

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, September 20, 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 (Via Telephone)

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Rick Olsen	District Engineer
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 (Via Telephone)

***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 4:00 p.m. and called the roll.
- Mr. Cassel noted items 4A and 4B were added to the revised agenda.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the August 16, 2021 meeting were approved.
---

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the August 16, 2021 Meeting**

Each Board member received a copy of the minutes of the August 16, 2021 meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the August 16, 2021 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Permits and/or Authorization for Staff to Issue Permit**

Mr. Cassel and Mr. Hanks reviewed the proposed plans and recommended approval.

**A. SWM Permit 2021-8 – Bluestream for Installation of Fiber Optic Cable on University Drive from Southgate Boulevard to NW 14<sup>th</sup> Street**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2021-8, for installation of fiber optic cable on University Drive from Southgate Boulevard to NW 14<sup>th</sup> Street, was approved.

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

**B. SWM Permit 2021-9 – Bluestream for Installation of Fiber Optic Cable at 1111 Eagle Trace Boulevard**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2021-9, for installation of fiber optic cable at Eagle Trace Boulevard, was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for August 2021**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the financial statements for August 2021 were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Water and Sewer Budget for Fiscal Year 2022, Resolution 2021-7**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the regular meeting was recessed.

- The public hearing was open.
- There were no comments from the public.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the public hearing was closed.

- Mr. McIntosh reviewed the proposed water and sewer budget.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-7, adopting the water and sewer budget for Fiscal Year 2022 as presented, was adopted.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the regular meeting was reconvened.

**SEVENTH ORDER OF BUSINESS**

**Change Order #1 with AECOM for a Decrease of \$3,986.49**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Change Order #1 with AECOM for a decrease of \$3,986.49 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Award of Aquatic Chemical Bid to Low Bidder for Each Chemical (Tie Bids will be Awarded in Accordance with Board Resolution 2018-20, Section 1.01 and Purchase will be Rotated Among the Tied Bidders)**

Mr. Frankenhauser reviewed the bids received for aquatic chemicals. He noted there is an approximate increase of 13% due to the pandemic and shortage of supplies.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the aquatic chemical bids were awarded to the lowest bidder (Nutrein Solutions, Helena, Alligare, Inc., and Winfield) for each chemical as highlighted in the bid tabulation sheet and tie bids were awarded in accordance with Resolution 2018-20, Section 1.01 and purchase will be rotated among the tied bidders.

**NINTH ORDER OF BUSINESS**

**Consideration of Request by Staff for Board Approval for the District to Piggyback Off the Contract, Including any Extensions, between the City of Fort Lauderdale and Allied Universal Corp. for the Purchase of Sodium Hypochlorite**

Mr. Stephens reviewed the contract with Allied Universal Corp.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Allied Universal Corp. for the purchase of Sodium Hypochlorite, piggybacking off the City of Fort Lauderdale, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of a Sole Source Purchase Agreement with RG3 for the Purchase of Replacement Meters for our Commercial Accounts on an As Needed Basis**

Mr. Dwiggins reviewed the sole source agreement with RG3.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the sole source purchase agreement with RG3, for the purchase of replacement meters for commercial accounts on an as needed basis, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of a Contract with Polydyne for the Purchase of Polymer for the Wastewater Department, Piggybacking off a Contract between Polydyne, Inc. and Hillsborough County Including and Contract Extensions**

Mr. Kedrierski reviewed the contract with Polydyne, Inc.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Polydyne, Inc. for the purchase of Polymer, piggybacking off the Hillsborough County contract, was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #192 for Canal Right-of-Way Tree Inventory for a Total Cost of \$182,524**

The following was discussed:

- Dr. Shank requested the arborist note any trees in the right-of-way, which are not at risk of falling into the canals, so the property owners can choose whether to remove the tree or keep it. If the property owner wants to keep a tree, they will need to sign a waiver acknowledging they are responsible if the tree falls.
- Mr. Olsen noted the database of vegetation will be very large since over 2,000 properties will be looked at.
- Dr. Shank would like to request the City extend the validity of the list to 48 or 60 months.

On MOTON by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #192, with the amendment referencing the property owners' option for trees identified not at risk of falling into the canal, was approved

**B. Work Authorization #193 for WWTP Operating Permit Renewal for a Total Cost of \$32,367**

Mr. Olsen reviewed Work Authorization #193.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #193 for WWTP operating permit renewal was approved.

**THIRTEENTH 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 – Globaltech is working on revised costs for this project. This was approved by the Board two years ago and there have been significant cost increases since that time.
- Work Authorization #183 – A few punch list items are being addressed for closeout.
- Work Authorization #184 – The contractor had to resubmit for an electrical permit.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Resolution 2021-8, Updating Treasurers/Assistant Treasurers of the District**

Discussion ensued and there will be more communication between staff and Inframark regarding finances.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Resolution 2021-8 was withdrawn from consideration.

**B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- There was an initial meeting with Quest last week. They are starting to work on a proposal for dealing with the referendum. He is providing them with information regarding rewards the District received, the newsletters and other items.
- He received an updated quote for insurance coverage this morning, which he will be looking at.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He is still dealing with AECOM and the County on the unleaded spill. The County came back requesting additional items be looked at after the District submitted the closure report.
- The 20-year needs analysis for House Bill 53 is being worked on. He has had virtual meetings with regulators on the State level who have developed a template for

stormwater to complete the requirement. They are currently working on a template for wastewater.

- He is working with Globaltech to reduce costs for the work authorization associated with the grant for the blower replacement.

- **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 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.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- Flu vaccinations are scheduled for Wednesday, September 22, 2021, between 1:30 p.m. and 2:30 p.m. A total of 32 people signed up to date.
- All managers have been instructed to proceed with the interviews for the employee evaluation process. He will be providing a spreadsheet tomorrow morning to the managers with the list of their employees, their current salaries and what their salaries will be adjusted to on October 1, 2021. This is also the time to discuss the goals for the next year.

- o All employees have completed their second Covid-19 vaccinations and all job descriptions for new hires indicate vaccination is a mandatory requirement to be employed by the District.

- **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 provided a brief update on House Bill 53 and templates which will become available for the required reports.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

The following was discussed:

- Dr. Shank noted a lot of things going on are happening on auto pilot. Everyone needs to do better to avoid any unforeseen errors and be more dedicated to what is going on in the District.
- Mr. Okyn asked if the same monitoring process will continue regarding banking. Mr. McIntosh provided an overview of the actions taken regarding banking.


**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
 \_\_\_\_\_  
 Kenneth Cassel  
 Assistant Secretary

  
 \_\_\_\_\_  
 Dr. Martin Shank  
 President