

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, September 18, 2023 at 4:04 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
Asad Hosein	Stormwater Department
Christian McShea	Water Department (Via Teams)
Afzal Hosein	Wastewater Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Glen Hanks	Engineering
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.
- Mr. Cassel requested adding two items to the agenda: item 7A, Rostan Contract extension, and 7B, Hardening Grant contract and proposal.

On MOTION by Mr. Tiefenbrun seconded by Mr. Groenevelt with all in favor items 7A and 7B were added to the agenda as indicated above.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the August 21, 2023 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the minutes of the August 21, 2023 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

- A resident expressed gratitude for the response to neighbors' concerns regarding vegetation mitigation efforts being done.
- There was discussion regarding concerns for the algae bloom.
- A resident commented on the stormwater resiliency project.

FOURTH ORDER OF BUSINESS

Financials for August 2023

There being no questions or comments,

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

FIFTH ORDER OF BUSINESS

Budget Public Hearing to Adopt Fiscal Year 2024 Water and Sewer Budget

A. Motion to Open Public Hearing

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

B. Public Comments

There being no public comments, the next item followed.

C. Motion to Close Public Hearing

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

D. Resolution 2023-13, Adopting the Fiscal Year 2024 Water and Sewer Budget

The Board and staff reviewed the proposed Fiscal Year 2024 Water and Sewer Budget.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor Resolution 2023-13, Adopting the Fiscal Year 2024 Water and Sewer Budget, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of the Purchase of Four Trucks from Duval Ford, Piggybacking Off Florida Sheriff’s Contract FSA-22-Vel-30/FSA 22-VEH 20 (Due to supply issues, staff had to place an order for trucks on September 6, 2023 as the ordering window closed on September 8, 2023. There is a 6-to-7 month lead time for vehicles. These trucks are budgeted for in the W&S 2024 budget and the District has used the Florida Sheriff’s contract in the past for purchases)

Mr. Stephens reviewed the purchase of four trucks, to replace older trucks.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the purchase of four trucks from Duval Ford, piggybacking off the Florida Sheriff’s contract, was ratified.

SEVENTH ORDER OF BUSINESS

Staff Request Board Consideration of an Opportunity for the District to Piggyback Contract IFB# Event 139 between City of Fort Lauderdale as the Lead Agency for the Southeast Florida Governmental Purchasing Cooperative Group, and Allied Universal Corp for the Purchase of Sodium Hypochlorite (The District is a member of the co-op and has piggybacked off the previous contract for sodium hypochlorite purchase)

Mr. McShea reviewed the purchase of Sodium Hypochlorite from Allied Universal Corp.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the purchase of Sodium Hypochlorite from Allied Universal Corp. through the cooperative group was approved.

A. Consideration of Rostan Contract Renewal

This item was added because the contract is up for renewal on September 21, 2023.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the extension to the Rostan contract was approved and staff was authorized to approve future extensions contingent upon there being no changes to the fee or contract.

B. Consideration of Hardening Grant Contract and Proposal

Mr. Stephens reviewed the following:

- This is for the facility hardening grant. They applied in 2020 and were awarded for Phase 1.
- Phase 1 is for design, permitting, surveying to be able to fill the scope of work for the construction portion.
- Once Phase 1 is completed, they will go back to the FEMA requesting funding for Phase 2, which is very likely to be awarded.
- This is a 90/10 grant. The District is only responsible for 10% of the grant, which is approximately \$30,000.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the contract was approved with the amount granted, subject to the Board following the process and Mr. McIntosh and Mr. Stephens were authorized to serve as the main contacts and execute requests on behalf of the District.

EIGHTH ORDER OF BUSINESS

Advisory Committee Final Report

The Board reviewed the recommendations in the final report and expressed appreciation for the committee's work.

- It will be a step-by-step process.
- A workshop was suggested to further review the next steps.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the Final Advisory Committee Report was accepted, and their recommendations will be taken under consideration by the Board.

NINTH ORDER OF BUSINESS

Engineer's Report

A. Amendment #2 to Work Authorization #187, Returning Unspent Allowance of \$13,000

Mr. Olson reviewed Amendment #2 to Work Authorization #187.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Amendment #2 to Work Authorization #187 was approved.

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

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

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

i. Congratulations Letter to Board Members from Representative Dan Daley

- This item is for informational purposes only and a copy is attached hereto and made a part of the public record.
- Mr. Cassel also reported he is working on language to submit to Representative Daley to modify the District's enabling legislation, allowing the District to follow Chapter 278, Florida Statutes, on purchasing requirements.

ii. Audit Committee Selection Process

- **Appointment of Committee Members**
 - **Establishment of RFP Evaluation Criteria**
 - **Authorization to Proceed with RFP**
- Mr. Cassel stated the Board should go out for audit RFPs and needs to decide on the composition of the Audit Committee.
 - There was Board consensus to have one Board member and two members of the public.
 - The District will reach out to the public and post on the website for submittals of anyone interested serving on the Committee.

B. Department Reports

• **Operations – David McIntosh**

- Mr. McIntosh discussed the development of a strategic plan for the District. It will require an effort in addition to staff to do it properly. He is looking into consultants.
- He met with staff regarding producing the articles for the newsletter. He is looking into more involvement from the PR firm, Quest.
- Mr. Lytle suggested using ChatGBT to generate articles.

• **Utilities Update – Joe Stephens**

- Mr. Stephens reported Mr. McIntosh, Mr. Cassel and he met with the City, and other districts, on September 7, 2023 for the districts' coordination meeting.
- Water and wastewater staff members attended FDEP's open house event last week.

• **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.

• **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 – Asad Hosein (Report Provided)**

Mr. Hosein 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 – Mike Percia (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)**

Ms. 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:

- They had a good turnout with the tetanus and flu shots.
- Nationwide will be on site on Wednesday to discuss pension plans.
- Friday is the end of fiscal year lunch.
- He reviewed open positions they are in the process of filling.

- **Engineering – Glen Hanks**

Mr. Hanks reported the following:

- He will be meeting with Mr. Olson this week to go over the generator storage building options.
- They are deep in the hurricane hardening project, meeting with the City.
- He reviewed miscellaneous items on Pump Stations #1 and #2.
- There are approximately 13 developing projects at various stages. Three are under review, three have been approved but are not in construction yet, five that are under construction and two which just wrapped up: The Outback and Ramblewood Square.
- They are looking at challenging the County in terms of their future conditions flood maps and what the ramifications are.
- He is reviewing the permitting processes and fees.

- **Motion to Accept Department Reports**

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the Department Reports were accepted.

C. Attorney

Mr. Behn reported the following:

- He is coordinating with the Supervisor of Elections in preparations for the 2024 General Election.
- FASD will be holding their quarterly meeting in Fort Lauderdale next month.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Tiefenbrun discussed interest in communication as discussed earlier in the meeting. His goal is to improve communication with residents.
- Mr. Tiefenbrun received communication from a resident recognizing the hard work by staff.
- Mr. Tiefenbrun discussed the use of social media.
- Mr. Tiefenbrun discussed reducing the stigma of mental health.

TWELFTH ORDER OF BUSINESS


Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President