

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 17, 2020 at 4:00 p.m. at the District Office at 10300 NW 11th 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 20-193 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 Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	Director of Finance and Accounting
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Christian McShea	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Sandra Demarco	Inframark

The following is a summary of the discussions and actions taken at the August 17, 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 4:04 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2020 Meeting

Each Board member received a copy of the Minutes of the July 20, 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 July 20, 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 July 2020

There being no questions or comments,

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

FIFTH ORDER OF BUSINESS

Public Hearing to Consider Adoption of General Fund Budget for Fiscal Year 2021

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the regular meeting was suspended to open the public hearing.

Mr. Cassel opened the public hearing and called the roll. The floor was opened to public comments.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the public hearing was closed, and the regular meeting was reconvened.

A. Resolution 2020-15, Adopting the Fiscal Year 2021 General Fund Budget

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-15, adopting the Fiscal Year 2021 General Fund Budget, was adopted.

B. Resolution 2020-16, Levying Non Ad Valorem Assessments for Fiscal Year 2021

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-16, levying non ad valorem assessments for Fiscal Year 2021, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorization #180 for Design Build Services Related to Sites 10 and 10A Canal Bank Stabilization Design for a Total Cost of \$30,915

Mr. Cassel reported there are some last-minute changes, which will increase the scope. The area will be inspected again.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor this item was tabled.

SEVENTH ORDER OF BUSINESS

Motion to Rescind Suspension of Shut-Offs and Late Fees

Mr. Cassel reported the suspension was done by motion.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor late fees were rescinded effective September 1, 2020 and shut-offs will be addressed on a monthly basis.

EIGHTH ORDER OF BUSINESS

Consideration of Contract with Rostan

This item was previously addressed.

NINTH 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 – Engine startup services are scheduled for Thursday, August 20, 2020 and will be operational.
- Work Authorization #162 – Power to the well will be returned tomorrow. It will be operational manually. He hopes to have this project completed this week.
- Work Authorization #172 – They just got an update from the manufacturer regarding the DIW generator transfer switch. Delivery is anticipated for September 30, 2020. The project is still on schedule.
- Work Authorization #174 – interior painting of the clarifier is complete. Diffusers and piping will be worked on this week.
- Work Authorization #175 - all work is virtually complete. The roofer is coming to do some touch-ups. Lightning Suppression will be installed later this week. The Project is expected to be complete next week.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported he is working with the City Manager on some items.

B. Department Reports

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

This is for information only. Mr. Daly reported accounts receivables are in good shape. Door hangers will go up the first week of September.

- **Utilities Update – David McIntosh**

Mr. McIntosh reviewed the District’s surplus equipment and requested a motion to declare surplus equipment and to publish the notice to dispose of the equipment as required.

On MOTION by Mr. Okyn seconded Mr. Sierra with all in favor the equipment was declared as surplus equipment and staff was directed to publish a notice to dispose of the equipment.

Mr. McIntosh reported the Hurricane Irma project with FEMA is almost closed out.

- **Water – Christian McShea**

Mr. McShea reviewed the Water Department report, a copy of which is attached hereto and made part of the public record. He provided an update on the bypass and Globaltech will be on site tomorrow to review.

- **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 discussed the fiscal year end dinner the District usually has for staff. They are trying to figure out what to do for the new fiscal year kickoff.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Lewis reported the following:

- The latest executive order issued by the Governor extends the ability to hold virtual meetings until the end of September.
- New legislation requires any new employees and contractors to go through the E-Verify program beginning January 1, 2021. Lewis, Longman and Walker

developed and provided language to include in new contracts. Mr. Zilmer indicated he has an account set up for new employees.

- An agreement has to be drafted with Broward County for the baffles on the Coral Ridge Drive project. The County agreed to maintain the baffles, but he needs a contact from Mr. Hanks since he spoke with the County. Mr. Cassel will follow up with Mr. Hanks.
- A wastewater pipe was breached by a contractor working on the District's right-of-way. The contractor is denying responsibility. The repairs were approximately \$5,000. He asked if the Board wants him to send a demand letter to the contractor. There was Board consensus for Mr. Lewis send a letter. Mr. Frankenhauser and Mr. McIntosh noted the District had to report the break to the State because it was a force main and may be fined for it.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

The following was discussed:

- Mr. Sierra noted he received an email from Mr. Howard Finkelstein and the courthouse will be closed through September.
- Dr. Shank stated the City announced the recyclable garbage pickup is going to be cancelled and will go to regular garbage burn for energy. He read a statement into the record about the District continuing to do the safest and ecological practices. He will continue to press staff to look for the best ecological ways to service water.

TWELFTH ORDER OF BUSINESS

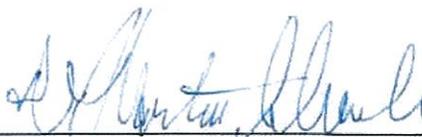
Adjournment

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