

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, May 18, 2020 at 4:08 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 20-2014 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 Duggins	Field Department
Joe Stephens	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Pedro Vasquez	Maintenance Department
Glen Hanks	Glen Hanks Consulting Engineers

The following is a summary of the discussions and actions taken at the May 18, 2020 Coral Springs Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the April 20, 2020 Meeting

Each Board member received a copy of the Minutes of the April 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 April 20, 2020 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

**Ratification of Resolution 2020-9,
Designating David McIntosh as
Assistant Treasurer**

This resolution was signed by Dr. Shank as a housekeeping item and needs to be ratified by the Board.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-9, designating David McIntosh as Assistant Treasurer, was ratified.

FIFTH ORDER OF BUSINESS

**Approval of Financial Statements for
April 2020**

Ms. Rubio reviewed the financials and addressed questions from the Board. She noted an additional \$40,000 in assessments were received from April 30, 2020 to date.

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

SIXTH ORDER OF BUSINESS

**Resolution of 2020-11, Approving the
Proposed General Fund Budget for
Fiscal Year 2020/2021 and Setting the
Public Hearing**

The Board reviewed the proposed general fund budget for Fiscal Year 2021, which includes a five percent increase.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2020-11, approving the proposed general fund budget for Fiscal Year 2020/2021 and setting the public hearing for August 17, 2020 at 4:00 p.m. at the District Offices, was adopted.

SEVENTH ORDER OF BUSINESS

**Consideration of GASB 75 OPEB
Engagement Letter with GRS**

Ms. Rubio explained the District is required to show complete calculations for other postemployment benefits, even if it does not apply to the District. The engagement letter is for \$3,500 the first year and then \$1,200 for the second year.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the engagement letter with GRS to perform GASB 75 OPEB calculations was approved.

EIGHTH ORDER OF BUSINESS

Consideration of SWM Permits

A. Permit 2020-4 for Proposed Verizon Store

Mr. Hanks provided a PowerPoint presentation and recommended approval.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2020-04 was approved.

B. Permit 2020-7 for Work on Coral Ridge Drive

Mr. Hanks provided a PowerPoint presentation and recommended approval.

- Discussion ensued regarding cost recovery for reviews and whether FDOT and/or the County are exempt.
- Mr. Lewis will look into it.
- The Board would like to try to get cost recovery.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2020-7 was approved.

NINTH ORDER OF BUSINESS

**Consideration of Trio Development
Change Order #1 for Repairs to Lift
Station 22 for a Decrease of
\$26,660.62**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Change Order #1 for repairs to Lift Station 22 for a Decrease of \$26,660.62 was approved.

TENTH ORDER OF BUSINESS

Consideration of Analytical Services from Florida Spectrum Environmental Service, Inc., Piggybacking Off Collier County

- Mr. McIntosh stated the District has been piggybacking off the Collier County contract with Spectrum Environmental Services, Inc. since 2015. They are willing to renew the contract for the same terms as before.
- Mr. Lewis has reviewed Florida Statutes and the District can continue to piggyback off the original contract with Collier County as long as the contractor is willing to keep the fees the same.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor extension of the contract with Florida Spectrum Environmental Service, Inc. was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Estimate for Additional Work to be Done on Stormwater Pump in the Amount of \$5,799, Increasing the Cost for Repairs on this Pump

Mr. Frankenhauser confirmed the actual cost for the work is \$5,799.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor additional work on the stormwater pump by MWI Pumps was approved for a total cost of \$5,799.

TWELFTH 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 #133 is complete.
- Work Authorization #169 is complete.
- Work Authorization #170 is complete. Once the final invoice is received an amendment will be prepared to return the allowance.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reviewed Resolution 2020-12, rescinding a request to the Coral Springs Police Department regarding trespassing on District owned property.
 - Dr. Shank does not remember the Board adopting a trespassing policy on District's rights-of-way and requested a policy be considered.
 - Mr. Lewis asked the Board if instead of the policy disavowing the District's ability to enforce trespassing, it reserves the right for the District to enforce the trespass Statute.
 - There was consensus not to adopt Resolution 2020-12 and instead consider a resolution stating the District reserves the right to enforce trespassing as deemed necessary.
- Mr. Cassel provided an update on litigation with the City.

B. Department Reports

- **Operations – Dan Daly**

- **Utility Billing Work Orders**

This is for information only. The following was discussed:

- Dr. Shank inquired as to whether there was an increase in non-payments. Mr. Daly responded no.
- Dr. Shank asked if the District should extend its suspension of shut-offs and late fees past May. Discussion ensued.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor the suspension of shut-offs and late fees was extended through June 30, 2020.
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- Consideration to continue the suspension further will be on next month's agenda.
- There was discussion regarding a Facebook post, posted by Mayor Brook, regarding his water bill being higher. His bill was higher because of his irrigation system. Dr. Shank requested a letter be sent to the Mayor regarding the post and requesting a retraction by him.

- **Utilities Update – David McIntosh**

Mr. McIntosh reported the following:

- He reviewed projects he is working on for grants.
- The District is expected to receive approximately \$600,000 within the next week from FEMA for debris removal.
- The annual emergency hurricane preparedness meeting with Rostan and Phillips & Jordan was held to ensure everything is in place for the upcoming season.

- **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**

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 an update on canal levels.

- **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**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Lewis reported the Governor’s executive order has extended the District’s ability to hold virtual meetings through July 7, 2020.

FOURTEENTH ORDER OF BUSINESS

Supervisors’ Requests

- Mr. Okyn asked about a letter regarding new direction from the Governor and whether there is any information that pertains to the District.
- Mr. McIntosh responded Mr. Zilmer and the managers are working on a policy to send out regarding District operations going forward as the County opens up with the Covid-19 situation.

FIFTHTEENTH 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