

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, October 24, 2022, at 4:01 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
Seth Behn	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)
Roger Dunbar	Water Department (Via Teams)
Tom Kedrierski	Wastewater Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Dan Daly	District Consultant
Dave Schuman	Globaltech
Tim Day	Inframark
George Miller	Resident

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 4:01 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
September 19, 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 September 19, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Financials for September 2022

The Board reviewed the financials.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financials for September 2022 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for 10086 Vestal Place

Shawn reviewed the request from the property owner to replace their fence. They want to match the fence to their neighbor’s fence, which will leave a minimum of 20 feet between the fence and the waterline. It was noted the neighbor does not have an encroachment agreement with the District and should be contacted.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor an encroachment agreement with 10086 Vestal Place was approved.

SIXTH ORDER OF BUSINESS

Consideration of Request by Staff for Board to Approve the Third and Final Optional One-Year Renewal of Phillips and Jordan Contract 2017-11 as the Primary Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2023 to December 31, 2023 (The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals)

Mr. Frankenhauser reviewed the request to approve the third and final one-year contract renewal.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the third and final optional one-year renewal of the Phillips and Jordan contract for debris removal and disposal services was approved.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board to Approve the Third and Final Optional One-Year Renewal of Arbor Tree and Land for Contract 2017-11 as the Alternate Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2023 to December 31, 2023 (The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals)

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the third and final optional one-year renewal of the Arbor Tree and Land contract as the alternate contractor for disaster debris removal and disposal was approved.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff for the Board to Approve the District Continuing to Piggyback on the Town of Davie’s Extension of their Contract ITB#:DS-20-84 with Urban Beekeepers (Urban Beekeepers has increased the discounted rate offered to the District from \$175 to \$200, which is below the \$235 contracted rate and the contract allows for the increase on renewal)

Mr. Dwiggins reviewed the request to approve the extension to the Urban Beekeeper contract, piggybacking off the Town of Davie’s contract extension.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract extension with Urban Beekeepers was approved.

NINTH ORDER OF BUSINESS

Consideration of Staff Request for Board Approval on the Following Proposals by Quest to Conduct the Stated Projects for the District Under the Piggyback Contract between Quest Corporation and the Central Florida Highway Authority

- A. Proposed Project Plan and Public Relations Approach for Tree Removal Project**

- B. Social Media Account Management and Content Development Scope and Fee Estimate for Supplemental Agreement – Continuing Services**
- C. Scope and Fee Crisis Communications Support**

The above items were tabled until the November meeting.

TENTH ORDER OF BUSINESS

Engineer’s Report

Mr. Olson reviewed his report, a copy of which was included in the agenda package.

- Work Authorization 187 – there were delays in receiving the permit to do the concrete slab. They anticipate the permit being issued next week. The generator was supposed to be delivered December 19, 2022; however, the manufacturer notified the generator will not be delivered until the middle of January. This slight delay will create a bottle neck with the blower replacement project. Dr. Shank noted the blower replacement project has priority. The generator project will be complete by April of 2023. Construction crews have been notified the blower replacement project has priority.
- Work Authorization 192 – The project is complete. They will be submitting a change order to staff, which should be on the next agenda.
- Work Authorization 199 – this project is substantially complete. They are waiting on the delivery and installation of two small valves. They expect it to be completed within a couple of weeks.
- Work Authorization 202 – this project will receive the priority of the construction crews. They will be submitting the final design to staff next week, which will be followed by a design review meeting the following week. The project is expected to be complete by April of 2023.
- They are working on two additional work authorizations: distribution valve replacement and mechanical integrity testing for the two injection wells as required every five years.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Mitigation Update**

- Mr. Cassel met with the City Manager regarding the canal banks and the trees. There are more negotiations to workout with them.

- Dr. Shank noted Ms. Catherine Givens will be on site on November 7, 2022 at 1:00 p.m. He would like to hold a workshop in between the walkthrough and regular meeting at 3:00 p.m. The walkthrough, workshop and regular meeting will be properly noticed.

B. Department Reports

• Operations – David McIntosh

- There was positive feedback from staff and members of the public regarding the Open House held October 22, 2022.
- They had a brief visit from the Vice Mayor at the Open House.
- Dr. Shank stated it was a great Open House. He thanked everybody on their tremendous job setting it up.

• Utilities Update – Joe Stephens

- Mr. Stephens stated there was a lot of time involved with preparing for the Open House. Ms. Keira-Cancel was a big help in securing various vendors as well as the Fire Department.
- They had a tour with the internship for Broward County Schools, which went very well.
- C3 is finishing up the radio telemetry report for the investigation on the wells and lift stations. They will provide the District with feedback and recommendations.
- He is still going back and forth with the County, Blue Stream, AT&T and Craig A. Smith regarding the break on Atlantic Boulevard out west. He is trying to get reimbursement for the costs incurred by the District.

• Utility Billing Customer Service Report - Osmanny Larzabal (Report Provided)

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

• Water – Roger Dunbar (Report Provided)

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

- **Wastewater – Tome Kedrierski (Report Provided)**

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

- **Stormwater – Shawn Frankenhauser (Report Provided)**

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

- **Field – Curt Dwiggin (Report Provided)**

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

- **Maintenance Report – Pedro Vasquez (Report Provided)**

A copy of the report is attached hereto and made a part of the public record.

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**

A copy of the report is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- Mr. John Eccleston was promoted to the lead position in the water department. There is now an opening for a water operator.
- Mr. Kedrierski made an offer to an operator who has accepted the position.
- The employee survey is still scheduled for the first week of January.
- They are still working on how to proceed with the electronic payroll and timekeeping system.
- December 23, 2022 will be the Holiday Luncheon.
- There is leftover food from the Open House, which he will cook this Thursday, October 27, 2022 for the employees.

- **Motion to Accept Department Reports**

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

• **Letter from the City of Coral Springs**

Mr. Behn discussed the letter received from the City of Coral Springs, which was provided to the Board for the record. They are not making any recommendations at this time until they review it further.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Sierra thanked the legal team.
- Mr. Okyn asked for an update on the employee evaluation program. Mr. Zilmer responded it is completed.
- Dr. Shank thanked everyone for the Open House.

THIRTEENTH 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