

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, June 15, 2020 at 4:00 p.m. 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
Christian McShea	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Gus Lilavois	Resident

***The following is a summary of the discussions and actions taken at the June 15, 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.

Dr. Shank read a statement into the record addressing systematic racism.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the May 18, 2020 Meeting**

Each Board member received a copy of the Minutes of the May 18, 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 May 18, 2020 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement - 11000 Lakeview Drive**

The following was discussed:

- Mr. Lilavois addressed the Board regarding his request to install a fence to be aligned in the back of the property with his neighbor's fence.
- Dr. Shank explained the District's policy and the City's ordinance. The District can approve entering into an encroachment agreement as long as the fence is no less than 20 feet from the waterline, which is what the City allows.
- It was noted that four neighboring houses are currently encroaching into the District's right-of-way and are less than 20 feet from the waterline. Two of these have City permits from a while back. The other two do not.
- Dr. Shank requested Mr. Frankenhauser contact the neighboring house regarding the fence encroachment that is less than 20 feet from the waterline.
- Mr. Cassel suggested reaching out to the other properties as well regarding encroachment agreements.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor an encroachment agreement with 11000 Lakeview Drive was approved contingent upon the fence being installed a minimum of 20 feet from the waterline.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for May 2020**

Ms. Rubio reviewed the financials and reported 99% of assessment revenue has been collected.

**SIXTH ORDER OF BUSINESS**

**Consideration of Three-Year Contract with Huber Technologies to Perform Annual Maintenance on Wastewater Department Huber EscaMax 5000 Bar Screen at a Yearly Cost of \$1,500**

- Mr. Kedrierski reviewed the contract with Huber Technologies and recommends approval.
- Mr. Lewis noted statutory language required by the Florida Public Records

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor a three-year contract with Huber Technologies at a yearly cost of \$1,500 was approved as amended to include statutory required language.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for May 2020 (Continued)**

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

**SEVENTH ORDER OF BUSINESS**

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

- Mr. Daly reported he contacted the City to see what they are doing, but at the time they were not sure. He suggested extending the suspension of shut-offs and late fees until the eviction ban is lifted by the State.
- Discussion ensued and no action was taken. This will be readdressed at the July meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13, Reserving the Right to Enforce Trespassing as Deemed Necessary**

Mr. Lewis reviewed Resolution 2020-13. Discussion ensued and there was consensus to change references to all *District owned property* to *rights-of-ways*.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Resolution 2020-13, reserving the right to enforce trespassing as deemed necessary, was adopted as amended to specify rights-of-ways.

Mr. Sierra was notified by a resident that kids may be accessing District property to get soccer balls that are kicked over the fence in the back of Cypress Park.

**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 – Temporary pump was delivered last week. They are in the process of doing bacteriologic clearances. The new engine for HSP #7 will be installed by the end of this week or early next week.
- Work Authorization #175 – All permits have been received. Final inspection on the re-roofing will occur this week. All materials are on site. He would like to get a second construction group to expedite the project. A project extension was requested from the DEM and it will be approved without direct response. He will confirm. The project is expected to be complete by the end of July 2020.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported the following:

- He provided an update on litigation with the City. The carriers added the same defense as the City and added four other items: inequitable estoppel, promissory estoppel, waiver and unclean hands defense.
- He is still trying to get a hold of Mr. Derojas’ replacement at SFWMD, regarding the pipes.

**B. Department Reports**

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

This is for information only. Mr. Daly also reported the District is doing well with AR.

- **Utilities Update – David McIntosh**

Mr. McIntosh reported the following:

- They are in the closeout of the Hurricane Irma project with FEMA.
- He is still working on the RFP for grant services.
- He has a meeting with Globaltech to look at Plant C.
- He is working with Mr. Cassel on the RFP for debris monitoring and management services

- **Water – Joe Stephens**

Mr. McShea 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.

- **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 following:

- He sent out a course called *Managing Bias* to staff. Half of the staff has already completed the course.
- He is trying to get an update on the transition. He sent it to Mr. Okyn for review.

- **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:

- Last week the Governor issued an executive order shortening the extension to hold virtual meetings until June 30, 2020. FASD in conjunction with Florida Association of Counties, Florida League of Cities and Miami-Dade County, are advocating to extend the capability of having virtual meetings through the end of this Fiscal Year, September 30, 2020. The Governor has not responded yet.
- The Governor is expected to sign the bill that passed, which reduces requirements of what needs to be posted on the website.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**

- Mr. Okyn thanked Mr. McIntosh and the committee for submitting the action plan for succession.
- Dr. Shank asked if they will have to meet in person unless things change. Mr. Lewis responded at a minimum the governing board will have to meet in person.

**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