

**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 21, 2021 at 4:02 p.m. at the District Office at 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President (Via Telephone)
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Rick Olson	District Engineer
Marta Rubio	District Accountant
Jan Zilmer	Human Resources
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Frank Koslowski	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Pedro Vasquez	Maintenance Department (Via Telephone)
Julia Backlund	Globaltech

The following is a summary of the discussions and actions taken at the June 21, 2021 Coral Springs Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order at 4:02 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the May 17, 2021 Meeting

Each Board member received a copy of the Minutes of the April 19, 2021 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 17, 2021 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 May 2021

The Board reviewed the financials.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial statements for May 2021 were approved.

Mr. Cassel requested the Board amend the agenda so the Human Resources Department Report could be covered before the remainder of the agenda.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the agenda was amended to move the Human Resources Department Report up on the agenda.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

B. Department Reports

• Human Resources – Jan Zilmer

Mr. Zilmer presented a video regarding Covid-19, the Delta variant, and the effectiveness of the vaccine.

- A memorandum was distributed to staff regarding District requirements and feedback was received.
- A day off incentive was provided to staff who get vaccinated.
- There are 35 vaccinated employees to date and 2 previously had Covid-19.
- Discussion ensued regarding possible risks of contracting Covid-19 from wastewater.
- The vaccination incentive will only be available until the end of June.
- Further discussion ensued. The following are the repercussions for staff not following the District’s policies on masks:
 - First offence, they are sent home without pay.
 - Second offence, they are suspended for three days without pay.
 - Third offence, they are suspended for a full week without pay.
 - Any additional offences will lead to a week off without pay.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the District policy for Covid-19 mask mandates as outlined above was approved.

- New employees being hired will be required to be vaccinated.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment Agreements

A. 236 NW 118th Drive

Mr. Frankenhauser reviewed the request to install a fence, which will encroach approximately 7 feet into the District’s easement.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor an encroachment agreement for the installation of a fence at 236 NW 118th Drive was approved.

B. 993 NW 82 Avenue

This item was tabled.

SIXTH ORDER OF BUSINESS

Consideration of Sole Source Contract with GE Digital to Provide SCADA System Support Services for the District’s Water and Wastewater Plants’ SCADA Systems for a Total Annual Cost of \$6,737.46

The Board reviewed the proposal from GE Digital.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the sole source contract with GE Digital for SCADA System Support Services was approved at a total cost of \$6,737.46.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Approve Cleaning of Solids from Digester 1 by Shenandoah in the Amount of \$25,560 Based on Existing Contract 2016-01 with the District (Price is Subject to Being Lowered Depending on Actual Amount of Solids in Digester 1)

Mr. Kedrierski reviewed the proposal from Shenandoah.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the cleaning of solids from Digester 1 by Shenandoah in the amount of \$25,560 based on existing contract 2016-1 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff to Approve an Amendment to the Agreement with Windstream to Provide Telephone Services (Windstream is Transitioning Over to Fiber Optic and the Maintenance Fees on the Copper Lines Would Significantly Increase Costs for CSID)

The amendment to the agreement with Windstream was reviewed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the amendment to the agreement with Windstream to provide telephone services was approved.

NINTH ORDER OF BUSINESS

Consideration of Request by Staff to Approve the Amendment to the Contract with Paymentus to Reduce the District's Costs (Review of Marketplace Prices by Staff Resulted in Renegotiations of Prices)

The amendment to the contract with Paymentus was reviewed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the amendment to the Paymentus contract was approved.

TENTH ORDER OF BUSINESS

Ratification of Agreements with Cloud Computing Concepts, LLC (C3)

- A. Emergency Diagnostic Services Dated June 4, 2021**
- B. Phase 2 of Emergency Services Dated June 14, 2021**

Mr. McIntosh explained they had to engage Cloud Computing Concepts, LLC (3)

due to the recent security breach.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the agreements with Cloud Computing Concepts, LLC (C3) for emergency diagnostic services and phase 2 of emergency services was ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Amendment #1 to Work Authorization #189 for Stormwater Pumping Stations 1 & 2 Safety Improvements for a Decrease of \$2,500**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #189 for stormwater pumping stations 1 & 2 safety improvements for a decrease of \$2,500 was approved.

- B. Amendment #1 to Work Authorization #191 for Utility Building AC Duct Improvements Addressing a Mathematical Error on the Original Work Authorization**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #191 for utility building AC duct improvements addressing a mathematical error on the original work authorization was approved.

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 #182 – Ms. Backlund, an environmental engineer with Globaltech, provided an overview of the work associated with this project.
- Work Authorization #183 – project is expected to be completed by the end of this week.
- Work Authorization #184 – project is expected to be completed within the next couple of weeks.
- Work Authorization #188 – they found out last Friday that the County requires a security payment on this project. They will be contacting the County to discuss the issue.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel provided an update on the FASD conference.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He presented the safety award the District won at the FASD conference.
- They are working on the process for clearing the canal bank. Mr. Cassel will have a discussion with the City Manager regarding tree removal.
- He has estimates from arborists but is waiting on the City's decision regarding tree removal.
- He spoke with EGIS regarding remediation work on the District's system.
- Discussion ensued regarding the security breach. Dr. Shank noted the Florida Attorney General needs to be notified about the breach.
- A meeting is scheduled with South State Bank to discuss the incident with the security breach.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He expressed appreciation for the opportunity to attend the FASD conference.
- He mentioned they are prepared after the passing of House Bill 53.
- Traces of Benzine have been located in different areas. It was investigated further and there is a change order for approximately \$39,000, which was discovered by the insurance company.

- **Utility Billing Customer Service Report – Dave Berringer**

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

- **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 – Frank Koslowski**

Mr. Koslowski reviewed the Field 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.

- **Motion to Accept Department Reports**

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

C. Attorney

- **Memorandum Regarding House Bill 53**

Mr. Lewis reviewed the memorandum on House Bill 53.

- It was signed into law by the Governor and applies to all local governments.
- It requires the District to prepare a needs analysis by June 30, 2022 and it will need to be updated every five years.

FOURTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Sierra commented on his first FASD conference experience.

FIFTEENTH 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