

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, June 19, 2023 at 9850 Ramblewood Drive, Coral Springs, FL. Immediately following the landowners' meeting.

Present and constituting a quorum were:

Curt Tiefenbrun	President
Stephen Lytle	Vice President
Ben Groenevelt	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
Miguel Alvarez	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department
Timothy Day	Inframark
Sandra H. Demarco	Inframark
Janice Swade	Inframark
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 immediately following the Landowners Election and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Cassel, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. Groenevelt, Mr. Lytle, and Mr. Tiefenbrun; copies of the signed oaths are attached hereto and made a part of the public record.

B. Resolution 2023-5, Canvassing and Certifying the Results of the Landowners' Election

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor Resolution 2023-5, canvassing and certifying the results of the Landowners' Election, was adopted.

C. Election of Officers – Resolution 2023-6

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor Resolution 2023-6, appointing Mr. Curt Tiefenbrun as President, Mr. Lytle as Vice President, Mr. Groenevelt as Secretary, Mr. Stephen Bloom as Treasurer, Mr. David McIntosh as Assistant Treasurer and Assistant Secretary, and Mr. Kenneth Cassel as Assistant Treasurer and Assistant Secretary, was adopted.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 15, 2023 Meetings

The above item was tabled.

FOURTH ORDER OF BUSINESS

Financials for May 2023

The above item was tabled.

FIFTH ORDER OF BUSINESS

Consideration of Request by Staff to Accept the Responsive Low Bid Submitted by Fish Tech, Inc. to the District's Advertised ITB RFP# 2023-03 for Culvert Pipe Sediment Debris Removal (It is a three-year contract and it should auto renew for the next two years after the initial term unless there are any changes)

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor the three-year contract with Fish Tech, Inc., with auto renewal for the next two years after initial term, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorization #214 for CSID North Blower Room Blow-off Valve and Muffler Installation at a Total Cost of \$24,287

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor Work Authorization #214 was approved at a total cost of \$24,287.

SEVENTH ORDER OF BUSINESS

Engineer's Report

A copy of the Engineer's Report was included in the agenda package and is attached hereto as a part of the public record.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

There being none, the next item followed.

B. Department Reports

• **Operations – David McIntosh**

There being none, the next item followed.

• **Utilities Update – Joe Stephens**

There being none, the next item followed.

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

A copy of the report is attached hereto as part of the public record.

• **Water – Christian McShea (Report Provided)**

A copy of the report is attached hereto as part of the public record.

• **Wastewater – Mike Hosein (Report Provided)**

A copy of the report is attached hereto as part of the public record.

• **Stormwater – Shawn Frankenhauser (Report Provided)**

A copy of the report is attached hereto as part of the public record.

• **Field – Curt Dwiggin (Report Provided)**

A copy of the report is attached hereto as part of the public record.

• **Maintenance Report – Miguel Alvarez (Report Provided)**

A copy of the report is attached hereto as part of the public record.

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**
A copy of the report is attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**
There being no report, the next item followed.

- **Motion to Accept Department Reports**
No Motion was made.

C. Attorney
There being no report, the next item followed.

NINTH ORDER OF BUSINESS
There being none, the next item followed.

Audience Comments

TENTH ORDER OF BUSINESS
There being none, the next item followed.

Supervisors' Requests

ELEVENTH ORDER OF BUSINESS
There being no further business, the meeting was adjourned.

Adjournment



Assistant Secretary



President