

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 21, 2023 at 4:09 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
Dave Schuman	District Engineer
Curt Dwiggin	Field Department
Asad Hosein	Stormwater Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Afzal Hosein	Wastewater Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department
Resident	

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 July 17,
2023 Meeting**

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the minutes of the July 17, 2023 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

- A resident commented on the resiliency project and posting information on the website. She also commented on the algae bloom.

FOURTH ORDER OF BUSINESS

Financials for July 2023

There being no questions or comments,

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the financials for July 2023 were approved.

FIFTH ORDER OF BUSINESS

Budget Public Hearing to Adopt Fiscal Year 2024 General Fund Budget

The public hearing was opened. There being no public comments,

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the public hearing was closed.

A. Resolution 2023-9, Adopting the Fiscal Year 2024 General Fund Budget

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Resolution 2023-9, adopting the Fiscal Year 2024 General Fund Budget, was adopted.

B. Resolution 2023-10, Levying Non Ad Valorem Assessments

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor Resolution 2023-10, levying non ad valorem assessments, was adopted.

SIXTH ORDER OF BUSINESS

Review and Discussion of Proposed Fiscal Year 2024 W&S Budget

A workshop was set for Tuesday, September 5, 2023 at 5:30 p.m.

SEVENTH ORDER OF BUSINESS

Consideration of Ratification of Payments to Blood Hound, LLC for Emergency Location Services in the Amounts of \$4,312.50 and \$5,400

Mr. Dwiggins reviewed the request for ratification.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor payments to Blood Hound, LLC for emergency location services in the amounts of \$4,312.50 and \$5,400 were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Ratification of Emergency Purchase Replacement air Conditioner Unit for Wastewater Department Office in the Amount of \$5,600

Mr. Hosein reviewed the request for ratification.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the emergency purchase replacement air conditioner unit for the Wastewater Department office in the amount of \$5,600 was ratified.

NINTH ORDER OF BUSINESS

Consideration of Response to RFP #2023-04 Submitted by Universal Engineering Services for Underground Facilities Line Locating Services

Mr. Dwiggins reviewed the services to be provided.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor RFP #2023-04, for underground facilities line locating services, was awarded to Universal Engineering Services.

TENTH ORDER OF BUSINESS

Consideration of Response to RFP #2023-05 Submitted by Officestream, Inc for the IBM Server Upgrade and Installation

The proposal for the upgrade and installation was reviewed.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor RFP #2023-05, for the IBM server upgrade and installation was awarded to Officestream, Inc.

ELEVENTH ORDER OF BUSINESS

Consideration of the Amendment to LMK Contract for LS #9 CIPP Lining Mains and Laterals Repair (*The amendment reduces the contract prices of \$887,268.70 to \$818,790.82 returning an unspent balance of \$68,477.88*)

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor the amendment to LMK contract for LS #9 CIPP lining mains and laterals repair was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2023-11, Updating Resolution 2015-13, Providing for the Provision of Certain Insurance Benefits to Board Members, Spouses and Dependents

Mr. McIntosh explained the previous resolution that was adopted allowed insurance for Board members and their spouses. This resolution adds dependents as an option.

On MOTION by Mr. Groenvelt seconded by Mr. Lytle with all in favor Resolution 2023-11, updating Resolution 2015-13 providing for the provision of certain insurance benefits to Board members, spouses and dependents, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2023-12, Delinquency Fee Policy

This item was removed from the agenda for consideration as it is not needed.

FOURTEENTH ORDER OF BUSINESS

Staff Request Board Consideration of a Request to Piggyback on Contract 2022-AA Generator Maintenance Services between Colombia County, Florida Board of County Commissioners and ACF Standby Systems, LLC (*ACF Standby Systems is offering the District the opportunity to piggyback on this contract, which has been in effect since October 1, 2022. It is a three (3) year contract with an option to renew for two (2) successive one (1) year terms*)

Mr. Stephens reviewed the contract.

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor a contract with ACF Standby Systems, LLC for generator maintenance, piggybacking off Colombia County, Florida contract 2022-AA, was approved.

FIFTEENTH ORDER OF BUSINESS

Engineer’s Report

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

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Consideration of Meeting Schedule for Fiscal Year 2024**

The Board reviewed the proposed meeting schedule.

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor the meeting schedule for Fiscal Year 2024 was approved as presented.

Mr. Cassel discussed the conflict of interest on the evaluation committees. They are also going to look at working it into the contracts with the vendors, in accordance with other State Statutes.

B. Department Reports

- **Operations – David McIntosh**

- Mr. McIntosh discussed the newsletter. They will be meeting with Quest to get input on the newsletter. An internal newsletter was also suggested.
- Globaltech will be inspecting the District Office building for necessary internal and external infrastructure improvements.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported FEMA will be funding the District’s water and wastewater plant facility hardening through a \$2.2 Million grant. It is a phased project.

- **Utility Billing Customer Service Report – Osmany Larzabal (Report Provided)**

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

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

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

- **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.

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

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

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

A copy of the report was provided to the Board and 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.

- **Human Resources – Jan Zilmer**

Mr. Zimmer reported the following:

- He is working with CVS to provide tetanus and flu shots next month.
- He is working with Paycom on the benefits for January 1, 2024.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Behn reported the District is subject to financial audit requirements by an outside third party. He provided a presentation of the procurement process for an auditor.

SEVENTEENTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Tiefenbrun brought up the District's hurricane protocol. He would like to be informed about the process. Mr. Cassel stated the District has a hurricane preparedness manual, which is updated yearly.

- Mr. Tiefenbrun also discussed communication with residents.
- Mr. Tiefenbrun discussed canal conditions. Mr. Cassel noted the stormwater crew is in every canal, at least once a month. They document what is going on in each canal.
- Mr. Behn provided an update on communications with the Supervisor of Elections' office.

EIGHTEENTH 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