

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 27, 2023, at 4:00 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
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Shawn Frankenhauser	Stormwater Department
Roger Dunbar	Water Department
Mike Hosein	Wastewater Department
Pedro Vasquez	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Glen Hanks	Glen Hanks Consulting Engineers
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 4:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the January 23, 2023 Meeting

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the January 23, 2023 meeting were approved.
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THIRD ORDER OF BUSINESS

Audience Comments

- Ms. Lucy Dicutua addressed the Board regarding the tree removal project and the fact the trees prevent access to their properties for security and provide privacy.
- Dr. Shank explained the reasoning behind the tree removal project.

FOURTH ORDER OF BUSINESS

Financials for January 2023

Ms. Beyer reviewed the financials.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the financials for January 2023 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Bridge at Cypress Hammock Park/Orchid Park

- Mr. Hanks reviewed the City’s request to install a pedestrian bridge connecting Cypress Hammock Park and Orchid Park.
- He recommends approval of the right-of-way utilization.
- The City will restore the right-of-way to existing conditions at the conclusion of the job and will maintain the bridge.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor a right-of-way permit to the City of Coral Springs for the installation of a bridge connecting Cypress Hammock Park and Orchid Park was approved.

SIXTH ORDER OF BUSINESS

Consideration of Encroachment Agreement – 11900 NW 11th Court

- Mr. Frankenhauser reviewed the resident’s request to install a deck.
- The area is owned by Lake Coral Springs Master Association; however, the District has a utility easement.
- The recommendation is to approve an encroachment agreement.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor an encroachment agreement with 11900 NW 11th Court was approved.

SEVENTH ORDER OF BUSINESS

Consideration to Declare Equipment Surplus so Staff Can Take the Necessary Actions to Dispose of Items

- Mr. Stephens explained to the Board they compiled another group of equipment, mostly vehicles.
- He recommends disposing as the cost of maintenance on these items is not worth it.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the items on the list of surplus items presented in the agenda package was declared surplus.

EIGHTH ORDER OF BUSINESS

Consideration of Request by Staff to Piggyback on Contract WH-22 Annual Supply for Brass Fittings and Accessories between Fortiline Waterworks and the City of Boynton Beach, Including any Extensions

- Mr. Dwiggins reviewed the request to approve the purchase of brass fittings and accessories from Fortiline, piggybacking off the City of Boynton Beach.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the purchase of brass fittings and accessories from Fortiline, piggybacking off the City of Boynton Beach contract, was approved with any extensions.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #208 for WWTP Headworks Concrete Crack Repair for a Decrease of \$23,664

Mr. Olson reviewed the amendment to Work Authorization 208.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Amendment #1 to Work Authorization #208 was approved for a decrease of \$23,664.

B. Work Authorization #207 for DIW MIT Testing for a Total Cost of \$252,704

Mr. Olson reviewed the work associated with Work Authorization #207.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Work Authorization #207 was approved at an amount not to exceed \$252,704, with the selection of the well contractor to be determined by the engineer's pricing along with the review of legal and management.

- C. Work Authorization #204 for High Service Pump Building Valve Replacement for a Total Cost of \$317,760**
- Mr. Olson reviewed the work associated with Work Authorization #204.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor with all in favor Work Authorization #204 was approved for a total cost of \$317,760.

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 – everything is on schedule.
- Work Authorization #199 – the valves arrived, and the work is scheduled for Thursday, March 2, 2023. They now have an inventory of tanks and will be providing a proposal.
- Work Authorization #202 – there is great progress on this project, and it is ahead of schedule.
- Work Authorization #210 – the polymer skid arrived last week. District staff will install.
- Work Authorization #211 – the restoration work was completed today. This project is three weeks ahead of schedule.

ELEVENTH ORDER OF BUSIESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reported they met with the City and had a presentation with them as discussed at the staff meeting. They are willing to work with the District on certain things. There will be a follow up meeting. The idea of escrowing does not fit what they would agree with.
- Dr. Shank is not comfortable with giving the City a lump sum as the District will not have control of the project. He wants to ensure the money is spent within the

District. He also does not want to pay for engineering and design because those are staff positions the City has.

- Mr. Behn reviewed his draft letter to the City proposing an Interlocal Agreement.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- They are working with Quest. Quest has started doing some PR work for the District.
- They had a meeting scheduled with the City Environmental Sustainability Committee last Tuesday, February 21, 2023, but it was cancelled until they can get the process nailed down.
- He has been talking with Ms. Beyer. The District has been banking with PNC for over a year. They are looking at possibly moving or creating accounts with Bank United to earn more interest.
- Staff is preparing for Customer Appreciation Day scheduled for April 29, 2023.
- They are negotiating the contract for the Cell Tower.
- The District has been giving the Broward County Waterway Cleanup \$500 a month for the past 10 years. They will continue to do this.
- Quest is starting to do some work with Customer Appreciation Day. He would like approval at a not to exceed amount of \$4,000.
- He congratulated Joe and the staff on their recognition from the Department of Environmental Protection for operation excellence. Mr. Stephens provided more details on the award. Quest will be doing a press release on this.
- He will be working with Mr. Hanks on modifying the Permit Criteria Manual to ensure they have a means of collecting the appropriate fees for all the work they have to do. There is currently a cost recovery program in place, which takes care of some of the charges; however, they are finding other things are coming up with some of these projects.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- The Department of Agriculture is scheduled to come out March 1, 2023 to do a performance site visit. This is the first site visit for the grant project.

- **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 – Mike Hosein (Report Provided)**

Mr. Hosein 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**

No report.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported they hired a new water operator and training is starting today. He also provided updates on other positions being filled.

• **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 on the SWCD bill that went through concurrent with the Reedy Creek Improvement District redesignation.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Okyn is looking forward to Customer Appreciation Day.
- Dr. Shank congratulated staff on the award. He also requested reservations be made for FASD.

THIRTEENTH ORDER OF BUSINESS

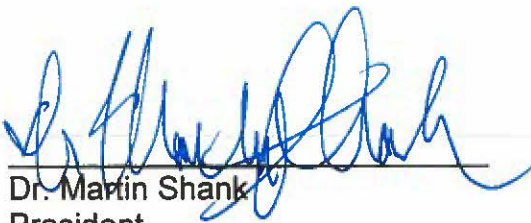
Adjournment

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