

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 23, 2023, at 4:02 p.m. at the District Office at 10300 NW 11<sup>th</sup> 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
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)
Miguel Alvarez	Maintenance Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Marc Grace	Keefe McCullough
Isabel Szendrey	E Source (Via Teams)
Residents	

***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 4:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the  
December 19, 2022 Meeting**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the December 19, 2022 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

- Ms. Molski thanked the District for the great job they do on their water quality. She addressed the tree removal project of which she had some questions. Are only threatening trees being removed? Where is the money coming from? Is the flooding caused by previous hurricanes caused by trees falling in the canals?
- Dr. Shank responded there are several trees along the canal banks that will go down partially into the canals during a storm event. It cost the District over \$4 Million to remove the trees that fell into the canals after Hurricane Wilma. The plan is to remove the trees that can potentially fall into the canals. The homeowners will be provided the option to keep some trees but will be responsible for any costs.
- She addressed planting bushes 10 feet from the canal line to prevent fertilizer and pesticides from entering the canal. It was explained they cannot plant on the District’s right-of-way.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Financial Audit for Fiscal Year 2022**

Mr. Grace provided an overview of the Fiscal Year 2022 financial audit.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial audit for Fiscal Year 2022 was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Approve the Remaining Work on the Coral Springs Master Plan Proposal by Water Source Optimization, Inc. *(In December 2021 the Board approved the leak survey portion of the plan. Water source Optimization, Inc. has completed and reported to the Board on the Leak Survey. We are now ready to complete the remaining tasks on the master plan.)***

Mr. Stephens and Ms. Szendrey reviewed the proposal to complete the master plan.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Water Source Optimization, Inc. was approved.

**FIFTH ORDER OF BUSINESS**

**Financials for December 2022**

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

**SEVENTH ORDER OF BUSINESS**

**Engineer’s Report**

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

- Work Authorization #202 – The blower delivery is anticipated this week. Globaltech was asked to assist with power metering. The meter has been ordered and will be installed on Wednesday.
- Work Authorization #211 – Construction began last Friday. It should be done in two weeks.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

• **Presentation to the City of Coral Springs**

- Mr. Cassel provided the Board with the presentation made on behalf of the District at the City Council meeting.
- Discussion ensued regarding negotiations with the City.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor staff was directed to pay up to \$1.125 Million to fund the tree removal project in lieu of mitigation to be done within the District as an improvement project and to be disbursed in a timely fashion.

**B. Department Reports**

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He has been providing information and answering questions for Quest as requested. Quest has already drafted an article.
- He has been meeting with several banks to discuss their investments. The investment policy is being finalized to present to the Board.
- They have been discussing this year’s Open House. There were several dates offered: April 29, 2023, May 6, 2023, May 13, 2023, and May 20, 2023. There was Board consensus to have it on April 29, 2023. Mr. Cassel noted he will work

with Mr. Behn on new landowner proxies to have them available at the Open House.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- January 25, 2023 is the mandatory pre-bid meeting for the canal bank tree clearing services RFP.
- They received the completion order from FDEP for the site they were doing remedial work due to the fuel spill a few years ago. He is working with Ms. Beyer on getting reimbursement from insurance.
- There are a couple of new funding resources coming out. He had a meeting with RMPK to look at what the District may be able to apply for.

- **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 – 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 – 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**

No report.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported he has been working with Paycom daily, providing them with information. The timeclocks have been purchased but have not arrived yet.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Behn reported the following:

- He worked with the team on the procurement of the tree removal.
- They have been tracking the SFWMD rulemaking process. They are looking at ways to prevent vegetation and trash from coming into their system.
- There is not too much going on with the Legislature yet.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

- Dr. Shank discussed a bike route the City wants to make starting at Atlantic Boulevard, going north along the bank near the Sawgrass Expressway.
- There was brief discussion about possible legislation that will no longer allow employers to require Covid-19 vaccinations.

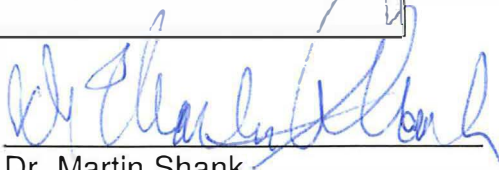
**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Kenneth Cassel  
Assistant Secretary

  
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Dr. Martin Shank  
President