

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Coral Springs Improvement District was held Monday, December 16, 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
Chuck Sierra	Supervisor

Also present were:

Ken Cassel	District Manager
Marta Rubio	District Accountant
Rick Olson	District Engineer
David McIntosh	Director of Utilities
Curt Dwiggin	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Glen Hanks	Hanks & Associates
Sandra Demarco	Inframark, LLC
Andrew Savage	Bohler Engineering

***The following is a summary of the discussions and actions taken at the December 16, 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.

Dr. Shank requested a motion to amend the agenda.

On MOTION by Mr. Okyn, seconded by Dr. Shank, with all in favor, the agenda was amended to add the nomination of a Board member to fill the vacant seat.
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Dr. Shank nominated Mr. Chuck Sierra for the vacant seat on the Board.

On MOTION by Dr. Shank, seconded by Mr. Okyn, with all in favor, Mr. Chuck Sierra’s nomination to fill the empty seat on the Board was approved.

Dr. Shank stated that Mr. Sierra should arrive in approximately 15 minutes.

*Let the record reflect Dr. Shank left the meeting. The meeting was briefly recessed and then reconvened.*

Mr. Cassel being a Notary Public of the State of Florida, administered the Oath of Office to Mr. Sierra, a signed copy of which is attached hereto and made a part of the public record.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the November 18, 2019 Meeting**

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the Minutes of the November 18, 2019 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 2019**

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the November 2019 Financial Statements were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Permits and Variances**

**A. Permit #2019-6, 600 N. University Drive**

Mr. Hanks reviewed the iterations on the stormwater management design since the last meeting. A recommendation letter was provided listing special conditions, a copy of which is attached hereto and made a part of the public record.

*Let the record reflect Mr. Cassel left the meeting.*

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, the Variance was approved with the special conditions listed in the recommendation letter dated December 16, 2019.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, Permit #2019-6, 600 N. University Drive, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Hold Harmless and Indemnification Agreement for Waiver from District Canal Bank Standards**

Mr. Hanks commented the Hold Harmless Agreement is with the landowner, in which the owner indemnifies the District from personal injury and property damage in return for the Board issuing variances and permits.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, the Hold Harmless and Indemnification Agreement for Waiver from District Canal Bank Standards with CLP Harbor Inn Owner, LLC, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Permits and Variances (Continued)**

**B. Permit #2020-1, MCI Metro for Canal L-102 and Sawgrass**

Mr. Frankenhauser noted the only caveat is bore logs be provided.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, Permit #2020-1, MCI Metro for Canal L-102 and Sawgrass, was approved subject to the special condition that bore logs be provided.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider Modification to Water and Sewer Utility Rates for Broward County School Facilities, Resolution 2020-5**

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, the Public Hearing was opened.

There being no comments from the public,

On MOTION by Mr. Sierra, seconded by Mr. Okyn, with all in favor, the Public Hearing was closed.

Mr. Lewis noted a meeting with the Broward County School District led to this Resolution, which includes the new methodology in which the number of fixtures including toilets, sinks and water fountains are accurately identified in the five schools located within the District.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, Resolution 2020-5, modifying the water and sewer utility rates for Broward County School Facilities, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #170 for Sulfuric Acid Bulk Tank Cleaning and Inspection for a Total of \$56,023, including a \$10,000 Allowance**

Mr. Stephens provided an overview of the work associated with Work Authorization #170.

The total cost is less than the amount budgeted for this project.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, Work Authorization #170 for Sulfuric Acid Bulk Tank Cleaning and Inspection for a total cost of \$56,023, including a \$10,000 allowance, was approved.

**B. Amendment #1 to Work Authorization #137 for Improvements to HSP #1 and #2 for a Decrease of \$5,000**

This amendment is returning the unused allowance to HSP #1 and #2, as this project was completed four months ahead of schedule and \$5,000 under budget.

On MOTION by Mr. Okyn, seconded by Mr. Sierra, with all in favor, Amendment #1 to Work Authorization #137 for Improvements to HSP #1 and #2 for a decrease of \$5,000, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Ms. Demarco noted Mr. Cassel did not have anything to report.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his 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. Mr. Daly also reported the following:

- He calculated all the credits and charges for the School Board.
- He recommended Mr. Sierra create an email account for District related matters.
- The ADA compliant website is almost ready to go live.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements for November 2019 (continued)**

Mr. Okyn asked if Ms. Rubio had anything to discuss regarding the November 2019 financial statements.

Ms. Rubio noted 85% of assessments were collected through December.

**NINTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**C. Department Reports (Continued)**

- **Utilities Update – David McIntosh**

Mr. McIntosh reported the following:

- He continues to work with FEMA.
- He is scheduled to meet with Margate the week of December 30, 2019 to discuss tying in all wastewater systems.
- He received documents from the Department of Emergency Management regarding funding to be given toward mitigation projects. He sent to stakeholders for review to see if the District qualifies for funding.

- **Water – Joe Stephens**

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

- **Wastewater – Tom Kedrierski**

A copy of the Wastewater report 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 noted canal levels are normally 6.5'; however, due to all the rain, each basin is up approximately one foot.

- **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 Maintenance Report is attached hereto and made part of the public record.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

**D. Attorney**

Mr. Lewis gave a legislative update on Representative Daley’s proposed bill. To date the key Chairs of the committees that would hear the proposed bill have refused to agenda it. The legislative season starts January 14, 2020.

**TENTH ORDER OF BUSINESS**

There being none, the next item followed

**Supervisors’ Requests**

**ELEVENTH ORDER OF BUSINESS**

There being no further business,

**Adjournment**

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