

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, October 16, 2023 at 4:00 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Curt Tiefenbrun	President
Steven Lytle	Vice President (Via Teams)
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
Glen Hanks	Director of Engineering
Rick Olson	District Engineer
Kingston Maloi	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Mike Percia	Maintenance Department (Via Teams)
Danielle Keira-Cancel	Procurement Department (Via Teams)
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
September 18, 2023 Meeting**

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the minutes of the September 18, 2023 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

A resident complimented the new Board on the excellent job they are doing. She also complimented field staff.

FOURTH ORDER OF BUSINESS

Financials for September 2023

There being no questions or comments,

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the financials were approved.

FIFTH ORDER OF BUSINESS

Consideration of Authorizing District Staff to Administratively Approve Certain Stormwater Management, ROW Utilization and Easement Requests

Mr. Cassel stated part of approving these items in-house will streamline the operations. This would be for routine projects with no issues. Critical ones will still come before the Board for approval.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor District staff was authorized to administratively approve certain stormwater management, ROW Utilization and Easement Requests.

SIXTH ORDER OF BUSINESS

Consideration of a Request by Staff to Purchase a John Deere 310P Two Wheel Drive Backhoe at the Cost of \$121,401, Piggybacking Off the Florida Sherrif's Cooperative Purchasing Program Contract FSA23-EQU21:0 Equipment

- Mr. Maloi reviewed the request to purchase the John Deere backhoe.
- Mr. Behn provided an explanation of the Florida Sherrif's Cooperative Purchasing Program and how other governmental entities can piggyback off their contract.
- Mr. Cassel noted this saves the District money from having to go out for bids.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the purchase of a John Deere 310P two-wheel drive backhoe at a cost of \$121,401, piggybacking off the Florida Sherrif's Cooperative Purchasing Program Contract, was approved.

SEVENTH ORDER OF BUSINESS

Staff Request Board Consideration of a Proposal from Gardner Denver Nash as the Sole Manufacturer and Repair Representative of Hoffman/Lamson and Invincible Centrifugal Blowers for Repairs to CSID Blower SN P004335 in the quoted amount of \$39,401 (*Staff also request to be allowed to approve repair of any hidden damage discovered and report back to the Board*)

Mr. Hosein provided an explanation for the request. This would be for a backup blower.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the proposal from Gardner Denver Nash as the sole manufacturer and repair representative of Hoffman/Lamson and invincible centrifugal blowers for repairs to CSID blower SN P004335 in the amount of \$39,401 was approved and staff was authorized to approve repair of any hidden damage discovered and report back to the Board.

EIGHTH ORDER OF BUSINESS

Consideration of Proposed Development Review Fee Schedule

- Mr. Hanks reviewed the proposed fees for various permit, easement, encroachments, and letter of no objection reviews for cost recovery purposes.
- This will be advertised and formally presented for consideration at the November meeting.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Work Authorization #216 for Pump Station 1-LP Gas Tank Replacement for a Total Cost of \$49,110**

- Mr. Cassel noted a correction. Last week they increased the contingency. The total on it is now \$55,610.13.
- Mr. Olson reviewed the work involved under this work authorization.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor Work Authorization #216 was approved for a total cost of \$55,610.13.

B. Work Authorization #218 for Surge Protection Improvements for a Total Cost of \$49,188

Mr. Olson reviewed the work associated with Work Authorization # 218.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor Work Authorization #218 was approved for a total cost of \$49,188.

