

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, May 15, 2023 at 4:02 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

Also present were:

Timothy Day	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
Miguel Alvarez	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department
Sandra H. Demarco	Inframark
Residents	

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Day called the meeting to order at 4:02 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the April 17, 2023 Meeting

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the minutes of the April 17, 2023 meeting were approved.
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THIRD ORDER OF BUSINESS

Financials for April 2023

Ms. Beyer reviewed the financials.

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

FOURTH ORDER OF BUSINESS

Presentation of the Proposed Fiscal Year 2024 General Fund Budget and Consideration of Resolution 2023-4, Approving the Budget and Setting the Public Hearing

Mr. Day read the resolution into the record.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Resolution 2023-4, approving the proposed Fiscal Year 2024 Budget and setting the public hearing for August 21, 2023 at 4:00 p.m. at the District Offices, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Permits

A. Permit #2023-03 - Mastec Fiberoptic Installation on Coral Springs Drive

The applicant cancelled the permit application.

B. Permit #2023-04 – 977 Riverside Drive Fiberoptic Installation

Mr. Hanks reviewed the permit application and recommended approval with the special conditions he indicated in his letter.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2023-04 was approved.

C. Permit #2022-10 – 1450 Coral Ridge Drive 7-Eleven Conversion and Tank Replacement

Mr. Hanks reviewed the permit application and recommended approval with the special conditions he indicated in his letter.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor Permit 2022-10 was approved

SIXTH ORDER OF BUSINESS

Appointment of Resident Advisory Committee

Mr. Behn reviewed the rules for the proposed Resident Advisory Committee. He noted 10 Committee members were randomly selected from the sign-up sheet for the Committee, as well as a backup alternate. The first meeting is scheduled for May 30, 2023

at 5:30 p.m. At the first meeting the Committee will select the time and dates for future meetings. The setup is to meet every two weeks for two months and then an additional two months if they feel it is necessary. They are charged with bringing back a report to the District. The Committee members include the following:

- Margaret Rosenbaum
- Joel Levine
- Kim Diehl
- Rachel Alexander
- Linda Gardner
- Lucie DiCapua
- Mark Ritter
- Michael Fasciani
- Roy Gold
- John C. Norris
- Swadesh Ramdeen
- Stephen Lytle (alternate)

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the Resident Advisory Committee rules were approved and the about listed members have been appointed to the Committee.

SEVENTH ORDER OF BUSINESS

Consideration of Request by Staff to Allow for the Award of the Water Plant Bulk ITB# 2023-02 – Bid Opening was held on May 1, 2023 with Two Bid Submittals from American Water Chemicals and Hawkins, Inc. (We are presenting the Board with one (1) year agreements with Hawkins, Inc. and American Water Chemicals. There are two one (1) year optional renewals to renew the contracts at the end of the initial one (1) year term. The contracts will renew automatically unless there are changes. Hawkins will be awarded the corrosion inhibitor, ammonium

sulfate, hydrofluosilicic acid, sodium hydroxide, sulfuric and citric acid. American Water Chemicals will be awarded the antiscalant and all three (3) membrane cleaners)

Ms. Keira-Cancel reviewed the Water Plant Bulk ITB# 2023-02 bids.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the award of bid to Hawkins for corrosion inhibitor, ammonium sulfate, hydrofluosilicic acid, sodium hydroxide, sulfuric and citric acid, and the award of bid to American Water Chemicals for the antiscalant and three membrane cleaners was approved.

EIGHTH ORDER OF BUSINESS

Staff Request Board Consideration to Continue to Piggyback on the Extension of the Contract RFP# 017-2020 between the City of Lake City and H&H Liquid Sludge Disposal, Inc (*This is the final extension on the contract and takes it to July 1, 2024*)

Mr. Hosein reviewed the request to continue piggybacking on the extension of contract for H&H Liquid Sludge Disposal, Inc.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor continuing to piggyback on the extension of the contract RFP# 017-2020 between the City of Lake City and H&H Liquid Sludge Disposal, Inc. was approved.

NINTH ORDER OF BUSINESS

Staff Request Board Consideration of a Request to Piggyback on a Contract between the City of Oakland Park and RMPK Funding, Inc. for the Provision of Grant Management Services RFP# 012623

Mr. Stephens reviewed the request to piggyback off the City of Oakland Park contract with RMPK Funding, Inc. Grant funding will be used for this.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor piggybacking off the City of Oakland Park contract with RMPK Funding, Inc. was approved.

