

**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 18, 2021 at 4:00 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager (Via Telephone)
Terry Lewis	District Attorney (Via Telephone)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
David Shuman	District Engineer (Via Telephone)
Jan Zilmer	Human Resources (Via Telephone)
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Dwiggin	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (Via Telephone)
Glen Hanks	Glen Hanks Consulting Engineers

***The following is a summary of the discussions and actions taken.***

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cassel called the meeting to order at 4:01 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
September 20, 2021 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the September 20, 2021 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Permits**

**A. Permit #2020-2 for McDonalds at 630 N. University Drive, Construction of SWM Components and Waiver of District Standards**

Mr. Hanks reviewed the permit application and noted there are three items to consider:

- Repairs to the stormwater management system.
- Waiver granting temporary, partial relief, from the District's stormwater management criteria.
- Authorization to construct or modify impervious area to add a turn lane, a second drive through lane, and ADA improvements.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit #2020-2A to repair the stormwater management system as outlined in Mr. Hanks memo was approved.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a temporary waiver for Permit 2020-2B to accept .27 AF of storage at the 100 year flood elevation and to allow the storage to be provided in exfiltration trench was approved with the conditions outlined in Mr. Hanks recommendation letter.

*The record will reflect Mr. Sierra joined the meeting in person.*

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor 2020-2C, authorizing the construction and modification of impervious area to add a turn lane, a second drive through lane, and ADA improvements, was approved.

**B. Permit #2021-11 for the Installation of Fiber Optic Network for Ramblewood Elementary and Ramblewood Middle**

Mr. Wiggins reviewed the permit application and recommended approval with the condition bore logs are provided.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit #2021-11 for the Installation of Fiber Optic Network for Ramblewood Elementary and Ramblewood Middle was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for September 2021**

There being no questions or comments,

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

**SIXTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Piggyback Off a Contract between Condo Electric and the City of Plantation for Electric Motor and Pump Repair Services**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Condo Electric for electric motor and pump repair services, piggybacking off the City of Plantation contract, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of a Sole Source Agreement with Atlantic Environmental Systems to Provide SEI Motor Combinations for the District's Water Plant Wells**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the sole source agreement with Atlantic Environmental Systems to provide SEI Motor Combinations for the District's Water Plant Wells was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Request by Staff for Board Approval of a Sole Source Agreement with Andritz Separation in the Amount of \$27,804 to Provide Parts and Labor to Carry Out Repairs to the District's Andritz Manufactured Belt Filter Press**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the sole source agreement with Andritz Separation in the Amount of \$27,804.00 to provide parts and labor to carry out repairs to the District's Andritz manufactured belt filter press was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Piggyback Off Home Depot's OMNIA Contract (and Renewals), which Will Afford CSID a Discount on Purchases from Home Depot**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the request by staff to piggyback off Home Depot's OMNIA contract (and renewals), which will afford CSID a discount on purchases from Home Depot was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Amendment #1 to Work Authorization #168 for Membrane Train Flush Valve Addition for an Increase of \$17,814**

On MOTION by Mr. Okyn seconded by Mr. Sierra, with all in favor, Amendment #1 to Work Authorization #168 for membrane train flush valve addition for an increase of \$17,814.00 was approved.

**B. Amendment #1 to Work Authorization #187 for DIW Building 500 KW Generator Replacement with No Change in Cost**

On MOTION by Mr. Okyn seconded by Mr. Sierra, with all in favor, Amendment #1 to Work Authorization #187 for DIW building 500 KW generator replacement was approved.

**ELEVENTH ORDER OF BUSINESS**

**Engineer's Report**

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

- **Work Authorization #168** –Membrane Train was on hold but is scheduled to start back up again.
- **Work Authorization #182** – Project is on schedule and completion date is estimated for end of this year.
- **Work Authorization #183** –Final inspection was conducted about five days ago. This project is estimated to be completed at the end of the month. An emergency E-stop still needs to be installed.
- **Work Authorization #187** – The generator order was placed last week. The estimated delivery time is in 29 weeks. The completion deadline of May 2022 will not be met due to this delay. The current system will still operate in case of an emergency.
- **Work Authorization #188** – This project is near completion. The sleeves were installed two weeks ago. Close out drawing and documents should be done by end of the month.
- **Work Authorization #190** – New diffusers were installed and tested. Closeout documents are being prepared.

- **Work Authorization #193** – A site visit is being scheduled. Drafts to be submitted early December of this year.

## **TWELFTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Manager – Ken Cassel**

- **Meeting with the City of Coral Springs Regarding Tree Pruning and Removal on CSID Property**

This will be discussed under the attorney's report.

### **B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He expressed his appreciation for the employees and how they handled the situation that took place. All employees were sent home the day of the incident. A grief counselor was made available for those in need of assistance.
- The Quest survey is being conducted to determine what people know about the District.
- C3 will attend the next staff meeting to discuss what they have done and what still needs to be done with regard to cybersecurity.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- A revised work authorization was just received for the grant for the City of Dania. There is no deadline on when to get it in, but there is a deadline for completion which has already started. A work authorization is being worked on.
- Fuel spill is still ongoing. A report was submitted to the County. The County did reply with more requirements that need to be worked on. A \$20,000 proposal was submitted to the insurance and approved.
- This insurance company notified they will no longer insure the District after this year end. There is a new insurance company that will replace them.

- **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 – 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:

- Supplies were ordered for the survey personnel to gift out to the people taking the survey at the mall.
- Fiscal year-end balance was completed this month.
- The audit for Nationwide starts tomorrow.
- The District is moving forward with the holiday lunch.
- The raises went out at 2½% to 4% based on the evaluations. There were 9 employees that were capped due to job description and salaries. Annual rate at 3% was deposited into their 457B-retirement account.

On MOTION by Mr. Sierra seconded by Dr. Shank with all in favor the new policy that from this year forward capped employees will receive a 3% increase into their 457B-retirement account was approved.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Lewis reported the following:

- Mr. Lewis reported on the meeting he had with Mr. McIntosh, Mr. Cassel, Coral Springs City Manager Frank Babinec, and City Attorney John Hearn the.
- Mr. Lewis was asked if an education fund for the dependents of the deceased employee could be established. There is nothing in the laws that say yes or no. Doing such will set a policy for moving forward; therefore, parameters must be put in place. This will be placed on next month's agenda for discussion.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**


There being none, the next item followed.

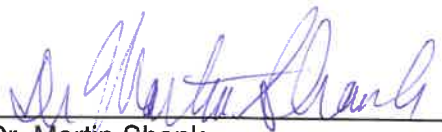
**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting was adjourned.

  
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Kenneth Cassel  
Assistant Secretary

  
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Dr. Martin Shank  
President