

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 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

Also present were:

Ken Cassel	District Manager
Seth Behn	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities (Via Telephone)
Marta Rubio	Director of Finance and Accounting
Jan Zilmer	Human Resources (Via Telephone)
Rick Olson	District Engineer
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Diggins	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Mike Hosein	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (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.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
November 15, 2021 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor, the minutes of the November 15, 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**

**Financials for November 2021**

Ms. Rubio reported the following:

- The District has collected 78% of the assessments to date.
- The District has already spent 60% of what was budgeted for the purchase of aquatic chemicals. Mr. Frankenhauser explained due to supply issues impacted by the pandemic, they purchased the chemicals now instead of in May of 2022.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the November 2021 financials were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Amendment to Shenandoah Contract 2016-01 to Allow for an Additional Larger Tank During the 2021/2022 Contract Period**

Mr. Hosein reviewed the amendment to the Shenandoah contract.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the amendment to the Shenandoah contract 2016-01 to allow for an additional larger tank during the 2021/2022 contract period was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of a Request by Staff for Board Approval of a Contract with Waco Filters Corp for the Purchase of Cartridge Filters, Piggybacking Off the Terms of the Contract with Palm Beach County Including any Renewals or Extensions**

The contract with Waco Filters Corp was reviewed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Waco Filters Corp for the purchase of cartridge filters, piggybacking off the terms of the contract with Palm Beach County, including any renewals or extensions, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Staff Request to Ratify Change Order #1 to the Envirowaste Contract (Staff Agreed to the Change Order due to the Urgent Nature of Work. The Change Order Entails Installing Three Liners in Basin 16 to Resolve the Misalignments and Sinkholes. Envirowaste was Already Mobilized in the Area.)**

Mr. Dwiggin provided an overview of the change order to be ratified.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Change Order #1 to the Envirowaste contract was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Request by Staff for Board Approval of a Contract with Water Systems Optimization (WSO) to Conduct a Water Loss Control Master Plan for the District in the Amount of \$132,640, Piggybacking Off the Metropolitan Government of Nashville and Davidson County Contract for Leak Detection Program**

Discussion ensued regarding the possibility of splitting the costs in two parts by approving the leak detection first.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor contracting Water Systems Optimization to perform leak detection was approved at a cost not to exceed \$45,000.

**NINTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #194 for House Bill 53 Needs Assessment for a Total Cost of \$19,888**

Mr. Olson reviewed the work associated with Work Authorization #194, which is for a report required under House Bill 53.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #194 for House Bill 53 needs assessment was approved for a total cost of \$19,888.

**B. Work Authorization #198 for Site 7 Canal Bank Stabilization Design and Site 8 Canal Bank Stabilization Design and Construction for Total Cost of \$422,552**

Mr. Olson reviewed the work associated with Work Authorization #198.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #198 for Site 7 canal bank stabilization design and Site 8 canal bank stabilization design and construction was approved at a total cost of \$422,552.

**C. Work Authorization #199 for Pump Stations 1&2 – LP Gas Tank Replacement for a Total Cost of \$108,971**

Dr. Shank questioned why sales tax is included in the costs. Mr. Olson explained it is because they are subcontracting with Sungas Petroleum Services.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #199 for Pump Stations 1&2-LP gas tank replacement was approved at a total cost of \$108,971.

**D. Work Authorization #200 for Pump Stations 1&2 – Trash Rack Bracket Replacement for a Total Cost of \$108,593**

Mr. Frankenhauser explained the need to replace the brackets on the pump stations.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Work Authorization #200 for Pump Stations 1&2 trash rack bracket replacement was approved at a total cost of \$108,593.

**TENTH ORDER OF BUSINESS**

**Engineer's Report**

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

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager - Ken Cassel**

Mr. Cassel stated he has not heard back from the City of Coral Springs. He expects to hear from them after the new year.

**B. Department Reports**

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They have been working with Quest to prepare for the referendum as well as looking at mission and vision statements. Last week they looked at options for a new CSID logo. They are also looking at social media policies.
- They are working with C3 on a new cybersecurity policy.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported he has been working on grants with RMPK and Broward County Emergency Division to get the District's projects on the LMS list.

• **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 – Mike Hosein**

Mr. Hosein 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 December 22, 2021 is the last payroll for the year. He reminded managers to make sure the times submitted are correct.

- **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. Behn discussed a case involving a Chapter 298 drainage district in Martin County regarding assessments challenged by the water improvement district.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

The Board wished everyone Happy Holidays.

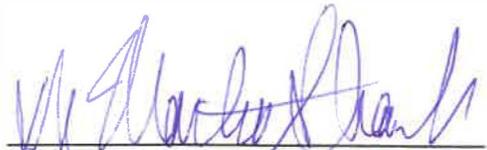
**THIRTEENTH ORDER OF BUSINESS**

**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