

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 24, 2022 at 4:06 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
Chuck Sierra	Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities (Via Telephone)
Marta Rubio	Director of Finance and Accounting (Via Telephone)
Jan Zilmer	Human Resources (Via Telephone)
Rick Olson	District Engineer
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Dwiggin	Field Department (Via Telephone)
Roger Dunbar	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (Via Telephone)
Marc Grace	Keefe McCullough (Via Telephone)
Glen Hanks	Glen Hanks Consulting Engineers
Jason Wilson	Pillar Consultants
Michael Gandia	Resident (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 4:06 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
December 20, 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 December 20, 2021 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Acceptance of Financial Audit for Fiscal Year 2021

Mr. Grace provided an overview of the Fiscal Year 2021 financial audit.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial audit for Fiscal Year 2021 was accepted.

FIFTH ORDER OF BUSINESS

Financials for December 2021

Ms. Rubio reported the District has collected 92% of its assessments.

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

SIXTH ORDER OF BUSINESS

Consideration of Encroachment Agreements

A. 8542 NW 7th Street

Mr. Gandia addressed the Board about installing a chain link fence all the way to the canal. He would have a gate to allow for access.

- Mr. Frankenhauser noted City Code allows for no less than 20 feet from the waterline. Mr. Gandia’s property line is 20 feet from the water line on the east perimeter and 30 feet on the west perimeter.
- Dr. Shank stated he would only be able to encroach on the east side.
- No action was taken

B. 1188 NW 117th Avenue

Mr. Frankenhauser stated the property owner is looking to encroach five feet into the right-of-way, which is 20 feet from the waterline.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor an encroachment agreement with 1188 NW 117th Avenue, allowing the fence to encroach five feet into the District’s right-of-way, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Permits

A. Request to Extend Permits 2019-4 and 2019-4A (Logar Village)

The Board reviewed the request to extend permits 2019-4 and 2019-4A.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor extensions to permits 2019-4 and 2019-4A were approved subject to being current on all fees to CSID.

B. Permit 2021-4, SR 869/West Atlantic Boulevard

Mr. Hanks provided a review of this project and recommended approval subject to final approval by District Staff and the engineering consultant of PRB locations for West Atlantic Boulevard.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2021-4 was approved subject to the special condition.

C. Permit 2022-1, 651 N. University Drive

Mr. Hanks provided a review of the proposed Aldi project and recommended approval subject to the following special conditions:

- Demonstrate control elevation of 7.5' NAVD is provided for site or install control structure acceptable to CSID.
- Demonstrate or install PRB prior to discharge to CSID canals.
- Clean televise or inspect, repair, and certify existing SWM system.
- Agree not to occupy former office depot space without first obtaining clearance from CSID.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-1 was approved subject to the special conditions.

D. Permit 2022-2, 9750 W. Atlantic Boulevard

Staff reviewed and confirmed they will not cross a District drainage right-of-way or drainage easement. They recommend approval subject to bore logs being provided.

On MOTION by Mr. Okyn seconded by Sierra with all in favor Permit 2022-2 was approved subject to bore logs being provided.

E. Plat Exemptions Related to the Eagle Trace Clubhouse Project

Mr. Cassel reviewed the following:

- The Eagle Trace Clubhouse is installing a new building and modifying their parking lot.
- They submitted a SWM permit application as well as the cost recovery agreement and applicable fees/deposit.
- They are requesting a letter of no objection from the District for a plat waiver.
- Mr. Lewis drafted a plat exemption letter for the Board’s consideration.
- Mr. Hanks provided an overview of the plans submitted.
- Mr. Stephens requested plumbing plans for the ERCs.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the plat exemption request for the Eagle Trace Clubhouse was approved

EIGHTH ORDER OF BUSINESS

Consideration of a Supplemental Agreement to the Contract with Quest for Management and Operating Services for the Proposed Social Media Platforms through December 2022

Mr. McIntosh reviewed the supplemental agreement to the contract with Quest.

They would be doing full management of the District’s social media accounts for a year.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the supplemental agreement to the Quest Management contract was approved.

