

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, April 18, 2022, at 4:04 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 (Via Teams)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Ettie Schwartz	Director of Finance and Accounting
Jan Zilmer	Human Resources (Via Teams)
Rick Olson	District Engineer
David Schuman	Globaltech
Shawn Frankenhauser	Stormwater Department (Via Teams)
Curt Dwiggin	Field Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Joe Bernardi	Wastewater Department (Via Teams)
David Berringer	Utility Billing and Customer Service
Miguel Almaral	Maintenance Department (Via Teams)
Glen Hanks	Glen Hanks Consulting Engineers
James Barton, PE	Florida Technical Consultants

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 4:04 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
March 21, 2022 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor, the minutes of the March 21, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience comments.

FOURTH ORDER OF BUSINESS

Financials for March 2022

There being no questions or comments.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the March 2022 financials were approved.

FIFTH ORDER OF BUSINESS

Consideration of Permits

Let the record reflect Mr. Sierra joined the meeting.

B. Consideration of ROW Permit 2022-3, for Installation of Conduit on 1533 NW 111th Avenue

Mr. Cassel reviewed the request for permit.

- The project is located within District property, just outside of the right-of-way.
- This is one of several projects AT&T is working on and has entered into cost recovery agreements with the District.
- The work will be approximately 5 feet into District property at the end of the canal.
- Approval was recommended.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2022-3 was approved.

A. Consideration of SWM Permit 2020-6 for the Eagle Trace Tennis Center
Mr. Hanks provided a review of the project, and the following was discussed:

- The project is for a new Tennis Center building as well as some changes to the recreation area near the Tennis Center.
- Two tennis courts will be converted to a parking lot.
- There will be some new play areas and a dog park.
- This area was initially designated as low-density development, requiring a maximum 25% of impervious area. A variance is required in addition to a permit.

- There was discussion regarding clay tennis courts and their permeability.
- Mr. Hanks noted there will also be permeable pavers.
- Dr. Shank expressed concern with providing a variance two-thirds less than what is required for a ten-year storm. It is an enormous amount being the criteria was redone two years ago.
- Discussion ensued and Mr. Hanks noted they are compliant with the 100-year flood and are making improvements towards the 10-year flood. This is what has been done in the past for redevelopment.
- Dr. Shank asked if the District can impose a special assessment if they do not comply with the special conditions. Mr. Lewis responded yes.
- Mr. Lewis stated if you have a facility that was approved long ago with essentially no surface water management or on-site storage, the landowners can claim they have a vested right to what they have.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor this item was tabled.

SIXTH ORDER OF BUSINESS

**Discussion and Consideration of
Setting a Fee for the Initial Pre-
Meetings for Developers to Minimize
Potential Cost Recovery Agreement
Costs and Improve Communication**

The following was discussed:

- The developers often want to discuss the project prior to applying and entering into a cost recovery agreement.
- This requires a significant amount of staff's time and often Mr. Hanks needs to become involved.
- This will also streamline the process.
- Mr. Hanks stated a single fee is a more appropriate measure because it will filter out frivolous questions.

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor a pre-application fee of \$500 was set for single family homes and a pre-application fee of \$1,000 was set for commercial and non-single-family projects.

SEVENTH ORDER OF BUSINESS

Ratification of Purchase of a Variable Frequency Drive (VFD) for Deep Well Pump P405 in the Amount of \$15,232 *(the VFD failed and even though the model is no longer manufactured, staff was able to find an exact replacement in new old stock at Industrial Solutions Authority, LLC, saving the District from having to make electrical modifications and programming, which would have required additional spending)*

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of a VFD for deep well pump P405 in the amount of \$15,232 was ratified.

- Mr. Stephens noted they are looking for a spare to have as a backup since these are obsolete.
- Mr. McIntosh stated they are also looking into a different newer brand that can be modified.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal by Florida Technical Consultants, LLC in an Amount not to Exceed \$145,440 for Conducting Updates to the District's GIS System Based on Existing Record Drawings and Material *(work will be done under the contract between Cooper City and FTC, which the District piggybacked on in January of 2020)*

The following was discussed:

- Mr. Diggins reviewed the FTC proposal to correct the District's data, based on as-built drawings.
- Mr. Barton noted they will research and include other utility lines if they receive the information.