TENTH ORDER OF BUSINESS

Engineer’s Report

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

- WA #207 – the most significant portion of the testing is beginning this morning.
- WA #213 – they are still in the process of working on an alternative for the diffusers not available for this project.
- WA #214 – the muffler was delivered last week and will be installed this Friday.
- WA #215 - this project is expected to be completed next week.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

i. Audit Committee Selection Process

- **Appointment of Committee Members**
- **Establishment of RFP Evaluation Criteria**
- **Authorization to Proceed with RFP**

- Mr. Cassel distributed a list of residents who volunteered to serve on the committee: Mr. Mark Ritter, Mr. Michael Fasciani, Ms. Linda Gardner and Mr. Joel Levine.
- Mr. Cassel reviewed the Audit RFP process.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor all four volunteers, and Mr. Groenevelt were appointed as the Audit Committee subject to any conflicts of interest.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor staff was authorized to proceed with the audit RFP process.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh discussed the final report from the Resident Advisory Committee on the tree removal program. Staff would like to have a workshop to discuss a path forward, with the conclusions the Committee came up with.
- There was Board consensus to have a workshop on November 20, 2023 at 3:00 p.m.
- Mr. McIntosh explained there is a new regulation requiring cyber security training of employees of these types of facilities.
- Mr. McIntosh intends to have the insurance representative speak to the Board about the increase in insurance. It went up substantially and the property value was increased. The increase went from approximately \$188,000 to \$283,000 a year.
- Mr. McIntosh also reported they are making preparations for the first quarter newsletter.

• Utilities Update – Joe Stephens

- Mr. Stephens reported he was at FASD last week. He attended the Certified District Management course.
- The mechanical integrity test on the injection wells is really involved and they are looking at it from a strategy standpoint. It only happens once every five years.
- Staff is working on the scope of work for the facility hardening grant. They received the fully executed contract back. Ms. Kiera-Cancel has done a lot of work on this RFP. Mr. Hanks is reviewing it. They have until August to complete this project.

- **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. He also noted they hired a new employee who will be starting soon.

- **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 – Kingston Maloi (Report Provided)**

Mr. Maloi 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.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported the following:

- They are working on the Fiscal Year 2022 audit and the auditor will begin their filed work in November.
- They created a new department. They broke off Utility Billing into their own department.

- **Human Resources – Jan Zilmer**

Mr. Zimmer reported the following:

- He provided an update on a new hire.
- On Thursday he took two water plant employees, two field employees and one wastewater employee to an emotional intelligence class.
- He just completed the census for the Nationwide retirement plan and sent it off today.
- He will be working on the healthcare benefits.
- Mr. McIntosh noted an IT person will be starting next week.

- **Engineering – Glen Hanks**

Mr. Hanks reported the following:

- He provided an update on the hurricane hardening project.
- He provided an update on upcoming permit projects.
- He had a detailed meeting with the County on the flood map. He received confirmation those maps are not binding on the special districts, but it is up to the discretion of the building official.

- **Motion to Accept Department Reports**

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

C. Attorney

- **Consideration of Engagement Letter with Lewis Longman Walker for 2023-2024 Legislative Representation on Purchasing Threshold**

The following was discussed:

- Mr. Cassel reported they proposed their changes to the District's enabling legislation to increase the purchasing threshold to Representative Daley.
- He presented the Board with an engagement letter from Lewis Longman Walker to assist with this legislation.
- Mr. Cassel feels they will have positive results.
- Mr. Behn reviewed the services to assist in getting this legislation passed.
- Mr. Lytle suggested trying without legal representation first to see if they can have cost savings.

- Mr. Cassel noted Representative Daley expressed his bandwidth was full and would appreciate any assistance.

On MOTION by Mr. Tiefenbrun seconded by Mr. Groenevelt with Mr. Tiefenbrun and Mr. Groenevelt voting aye and Mr. Lytle voting nay the engagement letter with Lewis Longman Walker for 2023-2024 legislative representation was approved. 2-1

- Mr. Cassel noted he is willing to travel to Tallahassee and represent the District if needed. Mr. McIntosh also noted he would like to have him and Mr. Stephens attend as well to gain experience.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Groenevelt noted everyone is doing a great job.
- Mr. Tiefenbrun stated he attended the FASD conference, and it was very informative. He was encouraged to see Mr. Behn in attendance.
- Mr. Tiefenbrun stated they will try to get information out to the community about the hard work done by the District in the next newsletter. He is very pleased to be part of this District.


THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 5:40 p.m.



 Kenneth Cassel
 Assistant Secretary



 Curt Tiefenbrun
 President