

**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 19, 2022, at 4:05 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	District Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources
Sue Beyer	Director of Finance and Accounting
Rick Olson	District Engineer
Curt Dwiggin	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Tom Kedrierski	Wastewater Department (Via Teams)
Danielle Keira-Cancel	Procurement Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (Via Teams)
Seth Behn	Lewis, Longman & Walker
Dan Daly	District Consultant
Tim Day	Inframark

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 4:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
August 15, 2022 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the August 15, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Cassel discussed the following:

- He will be leaving the meeting early and Mr. Day will be here.
- He is meeting with Representative Daley tomorrow to go over his public records request.
- The Vice President of Safety for Inframark performed an on-site review and found no unsafe conditions.
- The auditor is working on a response based on the letter received.

FOURTH ORDER OF BUSINESS

Budget Public Hearing for the Fiscal Year 2023 Water and Sewer Budget

A. Motion to Open the Public Hearing

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

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

B. Public Comments

- Mr. McIntosh reviewed some changes to the budget.
 - Delinquent fees were reduced from \$290,000 to \$270,000.
 - They adjusted the carry forward by \$120,000.
- There were no public comments.

C. Motion to Close the Public Hearing

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the public hearing was closed, and the regular meeting was reconvened.

D. Resolution 2022-10, Adopting the Fiscal Year 2023 Water and Sewer Budget

The Board reviewed the financials.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-10, adopting the Fiscal Year 2023 water and sewer budget, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for Existing Encroachment at 1719 NW 92nd Way (Fence was approved by the City in 2012)

Mr. Frankenhauser reviewed the current encroachment, which is outside the City’s 20-foot ordinance.

- The owner would like an encroachment agreement to allow the current structures to remain.
- He does not see an issue with this situation.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the encroachment agreement for the existing encroachments at 1719 NW 92nd Way were approved.

SIXTH ORDER OF BUSINESS

Consideration of Permits and Letters of No Objection

Mr. Cassel stated he reviewed them along with Mr. Dwiggins and Mr. Frankenhauser and have no objections. They have a \$50,000 bond from AT&T. The following conditions will be required.

- Bore logs.
 - Verification of depth.
 - No drilling can be disposed of in the area.
- A. **Letter of No Objection for AT&T at 1221 N. University Drive**
 - B. **Permit 2022-14 for Blue Stream for Installation of Fiberoptics at 773 Riverside Drive**
 - C. **Permit 2022-15 for Blue Stream for Installation of Fiberoptics at 11587 W. Atlantic Boulevard**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor items 6A, 6B and 6C were approved.

SEVENTH ORDER OF BUSINESS

Ratification of the Urgent Purchase by Staff of a Replacement Flowmeter for Injection Well #2

Mr. Kedrierski stated the flowmeter in injection well #2 went out so they had to do an emergency purchase.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of a replacement flow meter for injection well #2 was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Request by Staff for Board Approval of the Purchase of Two Air Flow Meters from Camp Engineering Sales, Inc. as the Sole Source of Sage Flowmeters Manufactured by Sage Metering, Inc. (This allows for the standardization of the equipment on C and D plants with the meters on E and F plants)

Mr. Kedrierski stated the air flow meters on plants C and D cannot be calibrated effectively anymore. The two new air flow meters will provide standardization throughout the plant.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of two air flow meters from Camp Engineering Sales, Inc. was approved for a total of \$9,716.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board Approval of a Proposal by Florida Aquastore to Carry Out Repairs and Maintenance to the Wastewater Surge Tank and Restore the Facility to a Useful and Safe Condition (Florida Aquastore is the sole source representative for CST Industries, the tank manufacturer)

Mr. Kedrierski stated they recently had a no cost inspection provided by Florida Aquastore. They provided a breakdown of what needed to be done. There has not been serious work on this surge tank since it has been in service for approximately 23 years.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Florida Aquastore to carry out repairs and maintenance to the wastewater surge tank was approved for a total cost of \$199,999.

TENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Allow CSID to Piggyback on Contract No. ITB-2020H between the City of Lake City and H&H Sludge Disposal as Amended in Resolution 2022-060 (*The contract allows for the disposal of the District's biosolids*)

- Mr. Kedrierski stated the contract with H&H Sludge Disposal will expire in October. Ms. Keira-Cancel found a contract between them and the City of Lake City to piggyback off.
- Ms. Keira-Cancel noted they would be coming in on year two of three total renewals for this contract.
- Dr. Shank asked if this is the same figures as before. Mr. Kedrierski responded it is not due to fuel costs and inflation. The cost will go up and the adjustment was made in the budget.
- Mr. Stephens stated in the past they were paying per trailer. Now it will be by weight. They reviewed several options, and this is the most cost-effective option.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the approved contracting with H&H Sludge Disposal, piggybacking off the City of Lake City contract ITB-2020H.

ELEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to WA-183 for Above Ground Fuel Storage and Dispensing Facilities Returning an Unspent Allowance of \$5,490.35

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor amendment #1 to WA-183 was approved.

B. Amendment #1 to WA-184 for HSP 7 Day Tank Improvements Returning Unspent Allowance of \$9,905.95

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor amendment #1 to WA-184 was approved.

C. Amendment #1 to WA-196 for DIW Building Service Change Returning Unspent Allowance of \$1,795.07

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor amendment #1 to WA-196 was approved.

D. Work Authorization 208 for WWTP Headworks Concrete Crack Repair at a Total Cost of \$61,875

Mr. Olson clarified the work authorization number is 208. He reviewed the work associated with Work Authorization #208.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor WA-208 was approved for a total cost of \$61,875.

TWELFTH ORDER OF BUSINESS Engineer’s Report

Mr. Olson provided updates on his report, which was included in the agenda package.

- Work Authorization #187 – They are in the permitting process for some of the work being done for the new slab. They hope to have a crew out in two weeks to pour the concrete.
- Work Authorization #195 – They expect to have this project complete by the end of this week.
- Work Authorization #199 – They had the inspection by the Department of Agriculture, and it passed inspection. The only thing they are waiting on is the delivery of one additional fuel port.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Manager – Ken Cassel

There being nothing further to report, the next item followed.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- Samples of the referendum question, which will be on the ballot in November, were provided.

- He is waiting on a response from the City Manager on their approach to the tree removal. A couple of weeks ago he said he would meet with his staff and get back to Mr. McIntosh.
- A plan for the tree removal project will be brought back to the Board. ATL has broken it down into sections. Discussion ensued.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- They have been communicating with the County regarding bio solids. They rounded up a group of utilities interested in looking at regional bio solid issues. They want to enter into an Interlocal Agreement to hire a consultant to investigate the situation and come up with alternatives as well as cost savings.
- Dr. Shank discussed the possibility of turning bio solids into fertilizer. The issue is who will take the fertilizer.
- Broward County approached the District because they are considering another surveillance program through wastewater sampling. He told them they are interested but did not commit to anything.

- **Utility Billing Customer Service Report – Osmanny Larzabal**

A copy of Mr. Larzabal's report was included in the agenda package. Mr. Daly stated Mr. Larzabal has a good background and is learning quickly. They will continue with his training.

- **Water – Christian McShea**

Mr. McShea reviewed his report, a copy of which is attached hereto and made a 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 Vazquez**

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

- **Procurement Report – Danielle Keira-Cancel**

Ms. Keira-Cancel reviewed her report, a copy of which is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- He will meet with Mr. McIntosh, Mr. Stephens and Ms. Keira-Cancel on Wednesday to discuss department needs.
- A total of 29 people received the flu shot.
- He contacted a third party to perform an employee survey. He will have it set up for the beginning of November.
- There will be a luncheon on September 29, 2022.

- **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

- **Engagement Letter with Genovese, Joblove & Battista**

The following was reported:

- Mr. Behn has been working with Mr. Lewis on responses to the many public records requests.
- Mr. Lewis reviewed the engagement letter from Genovese, Joblove and Battista. They are experienced in criminal law to assist with the myriad of accusations against District staff and the operational integrity of the District.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the engagement letter with Genovese, Joblove and Battista was approved.

FOURTEENTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Okyn asked for an update on grants. Mr. Stephens responded they applied for two grants: one for the canal bank restoration and one for a different funding source for generators at lift stations. There are several grants that the awards will be announced this month.
- Mr. Okyn asked about the Investment Committee. Mr. McIntosh responded they have a meeting scheduled for Friday at 10:00 a.m.
- Mr. Okyn asked if someone reviewed the Spanish and Creole version of the referendum. Mr. McIntosh responded Mr. Cassel had someone review the Spanish version, but they notified the Supervisor of Elections we could not review the Creole version.
- Mr. Sierra thanked everyone for everything, and he looks forward to working with the new staff.
- Dr. Shank thanked everyone for a good fiscal year. He is also happy to see some employees upgrading their licenses.
- Dr. Shank encouraged the department heads to attend the meetings in person.

FIFTEENTH 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