NINTH ORDER OF BUSINESS

Consideration of Work Authorization #201 for Site 15 Bank Assessment & Design for a Total Cost of \$113,436

Discussed ensued on the work associated under this work authorization and alternatives to address Site 15. This item was tabled.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the following:

- The Florida Department of Agriculture and Consumer Services sent a letter regarding Grant #27978.
- Globaltech's contract needs to be amended to comply with the requirements of the grant.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #3 to the Globaltech contract was approved subject to legal and administration review.

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.

- WA #168 – new valves will be delivered and modified on February 3, 2022. Some of the preliminary light bulb work will be done January 26 and 27, 2022.
- WA #182 – the Risk and Resiliency Plan was submitted to Mr. McIntosh for review last week and is under final review. They expect to close out the project this week.
- WA #187 – the preliminary electrical drawings will be submitted to the District for review this week.
- WA #195 – submittals were just received from CC Controls and they are under review. The project remains on schedule.
- WA #197 – excavation for this project is scheduled for next week.
- WA #198 – project on hold.
- WA #199 – the site survey should happen in the next couple of weeks.

ELEVENTH ORDER OF BUSINESS

Staff Reports (Continued)

A. Manager - Ken Cassel (Continued)

- Mr. Cassel provided an update on the removal of trees within the rights-of-way.
- The City is still holding on needing a survey to determine the number.
- Dr. Shank directed District Counsel to contact the State Attorney General for an opinion on whether the house bill passed in 2020 pertains to the District. He also requested District Counsel to contact the

SFWMD's attorney and find out how they address tree removal compliance.

- Mr. Lewis noted SFWMD has taken the consistent opinion they don't need to get authorization from anyone to clear their rights-of-way.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They are continuing to work with Quest. They updated the website, staff business cards, signature blocks for the emails and they are getting ready for the social media launch later this month.
- Mr. Frankenhauser and he met with the City's forester; however, the meeting was not helpful.
- He will check with ATL to what kind of contract they have with SFWMD.
- Mr. Okyn asked about the mission statement. Mr. McIntosh will provide a package of everything they have so far, including the mission statement, tomorrow.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- Mr. Ruskay from RMPK believes the letter received from the Florida Department of Agriculture and Consumer Services is a good sign. He thinks they will allow us to work on this project once we address their findings.
- Another closure report, still stemming from the underground tank leak, was submitted. There were no detects from any of the samplings.
- Regarding the FP&L load control, wires are being repulled from the vaults in the District's areas, all the way to the ATS's. Only one building is left. He will coordinate with FP&L to retest the system.

- **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 – Roger Dunbar**

Mr. Dunbar 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. Mr. Okyn noted they received a very nice comment regarding Mr. Frankenhauser and his team's customer service to a resident at Eagle Trace.

- **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 discussed the District's policy on Covid-19 pay:

- The Federal Governments Family Medical Leave ended December 31, 2020.
- The District extended it for another six months and on August 17, 2021 it was decided to mandate vaccines.
- The policy was any employees who were fully vaccinated (two shots of Moderna, Pfizer or one shot of Johnson & Johnson), and were infected with Covid-19, received an additional 80 hours of sick pay leave. This is only if an employee tests positive.
- In the last two pay periods, 10 employees were out due to Covid-19. There were several more employees who had to use personal sick time because they were exposed to Covid-19 by a family member. They must use their personal time.

Other entities are including infected family members to provide Covid-19 pay leave.

➤ Discussion ensued and staff will bring back suggestions to the Board.

• **Motion to Accept Department Reports**

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

C. Attorney

Mr. Lewis provided a legislative update.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests


- Mr. Sierra noted Mr. Frankenhauser received a complement and thanked him for reaching out to a resident and her son about reaching out to the Fishing Club at Coral Glades High School.
- Dr. Shank requested everyone stay safe and healthy.

THIRTEENTH ORDER OF BUSINESS

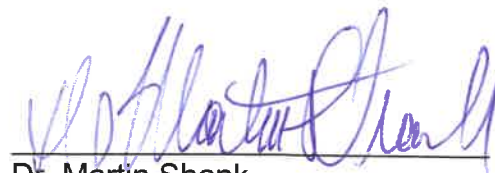
Adjournment

There being no further business,

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



 Kenneth Cassel
 Assistant Secretary



 Dr. Martin Shank
 President