide Disaster Debris Removal and Disposal Services for the District for the Period of January 1, 2021 to December 31, 2021 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of a Request by Staff for Board to Approve the First Optional One Year Renewal of Arbor Tree and Land Contract as the Alternate Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2021 to December 31, 2021**

- Mr. McIntosh explained this is an optional one-year renewal to use as an alternate.
- Mr. Frankenhauser noted Arbor Tree and Land has done previous work for the District and performed well.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the first optional one-year renewal of Arbor Tree and Land Contract as the alternate contractor to provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2021 to December 31, 2021.

**SEVENTH ORDER OF BUSINESS**

**Consideration of a Request by Staff for Board Approval to Purchase a Ford F-150 Truck for \$27,394 from Bozard Ford, Piggybacking Off the Florida Sheriff's Contract**

- Dr. Shank asked why staff is going with Ford when they went with GMC the last time.
- Mr. Frankenhauser responded Ford was priced well and the specifications on the GMC trucks were different. The rest of the trucks in the Stormwater Department are Fords and that also makes it efficient for maintenance.
- Mr. Dwiggins explained GMS has the specifications needed for the Field Department.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the purchase of a Ford F-150 truck for a total cost of \$27,394 from Bozard Ford, piggybacking off the Florida Sheriff's contract, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of a Request by Staff for Board Approval to Purchase a Club Car Golf Cart from Jeffrey Allen, Inc., an Authorized Club Car Representative, Piggybacking Off the Kansas City, Missouri Master contract for a Total Cost of \$9,339.15**

Mr. Stephens explained this is a utility cart he will mostly use to get around the facility and check on projects. This is the standard unit with no add-ons.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the purchase of a Club Golf Cart from Jeffrey Allen, Inc. for a total cost of \$9,339.15, piggybacking off the Kansas City Missouri master contract, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Amendment #1 to Work Authorization #162 for Production Well 9 Control Replacement for a Decrease of \$1,620**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Amendment #1 to Work Authorization #162 for a decrease of \$1,620 was approved.

- B. Amendment #1 to Work Authorization #172 for DIW Building ATS Replacement for a Decrease of \$15,467.91**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Amendment #1 to Work Authorization #172 for a decrease of \$15,467.91 was approved.

- C. Amendment #1 to Work Authorization #174 for WWTP Plant C Repairs for an Increase of \$26,510.07**

Mr. Olson provided an overview of the work associated with the amended work authorization and an update on the project. The total of the additional work is \$33,817.65; however, they are using part of the unspent allowance.

Discussion ensued.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #174 for a total increase of \$26,510.07 was approved.

**D. Work Authorization #185 for PW6 Antenna Mast & Tower Replacement for a Total Cost of \$22,744**

Mr. McShea provided an overview of the work associated with Work Authorization #185.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Work Authorization #185 for a total cost of \$22,744 was approved.

**E. Work Authorization #186 for Canal Sites 10 & 10A Stabilization for a Total Cost of \$847,532**

Mr. Olson provided an overview of the work associated with Work Authorization #186.

Discussion ensued.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Work Authorization #186 for a total cost of \$847,532 was approved.

**F. Work Authorization #188 for Atlantic Boulevard Sleeve Installation for a Total Cost of \$44,461**

Mr. Dwiggins provided an overview of the work associated with Work Authorization #188.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Work Authorization #188 for a total cost of \$44,461 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 #175 – waiting for final closeout from the City of Coral Springs.
- Work Authorization #180 – design is completed and being reviewed by Mr. Frankenhauser.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported additional repairs are needed on pumps pulled from Pump Stations #1 and #2. The Board previously approved approximately \$30,000. The additional repairs total \$14,653: \$13,459 for one of the older pumps and \$1,194 for the other pump.

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| On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor additional pump repairs to MWI pumps were approved at a total cost of \$14,653. |
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**B. Department Reports**

• **Operations – Dan Daly/David McIntosh**

The following was reported:

- Mr. Daly stated he has been working in the background with the managers in preparation for his retirement.
- Mr. McIntosh reported he hydraulic model is being finalized. A presentation will be made during the staff meeting on Tuesday, January 5, 2021.
- Mr. McIntosh also reported a grant application was submitted for the hurricane hardening of the site. Some issues need to be resolved and he will work on it.

• **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.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He has been working with Julia from Globaltech on the risk and resiliency assessment.
- He continues to manage the excavation. Mr. David Waring from AECOM was on site today collecting samples of the water in the excavation. They have been pumping it and turning it over every day.

- The resident, who the District had a tree removed from behind the property, sent a nice letter. He is pleased with ATL and complemented Mr. Frankenhauser.
- He discussed revisiting the solar option. It was looked into in 2015, but it did not make sense based on the rate. He had a conference call with Mr. Matt Jeffries from Advanced Screen Technologies this afternoon. A four-acre installation is a \$1.5 Million investment and would return \$90,000 a year. The other option is an energy service agreement where they own, install and maintain the equipment and the District would have to agree to purchase the power from them at whatever agreed upon rate is negotiated. It is very hard for them to get it at \$.06 per kilowatt, which is what the District currently pays.

- **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. He also reported on a watermain that was broken by a utility company doing work in the area in front of Big Lots.

- **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 on the Covid-19 vaccines. Discussion ensued regarding whether it should be mandatory for District staff. There was consensus not to make it mandatory.

- **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 discussed the following:

- Representative Daley filed his local bill for CSID, NSID, SWCD and PTWCD.
- All Florida government entities must register with E-Verify to confirm any new employees after January 1, 2021 are legally able to work in the United States. His office drafted a letter to send out to contractors requesting confirmation they use E-Verify as well.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests**

There were no Supervisors' requests. The Board wished everyone Happy Holidays.


**THIRTEENTH 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.

  
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Kenneth Cassel  
Assistant Secretary

  
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Dr. Martin Shank  
President

