

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, April 17, 2023 at 4:15 p.m. at JP Taravella High School, 10600 Riverside Drive, Coral Springs, FL.

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
Sue Beyer	Director of Finance and Accounting
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Shawn Frankenhauser	Stormwater Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Pedro Vasquez	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department
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 4:15 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the February 27, 2023 and March 20, 2023 Meetings

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the February 27, 2023 meeting were approved.
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On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the March 20, 2023 meeting were approved.

THIRD ORDER OF BUSINESS

Financials for February and March 2023

Ms. Beyer reviewed the financials.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financials for February and March 2023 were approved.

FOURTH ORDER OF BUSINESS

Consideration of Staff Request to Approve a Contract for Telephone Service from Ring Central MVP Under Contract #2022003385 Omnia Contract for Telephonic Services – Landline Category

Mr. McIntosh noted their current service provider no longer provide telephone service to the District’s area beginning June 15, 2023. Because of timing the contract was already executed and requires ratification by the Board.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Ring Central MVP was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Request by Staff to Piggyback Off a Contract between SA Recycling and the Town of Davie Partnered with Southeast Florida Governmental Purchasing Cooperative for Scrap Metal Recycling (Staff is also requesting to piggyback any contract renewals until January 2, 2027)

Mr. Stephens reviewed the contract with SA Recycling for scrap metal recycling.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with SA Recycling, piggybacking off the Town of Davie and Southeast Florida Governmental Purchasing Cooperative, was approved.

SIXTH ORDER OF BUSINESS

Staff Requests Board Consideration of an Agreement between the District and VB BTS II, LLC for the Location of a Cell Tower on District Property at 10300 NW 11th Manor

Mr. McIntosh provided an overview of the request to place a cell tower on District property. Staff negotiated an option and lease agreement, and all documents have been reviewed by District Counsel.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the option and lease agreement with VB BTS II, LLC was approved.

SEVENTH ORDER OF BUSINESS

Staff Requests Board Consideration of a Contract with Trio Development Company for Repairs to Lift Station 28 in the Amount of \$170,682.50 (CSID will Piggyback on contract PNC2122386B1 Sewer Lift Station Rehabilitation and Repair between Trio and Broward County)

Mr. Dwiggins reviewed the contract with Trio Development Company.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Trio Development Company, piggybacking off the County contract, was approved at a total cost of \$170,682.50.

EIGHTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #199 for Pump Stations 1 & 2 LP Gas Tank Replacement Reimbursing Unused Allowance and Fees of \$24,312.41

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Amendment #1 to Work Authorization #199 was approved for a decrease of \$24,312.41.

B. Work Authorization #213 for Diffuser Replacement for Digester 1 for a Total Cost of \$18,892

Mr. Hosein reviewed the work associated with Work Authorization #213.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Work Authorization #213 was approved for a total cost of \$18,892.

NINTH ORDER OF BUSINESS

Engineer's Report

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

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Engineer's Report was accepted.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

There being nothing additional to report, the next item followed.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- All the budgeted projects are ongoing and almost complete except for the wastewater tank cleaning and the generator storage building. They expect those to start within the next couple of months.
- The quarterly reports are being submitted for the hurricane grants.
- Preparations are underway for the annual Open House on April 29, 2023.

- **Utilities Update – Joe Stephens**

Mr. Stephens provided updates on the grants.

- **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 – 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 – 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 (Report Provided)**

Ms. Cancel reviewed her report, a copy of which is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

Mr. McIntosh reported they have switched the payroll to Paycom.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Engineer’s Report was accepted.

C. Attorney

Mr. Behn reported he continues to track some bills in the legislature, which may impact the District.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- The District is looking for 10 volunteers to be on a resident advisory committee. Mr. Cassel explained the committee will have to follow the Sunshine Law.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the creation of an Advisory Committee was approved.

- Dr. Shank provided an overview of facts regarding the District and its responsibilities. He noted the last meeting had to be cancelled due to the number of residents in attendance and the lack of space to accommodate everyone. No contracts were entered into for the removal of trees. The District has properly noticed this meeting as required by Statute. He also provided an explanation on the responsibility to prevent flooding within the District.

- There was a presentation on stormwater management and flood control.
- Members of the Board made comments as residents.
- The floor was opened to audience comments. Several members of the public commented on the proposed tree removal project, and most were not in favor.
- Dr. Shank thanked the residents for their attendance and comments.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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