- Mr. Lewis noted this kind of information is exempt from public records. They will have to figure out a way to keep it confidential.
- Mr. Barton noted you need a password to obtain the information.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from FTC was approved at a cost not to exceed \$145,440.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board Approval of a Contract with Brightview Landscape Services as the Low Bidder to the District Advertised RFP for Landscaping Services at (\$67,760 annually (\$5,647 monthly), Staff also Requests Board Approval to Engage the Next Lowest Bidder if the Contract is Terminated for Any Reason *(all bidders are qualified)*

Mr. Stephens reviewed staff's request.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor a contract with Brightview Landscape Services as the lowest bidder at an annual cost of \$67,760 was approved and staff was authorized to engage the next lowest bidder if the contract is terminated for any reason.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #191 for CSID North Blower Room Blower Replacement at a Total Cost of \$919,363.63

Mr. Olson reviewed the work associated with replacing the north blower room blower. Discussion ensued.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #191 was approved at a total cost of \$919,363.63.

B. Work Authorization #201 for Site 15 Bank Assessment & Design for a Total Cost of \$113,436 (Tabled Item)

Mr. Stephens noted there is a potential resolution to Site 15, which will not require this assessment. This item was removed from the agenda.

TWELFTH ORDER OF BUSINESS

Staff Reports

C. Attorney

- Dr. Shank asked Mr. Lewis about Chapter 2004-469, House Bill 1709. The following was discussed:
 - Section 9, paragraph 5, provides a broad power to the District allowing it to regulate, by resolution, whatever conditions for plats the City may approve. The conditions would have to be consistent with water management concepts or utilities.
 - Paragraph 12 also allows the District by resolution to prohibit, regulate and restrict all structures, materials and things which connect to or are part of any facility owned and operated by the District.
 - Section 42 addresses the levying of special assessments.
 - Sections 46, 50 and 51 yields the District control of all it's facilities. There is a provision in Section 50, which mimics the Interlocal Agreement Act.
 - The District has a broad array of authority.
 - Special Acts generally trump general laws.
 - Mr. Lewis suggested obtaining an Attorney General Opinion on the removal of trees.
- Mr. Lewis reported on CS/CS/ House Bill 921, which goes into effect July 1, 2022.

A. Manager – Ken Cassel

Mr. Cassel reported on Canal C-2, which connects to Lake Coral Springs. After further staff review, it was determined it does not belong to the District. The District has a flowing easement, but the rest of it belongs to the HOA.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They are preparing for the Open House.
- Each department will set up a display.
- He is 90% confident a representative from Broward County Naturescape will be there to go over high efficiency sprinklers with the residents.

- The Lake Coral Springs HOA President wants to meet with the District regarding his understanding of maintenance.
- He discussed the Pervious Paver Program. They have not awarded any credits yet and asked if the Board wants to increase the amount. Dr. Shank thinks it needs to be publicized more.
- Mr. Stephens noted they have had applications come in, but the criteria is too stringent. Discussion ensued and it was noted the description of qualified pavers needs to be updated.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- WSO, who was contracted to do the leak detection survey, has bumped the District to mid-June because of a delay in another project. A virtual meeting is set up for May 18, 2022 to discuss preparations.
- SFWMD is requesting information on the District's water supply and projections. He is working with Mr. McShea on gathering that information.
- Ms. Monica Ospina, from the City of Coral Springs, requested information on chemical usage.
- He will attend the Florida Water Resources Conference next week.

- **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.

ELEVENTH 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.

TWELFTH ORDER OF BUSINESS

Staff Reports (Continued)

- **Water – Christian McShea**

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

- **Wastewater – Joe Bernardi**

Mr. Bernardi 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 – Miguel Almaral**

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

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the department reports were accepted.

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Requests


- Mr. Sierra asked Mr. McIntosh to be available to the City of Margate in case they need information regarding their wastewater plant odor.
- Mr. Okyn asked about the video production for the plant. Mr. McIntosh provided an update.

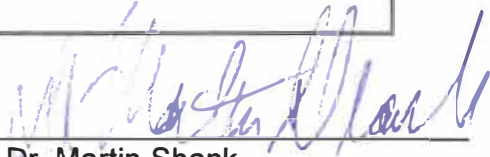
FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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


Kenneth Cassel
Assistant Secretary


Dr. Martin Shank
President