

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 20, 2020 at 4:00 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs and via webinar and teleconference pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor DeSantis, as extended by Executive Order 20-150 and Section 120.54(5)(b)2, 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
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Damaris Williams	FDOT
Fazal Qureshi	Broward MPO

***The following is a summary of the discussions and actions taken at the July 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 at 4:03 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the June 15, 2020 Meeting**

Each Board member received a copy of the Minutes of the June 15, 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 June 15, 2020 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Permit 2020-07**

**A. Discussion and Acceptance of Modified Permit Conditions**

**B. Damaris Williams, PE – Coral Ridge Drive Project**

The following was discussed:

- Mr. Cassel reported the City will work with the County and will cover half of the permitting fees.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the modified permit conditions for Permit 2020-07 was approved.

- Mr. Qureshi and Ms. Williams provided a PowerPoint presentation on the project.
- Ms. Williams requested a letter stating the permit was approved. Mr. Lewis will draft and provide a letter.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for June 2020**

Ms. Rubio reported 100% of the assessments have been collected

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

**SIXTH ORDER OF BUSINESS**

**Consideration of Permit #2020-8,  
Fiber Installation at 8791 NW 3<sup>rd</sup> Court**

Mr. Frankenhauser reviewed the application and recommended approval with the special condition that bore logs be provided.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit #2020-8 was approved with the special condition that bore logs be provided.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Water and Sewer  
Budget**

The Board reviewed and discussed the proposed Water and Sewer budget for Fiscal Year 2021.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-14, approving the proposed water and sewer budget for Fiscal Year 2021 and setting the public hearing for September 21, 2020 at 4:00 p.m.

**EIGHTH ORDER OF BUSINESS**

**Consideration of ProMinent Sole  
Source Letter to Use TriNova as Sole  
Supplier for Parts and Services**

Mr. Stephens reviewed the letter from ProMinet to use TriNova as the sole supplier for parts and services and the need to purchase parts from them for aging pumps. It is less expensive to purchase directly from them.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the Board approved using TriNova as the sole supplier for parts and services.

**NINTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement  
with the City of Margate for Use of  
Water Distribution Interconnect**

Mr. McIntosh provided an overview of the Interlocal Agreement with the City of Margate for use of Water Distribution Interconnect.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Interlocal Agreement with the City of Margate was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Arc Flash Study Breakers Stock**

Mr. Vasquez reviewed the recommendation to purchase breakers stock. Discussion ensued and Mr. McIntosh confirmed the breakers have an indefinite lifespan.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of breakers from Eaton at a total cost of \$73,552 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Amendment #1 to Work Authorization #169 for an Increase of \$126.50 for Permit Review Associated with Hurricane Hardening Design Improvements for Stormwater Pump Stations**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #169 for an increase of \$126.50 was approved.

- B. Amendment #1 to Work Authorization #170 for a Decrease of \$10,000 for WTP Sulfuric Acid Tank Inspection**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #170 for a decrease of \$10,000 was approved.

- C. Work Authorization #179 for Sulfuric Acid Injection System Modifications for a Total Cost of \$16,669**

Mr. Stephens reviewed the work associated with Work Authorization #179.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #179 for a total cost of \$16,669 was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Bids for Disaster Debris Monitoring and Reimbursement Management Services**

Mr. Frankenhauser reviewed the bid submitted by Rostan Solutions, Inc. No other bids were submitted; however, they have provided service to the District in the past and the fees are in line with their past fees.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract for disaster debris monitoring and reimbursement management services was awarded to Rostan Solutions, Inc.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration to Extend Suspension of Shut-Offs and Late Fees**

Mr. Daly noted the City and NSID are not yet charging late fees or shutting off water. Discussion ensued and there was Board consensus to continue suspension of shut-offs, and late fees, and readdress at the next meeting.

**FOURTEENTH 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 engine is being installed tomorrow. Substantial completion is scheduled for the end of this month.
- Work Authorization #162 - a couple of issues caused delays on this project. The engineer was in quarantine for several weeks. The panel was installed today, and work will begin next week.
- Work Authorization #173 - the reference to the amendment in the report is incorrect. It is actually for Work Authorization #169.
- Work Authorization #175 - all grant funded improvements should be complete by the end of the month.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported another fiber crew is coming down Atlantic Boulevard and will be crossing a few of the District’s canals. They will be submitting a permit application.

**B. Department Reports**

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

This is for information only. Mr. Daly provided an update on office operations with some staff working from home.

- **Utilities Update – David McIntosh**

Mr. McIntosh provided an update on grants that are being worked on.

- **Water – Joe Stephens**

Mr. Stephens reviewed the Water Department 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 provided updated stats on rainfall for the month.

- **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 the rollout for health insurance was last Tuesday and he is working on changes and conversion from one plan to the other. He is also having a meeting with Mr. McIntosh and Ms. Rubio to go over the Standard Operating Procedures for her department.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded Mr. Sierra with all in favor the Department Reports were accepted.
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**C. Attorney**

Mr. Lewis reported the following:

- The Governor signed the bill reducing the requirement of what needs to be posted on websites.
- This will be the last virtual meeting unless the Governor extends the Executive Order.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**


Mr. Okyn commented on the insurance meeting and how well it went. He met with Mr. Zilmer to discuss progress on the conversion and training program.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Kenneth Cassel  
Assistant Secretary

  
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Dr. Martin Shank  
President