

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, October 19, 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 several executive orders thereafter 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
Troy Lyn	Globaltech
Curt Duggins	Field Department
Christian McShea	Water Department
Tom Kedrierski	Wastewater Department
Shawn Frankenhauser	Stormwater Department
Dave Berringer	Utility Billing and Customer Service

The following is a summary of the discussions and actions taken at the October 19, 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
September 21, 2020 Meeting**

Each Board member received a copy of the Minutes of the September 21, 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 September 21, 2020 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

- **Discussion of Moratorium on Bee Control in the Meter Boxes – Mr. Robert Springer**

Mr. Springer was not in attendance; however, there was discussion regarding the District’s responsibilities regarding meter boxes located on private property.

- The equipment belongs to the District.
- Mr. Lewis stated if there is a beehive located within or on the District’s meter boxes, then the District needs to have them taken care of by a licensed pest controller.
- There was discussion regarding removal versus extermination of the bees. Normally a beekeeper is called out and the bees are removed.

FOURTH ORDER OF BUSINESS

**Approval of Financial Statements for
September 2020**

There being no questions or comments,

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

FIFTH ORDER OF BUSINESS

Motion to Exercise Optional Renewal of Contract 2017-04 with Fishtec for Culvert Inspection for Option Year February 2020 to February 22, 2021

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor renewal of contract 2017-04 with Fishtec for culvert inspections for option year February 2020 to February 2021 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorization #182 for Engineering Services Related to the America's Water Infrastructure Act (AWIA) Compliance for a Total Cost of \$70,555

Mr. Stephens and Mr. Lyn reviewed the services related to Work Authorization #182.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #182 was approved for a total cost of \$70,555.

SEVENTH ORDER OF BUSINESS

Consideration of Change Order #1 with AECOM for Underground Storage Tank Closure in the Amount of \$148,928, which Includes an Allowance of \$37,049, Increasing the Approved Amount for this Project from \$91,891 to \$240,819

Mr. McIntosh reviewed the change order. Discussion ensued regarding receipt of the insurance money.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Change Order #1 with AECOM for underground storage tank closure in the amount of \$148,928 was approved.

EIGHTH 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 HSP 7 engine is in place and fully operational. It is automatic and lined with the SCADA system. They are working on two issues with the manufacturer and will be addressed within the next three to four weeks.
- Work Authorization #162 – all field projects are complete, and this is in closeout.
- Work Authorization #168 – this project is on hold until the backflow preventor project is installed and implemented. It will be six to eight weeks before they know if the system is working to the satisfaction of the Water Department.
- Work Authorization #171 – The model report was submitted to staff on October 15, 2020. A review meeting is scheduled for October 21, 2020. A presentation will be made to the Board.
- Work Authorization #172 – field work is scheduled for October 26, 2020, which will require a temporary shutdown. There will be a temporary generator on sight and the work will be completed within a week.
- Work Authorization #174 – testing and repair of the diffusers completed a week and a half ago. Last week they tested the diffusers and while they filled in the aeration base, they found water penetrating from the aeration base into the clarifier. Repairs made to Plant C were to hold down the interior wall. The connections and the fittings on the base of the wall were reinforced. This project will take approximately three weeks.
- Work Authorization #175 – All Field activities are complete and there was a walkthrough last week. A substantial completion form was submitted, and all final building inspections are being scheduled for next week.
- Work Authorization #178 – work has been delayed and hope to begin the first week of November.
- Work Authorization #180 – all field activities are complete, and the design work started this week. The design work should be completed within the next two to three weeks.

NINTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported the City dropped the attorney fees for the lawsuit since the District is not filing an appeal. He also reported the Governor will likely not extend the executive order allowing for virtual meetings. In order to meet CDC guidelines on social distancing, it will be best to have the Board and some of the staff meet in person and other staff members, as well as the public, can attend by phone.

B. Department Reports

• **Operations – Dan Daly**

Mr. Daly reported the payment system will be temporarily down over the weekend. A notice will be posted on the website.

• **Utilities Update – David McIntosh**

Mr. McIntosh reported they continue to investigate and doing a study for the meter registers. They are not getting the meters at the rate they need so they are looking into different manufacturers.

• **Utility Billing and Customer Service Report – Dave Berringer**

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

Discussion ensued regarding the meters.

• **Water – Christian McShea**

Mr. McShea 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.

- **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 the report was distributed and is attached hereto and made part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- He will complete the nationwide census tomorrow.
- A memorandum was distributed regarding Mr. McShea’s promotion to the Chief of Water Plant. He also included information on educational assistance as requested by Dr. Shank.
- Mr. Stephens chose a lead operator to replace Mr. McShea and they are working on the transition.

- **Motion to Accept Department Reports**

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

- **Discussion of Phillips and Jordan Contract**
- **Discussion of 2021 Legislative Session**

Mr. Lewis discussed the following:

- He reported on the District lawsuit, being handled by way of the insurance company with the Roberts Law Firm. Mr. Lewis shared the District’s Special Act with Mr. Lyman Roberts, which has a different statute of limitations for these kinds of suits. He also shared the Sovereign Immunity Statute, Chapter 768. The District’s Special Act limits the statute of limitation for injuries as a result of negligence. Chapter 768 has a four-year term. After further research, Mr. Roberts discovered the notice provisions of the Sovereign Immunity Statute had been complied with. He has a motion to dismiss filed. It is in the preliminary

state. From the videos reviewed, it appears the driver ran into the District's vehicle. He wanted to make sure Mr. Lewis concurred with his intention to withdraw the motion. Mr. Lewis concurs.

➤ He discussed recently passed legislation, which will require local governments and local government contractors to use E-Verify on all their employees, effective January 1, 2021. All the outside contractor's the District has, including Lewis, Longman & Walker, Inframark and Globaltech, will be required to E-Verify any new hires. All contractors should be informed about this new law and they should amend their contracts to state they will comply.

➤ Representative Daley plans to file legislation again in 2021, attempting to convert the Board to a popularly elected Board. He asked the Board if they want District Counsel to cooperate with NSID again this year on this issue. The Board agreed.

TENTH ORDER OF BUSINESS

Dr. Shank stated Mr. Okyn had to leave the meeting, but he will reach out to Mr.

Frankenhauer about education opportunities for everybody. He also thanked Mr. Rubio for the financial report. He cautioned everyone to be careful and stay safe.

ELEVENTH ORDER OF BUSINESS

There being no further business,

Adjournment

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

Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President

