

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 17, 2023 at 4:05 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

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
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)
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Mike Percia	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
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 and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the May 15, 2023 (Tabled Item) and June 19, 2023 Regular Meetings and Acceptance of the June 19, 2023 Landowners' Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the minutes of the May 15, 2023 and June 19, 2023 meetings were approved, and the minutes of the June 19, 2023 landowners' meeting were accepted.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Financials for May 2023 (Tabled Item) and June 2023

There being no questions or comments,

On MOTION by Mr. Tiefenbrun seconded by Mr. Groenevelt with all in favor the financials for May and June 2023 were approved.

FIFTH ORDER OF BUSINESS

Consideration of Permits

C. Modification to Permit #2021-4, Sawgrass Expressway

Mr. Hanks reviewed the proposed permit modifications to Permit #2021-4 and recommended approval.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor modification to Permit #2021-4 was approved.

A. Permit #2023-6, Community Center at Kiwanis Park

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

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Permit #2023-6 was approved.

B. Permit #2006-7M, Chick-fil-A

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

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor Permit 2006-7M was approved subject to the special conditions including removal of Australian Pines, and other exotic invasive trees.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-7, Approving the W&S Sewer Proposed Fiscal Year 2024 Budget, and Setting the Public Hearing

The budget approval process was discussed.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Resolution 2032-07, approving the proposed W&S Budget for Fiscal Year 2024 and setting the public hearing for September 18, 2023 at 4:00 p.m. at the District Offices, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Encroachment Agreement with Broward County for Proposed Guardrail Over C-2 Canal

Mr. Cassel reviewed the proposed guardrail over the C-2 canal by the County and recommended an encroachment agreement with the County.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the encroachment agreement with the County for a guardrail over the C-2 canal was approved.

EIGHTH ORDER OF BUSINESS

Board Consideration of Staff Request to Lease a Xerox C8135 Copier Piggybacking Off Sourcewell Contract #030321 (The Xerox C8135 copier lease is at \$225.00 monthly for 60 months. Staff also requests Board approval to piggyback on any extensions of the contract to lease additional machines as needed from time-to-time.)

Ms. Keira-Cancel reviewed the piggyback lease request for a Xerox C8135 copier and extensions to the contract to lease additional machines as needed.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor piggybacking off Sourcewell contract #030321 to lease a Xerox C8135 copier as well as piggybacking off any extensions of the contract to lease additional machines as needed from time to time, was approved.

NINTH ORDER OF BUSINESS

Board Consideration of Staff Request to Purchase Required Aquatic Herbicide Chemicals Piggybacking on SFWMD Contract ITB-6000001449-0-2023/JD from Vendor with the Lowest Bid for Selected Chemical

Mr. Frankenhauser reviewed the request to piggyback off the SFWMD contract for herbicide chemicals.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor piggybacking off SFWMD contract ITB-6000001449-0-2023/JD to purchase required aquatic herbicide chemicals from the vendor with the lowest bid for selected chemical, was approved.

TENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #202 for North Blower Replacement, Returning Unspent Allowance of \$206,994.28

Mr. Olson reviewed the amendment to Work Authorization #202.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Amendment #1 to Work Authorization #202 for a deduction of \$206,994.28 was approved.

B. Amendment #1 to Work Authorization #204 for HSP Building Valve Replacement Returning Unspent Allowance of \$13,966.11

Mr. Olson reviewed the amendment to Work Authorization #204.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Amendment #1 to Work Authorization #204 for a deduction of \$13,966.11 was approved.

C. Consideration of Work Authorization #215 for Maintenance Building Noise Abatement and Air Flow Corrections for a Total Cost of \$40,870

Mr. Olson reviewed the work associated with Work Authorization #215.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Work Authorization #215 was approved for a total cost of \$40,870.

ELEVENTH ORDER OF BUSINESS

Engineer's Report

Mr. Olson reviewed his report, which was included in the agenda package and is attached hereto as a part of the public record.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

There being no report, the next item followed.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He noted the District provides iPads for the Board if they would like to access the agenda package electronically.
- The South Florida Utility Council updated the law to make wastewater operators first responders. He would like to get an understanding of how it will affect the District and its employees.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- The facility hardening grant is out. The District applied for \$2.2 million to harden six of the buildings on site. They were told the project would be funded 90/10 with the District only being responsible for 10% of the cost. He hopes to get an update on this grant soon; however, they expect the number to change because the application was submitted two years ago.
- He has been working with the Police Chief at the City. They are getting new identifications with the new District logo for staff.
- They have been working with the contractor on the new cell tower to be located on District property.

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

Mr. Larzabal reviewed his report; a copy of which is attached hereto as part of the public record. Discussion ensued regarding billing.

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

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He noted the super chlorination event started on July 14, 2023 and will last through July 28, 2023. This is done yearly in coordination with the City of Coral Springs.

He also discussed a recent development relating to the microbiological testing done monthly.

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

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record.

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

Mr. Frankenhauser reviewed his report; a copy of which is attached hereto as part of the public record. He provided an update on recent rainfall. So far this month they had 6.25 inches of rainfall. They usually average 6 inches. The culvert cleaning was delayed due to issues with equipment. The project will begin tomorrow.

- **Field – Curt Dwiggs (Report Provided)**

Mr. Dwiggs reviewed his report; a copy of which is attached hereto as part of the public record. Lift Station 9 basin is complete. They are working on a letter to have a change order to close the project with a returning balance of \$68,477.88. There is a delay in the startup of the Lift Station 28 basin rehabilitation.

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

Mr. Percia reviewed his report; a copy of which is attached hereto as part of the public record.

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**

Mr. Kiera-Cancel reviewed her report; a copy of which is attached hereto as part of the public record. She provided updates on open and upcoming RFPs.

- **Human Resources – Jan Zilmer**

Mr. Zimmer thanked all the managers for assisting in the coordination of getting the employees in enrolled in the new Cigna health insurance plan. The open enrollment for the Ameritas dental and vision insurance begins August 1, 2023.

- **Motion to Accept Department Reports**

On MOTION by Groenevelt seconded by Mr. Tiefenbrun with all in favor the department reports were accepted.

C. Attorney

Mr. Behn reported the following:

- He reviewed Resolution 2023-8, supporting and adopting the 2023 Broward County enhanced local mitigation strategy. This is a requirement to be involved in grant funding.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor Resolution 2023-8, supporting and adopting the 2023 Broward County enhanced local mitigation strategy, was adopted.

- Ms. Janice Rustin, from Lewis, Longman and Walker, and he assisted Ms. Keira -Cancel in drafting some RFPs.
- He provided the results of the Landowners' election to the Broward County Supervisor of Elections. They will be working on getting set up in the County's general election roll next year.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

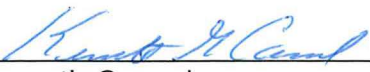
- The question was asked about the VFD on HSP 1 and whether there was any feedback on the repair. Mr. McShea provided an update on the progress of the repair.
- An updated was requested on the analog board in HSP 7. Mr. McShea provided an update. He is waiting from the vendor to provide a schedule. He is currently out of town.

FOURTEENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor the meeting was adjourned.



 Kenneth Cassel
 Assistant Secretary



 Curt Tiefenbrun
 President