TENTH ORDER OF BUSINESS

Staff Requests Board Consideration to Continue to Piggyback on the Extension of the Alternate Contract Source No. 31160000-20-NAPSO-ACS Facilities Maintenance, Repair and Operations and Industrial Contract (*The contract is between the State of Florida Department of Management Services and W.W. Grainger, Inc. The extension takes the contract to June 30, 2024*)

Mr. Dwiggins reviewed the request to continue piggybacking on the extension of the State of Florida Department of Management Services contract with W.W. Grainger, Inc.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor continuing to piggyback off the State of Florida Department of Management Services contract with W.W. Grainger, Inc. was approved.

ELEVENTH ORDER OF BUSINESS

Staff Requests Board Consideration of the Engagement Letter with Keefe McCullough to Conduct the Financial Audit of the District’s Accounts for the Fiscal Year Ending September 30, 2023 at an Amount not to Exceed \$22,000

Ms. Beyer reviewed the engagement letter with Keefe McCullough for the Fiscal Year 2023 financial audit.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the engagement letter with Keefe McCullough for the Fiscal Year 2023 financial audit was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Staff Requests to Enter into a Three-Year Contract with Huber Technologies to Perform Annual Maintenance on Wastewater Department Huber EscaMax 5000 Barscreen at \$2,000 per Year (*Huber is a Sole Source Provider for this Maintenance*)

Mr. Hosein reviewed the request to enter a three-year contract with Huber Technologies.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor a three-year contract with Huber Technologies to perform the annual maintenance was approved.

THIRTEENTH ORDER OF BUSINESS

Staff Requests Board Consideration of the Purchase of Two Club Car Golf Carts from Jeffrey Allen, Inc., an Authorized Club Car Representative (The purchases are piggybacking on the City of Kansas, Missouri, master contract #EV 2671-01 utility transportation and golf vehicles plus related accessories equipment and services with Club Car. This contract is registered through Omnia and the District is eligible to piggyback on this contract by registering with Omnia. The purchases are an electric club car tempo 2+2 for administration at \$10,968.30 and a Club Car GA 300 at \$10,853.42 for the Wastewater Department)

Mr. Stephens reviewed the request to purchase two club car golf carts.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the purchase of two club golf carts from Jeffrey Allen, Inc. piggybacking off the City of Kansas, one at \$10,968.30 and one at \$10,853.42, was approved.

FOURTEENTH ORDER OF BUSINESS

Consideration of Amendment #1 to Work Authorization #211 for Site No. 15 Canal Bank Stabilization for a Decrease of \$24,098

Mr. Olson reviewed Amendment #1 to Work Authorization #211.

On MOTION by Mr. Okyn seconded by Dr. Shank with all favor Amendment #1 to Work Authorization #211 for a decrease of \$24,098 was approved.

FIFTEENTH ORDER OF BUSINESS

Engineer's Report

Mr. Olson reviewed the report, a copy of which was included in the agenda package. He also reported on lessons learned from Hurricane Ian.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Number of Registered Voters within the District – 27,127**

This item is for information purposes only.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He thanked the Board for getting through today’s agenda.
- Preparations have been made for the FASD meeting in Orlando next month.
- They received the required payment for the cell tower. Mr. Stephens is working with them to find a location.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- Regarding the cell tower, they will be doing the locates on May 17, 2023 and the surveyor will be out May 23, 2023.
- Internships with Broward County high school students will be from June 12, 2023 to July 24, 2023 at 20 hours a week.
- The first meeting of the utility groups within the Interlocal Agreement for biosolids will be held on May 24, 2023.

- **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 – Miguel Alvarez (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. Zilmer provided an update on Paycom and upcoming health insurance plans.

- **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 landowners meeting will be on June 19, 2023.
- The senate bill requiring board members of special districts to complete four hours of ethics training passed and will likely be signed by the Governor in the upcoming weeks.
- Ms. Demarco noted the landowners meeting will be held at the Maplewood Elementary School cafeteria. The address is 9850 Ramblewood Drive, Coral Springs. The landowners meeting has been advertised as required by Statute.
- Mr. McIntosh asked if there will be any regular business conducted after the landowners meeting. Mr. Behn responded it may depend on how long the election takes. There may be enough time to have a quick organizational meeting.

SEVENTEENTH ORDER OF BUSINESS Audience Comments

Mr. Tiefenbrun stated he appreciated the Open House, and he will be running for the Board.

EIGHTEENTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Okyn thanked staff for everything they do and assured everyone they have a committed group to serve the District.
- Dr. Shank reminded everyone CSID has the best water at the lowest rate compared to the City and other surrounding cities. They also have the lowest assessment rates. This is due to how well the District is run. He thanked everyone for the Open House and the reports.

SEVENTEENTH ORDER OF BUSINESS Audience Comments (Continued)


Mr. Lytle requested information on the landowners meeting and requested a copy of the department reports.

NINETEENTH ORDER OF BUSINESS Adjournment

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



 Assistant Secretary



 President