

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, November 7, 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

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 (Via Teams)
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)
Pedro Vazquez	Maintenance Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Dan Daly	District Consultant

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 October 6, 2022 Special Meeting and October 24, 2022 Regular Meeting

One correction was made to the October 24, 2022 meeting, which will be reflected in the amended copy of the minutes.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the October 6, 2022 special meeting were approved as presented and the minutes of the October 24, 2022 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Financials for September 2022 (Updated)

The Board reviewed the financials.

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

FIFTH ORDER OF BUSINESS

Resolution 2023-1, Amending the General Fund Budget for Fiscal Year 2022

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Resolution 2023-1, amending the general fund budget for Fiscal Year 2022, was adopted.

SIXTH ORDER OF BUSINESS

Resolution 2023-2, Amending the Water and Sewer Budget for Fiscal Year 2022

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Resolution 2023-1, amending the water and sewer budget for Fiscal Year 2022, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Staff Request for Board Approval to Piggyback on the Supplemental Agreement to Contract 001298 between Quest Corporation and the Central Florida Highway Authority under the same terms and conditions as the original

Mr. McIntosh explained the District’s contract with Quest is a piggyback of the Quest contract with the Central Florida Highway Authority. This contract expires tomorrow. It originally did not have an extension, but they amended the contract to extend it to January 2023. They will be signing a new contract in January.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor continuing to piggyback on the supplemental agreement to the contract between Quest and the Central Florida Highway Authority was approved.

EIGHTH 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 and the Central Florida Highway Authority (Tabled Item)

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

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the proposed project plan and public relations approach for tree removal by Quest was approved.

B. Social Media Account Management and Content Development Scope and Fee Estimate for Supplemental Agreement – Continuing Services

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

C. Scope and Fee Crisis Communications Support

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor scope and fee crisis communications support by Quest was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for CSID to Piggyback on a Contract between the City of St. Petersburg, Florida and LMK Pipe Renewal According to the Terms of the SAN Annual CIPP Lining FY20 Including any Renewals (Staff also request Board approval of LMK Pipe Renewal Estimate of \$887,268.70 to conduct budgeted repairs to Lift Station #9 in accordance with the terms of the contract between the City of St. Petersburg, Florida and LMK Pipe Renewal for SAN Annual CIPP Lining FY 20)

Mr. Dwiggins reviewed the request by staff to piggyback on the contract between the City of St. Petersburg and LMK Pipe Renewal. This is to reline the Lift Station #9 basin.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor piggybacking on the contract between the City of St. Petersburg and LMK Pipe Renewal for relining of Lift Station #9 was approved.

TENTH ORDER OF BUSINESS

Consideration of Request by Staff for the District to Piggyback on a Contract to Allow for the Purchasing of Supplies from WW Grainger, Inc. via the NASPO ValuePoint Master Agreement #8496 for Facilities Maintenance and Repair and Operation (MRO) and Industrial Supplies (The State of Oregon serves as the lead entity with the State of Florida Department of Management Services utilizing the contract as their alternate contract source to piggyback)

Mr. Stephens reviewed the request by staff to piggyback via the NASPO ValuePoint Master Agreement #8496.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the agreement with WW Grainger, Inc for the purchasing of supplies, piggybacking via the NASPO ValuePoint master agreement #8496, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Change Order 1 to Work Authorization 195 for an Additional \$5,000

Mr. Olson reviewed the work associated with Change Order #1 to Work Authorization #195.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Change Order #1 to Work Authorization #195 for an increase of \$5,000 was approved.

TWELFTH ORDER OF BUSINESS

Engineer's Report

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

- Work Authorization #187 – they were contacted by the manufacture within a week of the last Board meeting indicating the generator had been delayed. The generator is expected to be delivered in mid-March of 2023. It will be completed by hurricane season next year.
- Work Authorization #199 – they are still waiting on the valves. He called the vendor today and they still do not have an update on when those parts will be installed. The facility is fully operational.
- Work Authorization #208 – Mr. Olson just received a schedule update from CROM. They will be on site December 5, 2022.

THIRTEENTH ORDER OF BUSIESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel discussed the following:

- Regarding tree mitigation, at the last meeting he reported back that the city countered with more money, \$1,125,000 Million, than the District offered. He needs direction from the Board if they want to hold on the \$1 Million as the District’s final offer.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor offering the City a one-time lump sum of \$1 Million for tree mitigation was approved.

- Dr. Shank requested a motion to proceed with the project discussed in the past about removing trees from the District’s right-of-way.
- Mr. McIntosh noted they have the proposal from ATL, but it was not approved by the Board.
- Dr. Shank stated they can start the process of proceeding with the project and Mr. McIntosh indicated he will bring back the ATL proposal to the next meeting.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor progressing with a project to clear vegetation from the District’s right-of-way was approved.

- Mr. McIntosh stated they have an updated proposal they will bring back to the next meeting.
- Dr. Shank noted they need to discuss with the adjacent property owners that if they want to keep the smaller trees which may or may not fall into the canal, it will be their responsibility to remove the trees if they fall.
- Mr. Behn clarified the District will do it free of charge to them if it is done now, but in the future if the District determines a tree needs to be removed it will be their responsibility.
- Mr. Okyn asked for an update on the meeting with the City Manager.
- Mr. Cassel responded what they came back with is the District offered them \$1 Million to do the trees. If the tree is on the bank, flush cut only and treat the stump. If it is up on the flat where you can put a stump grinder on it, they will grind the stump. If it is not safe to grind the stump, they will not grind the stump. The City agreed to it, and they agreed to do a tree survey; however, that is when they came back with \$1,125,000.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They were contacted by a representative of T-Mobile about installing a cell tower on District property. They are still having negotiations with them over the pricing for the rental.
- Mr. Daly has been on site for the past two months. He may go back to semi-retirement before next month's meeting; however, he will be available, if necessary, as always. He thanked Mr. Daly for everything he does.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- They met with E Source, formally WSO, and went through a presentation from them reporting back on the leak detection survey. There will be a quick presentation at the December meeting. They found a total of 87 gallons per minute in leaks on the District's side of the meters. This impacts water loss.

- They submitted four applications for grants. A decision will be made by the end of next month.
- He spoke with the Public Works Director in preparation of the storm. There is a staff meeting scheduled for tomorrow to go over storm preparations.
- He will be attending the American Water Works Association conference at the end of this month.

- **Utility Billing Customer Service Report - Osmany Larzabal (Report Provided)**

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

- **Water – Christian McShea (Report Provided)**

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

- **Wastewater – Tom 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)**

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

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

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**

The following was reported:

- There are two openings in the water plant. An internal candidate has expressed interest and they are considering having that individual move into one of those spots. They also drafted a letter to send out to license operators across the state.
- There was discussion regarding sub-metering.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Behn reported the following:

- The Governor recently issued an executive order due to the hurricane. It gives the District the ability to do what is needed in terms of purchasing, contracting, etcetera, in the face of the storm and in the following months.
- Mr. Lewis is retiring the end of this year.

FOURTEENTH ORDER OF BUSINESS Supervisors' Requests

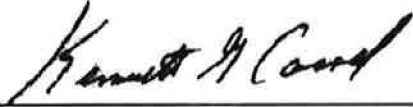
- Mr. Okyn stated he looks forward to hearing the Investment Committee's recommendations. Mr. McIntosh stated they had a meeting a couple of weeks ago. They need to have another one to finalize the investment policy to bring back to the Board.
- Dr. Shank wished everyone a good Thanksgiving. He thanked Mr. Daly for his help training Mr. Larzabal.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Dr. Martin Shank
President