

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 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	Secretary

Also present were:

Ken Cassel	District Manager
Seth Behn	District Attorney
Terry Lewis	District Attorney (Via Teams)
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)
Asad Hosein	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Tom Kedrierski	Wastewater Department (Via Teams)
Miguel Alvarez	Maintenance Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service (Via Teams)
Isabel Szendrey	E Source (Via Teams)
Richard Hall	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 4:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the November 7, 2022 Meeting

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the November 7, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Hall, a resident, introduced himself to the Board and expressed interest in running for the Board.

FOURTH ORDER OF BUSINESS

Financials for October and November 2022

- Ms. Beyer reviewed the financials.
- Dr. Shank suggested an Investment Committee meeting. Mr. Cassel will schedule a meeting.

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

FIFTH ORDER OF BUSINESS

Presentation from Water Systems Optimization on Results of Leak Detection Survey of the District

Ms. Szendrey provided the Board with a presentation, a copy of which is attached hereto and made a part of the public record.

SIXTH ORDER OF BUSINESS

Consideration of Staff Request for Board Ratification of Payment in the Amount of \$27,568 to Stanford and Sons Trucking (*The payment is for emergency road repairs on Atlantic Boulevard and NW 99th Terrace due to a CSID Water Main Break*)

Mr. Dwiggins reviewed the emergency road repairs by Stanford and Sons Trucking.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the emergency road repairs by Stanford and Sons Trucking in the amount of \$27,568 was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff for the District to Enter into an Interlocal Agreement with Broward County for a Regional Biosolids Solution Study with the District’s Commitment being \$1,995.68 (*Staff also requests Board’s approval for the District Manager to sign off on any change up to \$4,000 if warranted*)

Mr. Stephens reviewed the Interlocal Agreement with Broward County for a regional biosolids solution study. Eleven utilities are participating.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor entering an Interlocal Agreement with Broward County for a regional biosolids solution study, with the District’s commitment being \$1,995.68 and authorizing the District Manager to sign off on any change up to \$4,000, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff to Enter a Contract with Delta Controls to Provide Services Based on Water and Wastewater Plant Instrumentation Controls RFP #2022-03 (*Delta Controls was responsible and responsive proposer to our RFP*)

Mr. Joe reviewed the proposal submitted by Delta Controls.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor entering a contract with Delta Controls to provide services based on water and wastewater plan instrumentation controls was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff to Have Gardner Denver Nash Carry Out Shipping and Repairs on the Wastewater Plant Blower in the Amount of \$32,531.69 (*Gardner Denver Nash is the Manufacturer and Sole Source Authorized Servicer for the Blower*)

Mr. Kedrierski reviewed the request to have Gardner Denver Nash carry out shipping and repairs on the wastewater plant blower.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Gardner Denver Nash carrying out shipping and repairs on the wastewater plant blower in the amount of \$32,531.69 was approved.

TENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Purchase a Portable Generator in the Amount of \$65,516 from ACF Standby Systems Piggybacking on the Florida Sheriff’s Contract FSA20-EQU 18-0: Heavy Equipment

Mr. Dwiggin reviewed the request to purchase a portable generator.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of a portable generator from ACF Standby Systems in the amount of \$65,516, piggybacking off the Florida Sheriff’s contract, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Enter into an Agreement for Payroll Services with Paycom Piggybacking on the Contract between Paycom and the City of Doral

Mr. Zilmer reviewed the payroll services with Paycom.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor an agreement with Paycom for payroll services, piggybacking off the City of Doral contract, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of a Request by Staff to Purchase 6 Biometric Timeclocks from Paycom for use with Paycom’s Timekeeping and Payroll System (Paycom is the sole source provider for this equipment)

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of 6 biometric timeclocks from Paycom at a total cost of \$7,350 was approved.

THIRTEENTH ORDER OF BUSINESS Consideration of Work Authorizations

- A. Work Authorization #210 for Wastewater Treatment Plant Polymer Skid System Purchase for a Total Cost of \$27,565**
Work Authorization #210 was reviewed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #210 for wastewater treatment plant polymer skid system purchase for a total cost of \$27,565 was approved.

- B. Work Authorization #211 for Site No. 15 Canal Bank Stabilization for a Total Cost of \$1,085,209**
Work Authorization #211 was reviewed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #211 for Site No. 15 canal bank stabilization for a total cost of \$1,085,209 was approved.

FOURTEENTH ORDER OF BUSINESS Engineer’s Report

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

- Work Authorization #187 – the concrete slab is now scheduled to be poured on January 6, 2023.
- Work Authorization #208 – was completed last week.

FIFTEENTH ORDER OF BUSIESS Staff Reports

- A. Manager – Ken Cassel**
 - **Resolution 2023-3, Updating Tree Policy**

Mr. Cassel discussed the following:

- Resolution 2023-3 updates the District’s tree policy. The old policy stated the District would remove within 25 feet of the canal bank. The new policy is if it is in the District’s right-of-way, it will all be removed.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2023-3, updating the District’s tree policy, was adopted.

- They had a conference call with the City Manager and other staff today to touch base with them on the District’s presentation in January at the City Council meeting.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They are trying to find out better pricing for the service discussed for Quest at the previous meeting.
- They are continuing to have failures with the registers, but they are becoming more reliable in providing replacements. Mr. Dwiggin's team is working on this diligently. Mr. Stephens put in a program to ensure we get all the correct information.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He is working on the RFP packet for the tree removal with Mr. McIntosh and Mr. Frankenhauser.

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

A copy of the report was provided to the Board and 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 – Asad Hosein (Report Provided)**

Mr. Hosein 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 – Miguel Alvarez (Report Provided)**

Mr. Alvarez 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)**

A copy of the report was provided to the Board and is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

The Holiday Party will be held December 23, 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

Mr. Lewis reported the following:

- Mr. Hanks sent him a couple of performance and warranty bond forms for projects. He suggested the District develop its own forms for anytime someone comes before the District for a project, this will get them to provide the bond up front. One is a performance and payment type bond, and the other is a warranty. The bond would guaranty a project which has been completed for up to a year.
- He wished everyone happy holidays.

Mr. Behn reported the following:

- There was a special legislative session relating to the hurricane making some money available to special districts. The bill passed.
- SFWMD started a new rulemaking process for all stormwater districts. The problem they are citing is aquatic vegetation, litter and debris that can lead to blockage of canals and structures entering their system.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests

- The Board wished everyone happy holidays.

SEVENTEENTH 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