

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 18, 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
Ben Groenevelt	Vice President
Mark Ritter	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
Glen Hanks	Director of Engineering
Rick Olson	District Engineer (Via Teams)
Frank Kozlowski	Field Department
Shawn Frankenhauser	Stormwater Department
Christian McShea	Water Department (Via Teams)
Nick Hosein	Wastewater Department (Via Teams)
Danielle Keira-Cancel	Procurement Department
Mark Lavalle	Advantage Communications, Inc. (Via Teams)
William Christiansen	E Source (Via Teams)
Kris Williams	E Source (Via Teams)

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

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 13, 2023 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the November 13, 2023 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of a Request by Staff to Approve the Issuance of a Purchase Order to Delta Controls in the Amount of \$136,612.95 for the Well Radio Telemetry System Replacement (*The work is to be performed under the Professional Services Agreement between the District and Delta Controls for Water/Wastewater Plant Instrumental and Control Services RFP# 2022-03*)

- Mr. Stephens noted Advantage Communications, Inc. is the subcontractor, which will be working through Delta Controls on this project.
- He explained the current radio telemetry system is obsolete and the main antenna on site is not up to current building codes for hurricanes.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the issuance of a purchase order to Delta Controls in the amount of \$136,612.95 for the well radio telemetry system replacement was approved.

FIFTH ORDER OF BUSINESS

Presentation by E Source of Water Loss Master Plan Project Audit

- Mr. Stephens reported Mr. McIntosh and he have had several meetings over the past year with E Source, working on this project.
- They started with the leak detection project and then moved to the masterplan, which is basically an audit of the District's accounting for water from production, what will be sent out, to what they bill for and account for with the meters.
- The District's compliance point for the SFWMD withdrawal permit is 10%, which is the goal. Five years ago, they were at 25%. They are currently at 15% because of what they have done.

- Mr. Christiansen and other representatives from E Source provided a presentation on the water loss plan project audit and responded to questions.

SIXTH ORDER OF BUSINESS

Financials for November 2023

There being no questions or comments,

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

SEVENTH ORDER OF BUSINESS

Auditor Selection Committee

A. Audit Ranking Recommendations

Mr. Cassel reported the Audit Selection Committee ranked the auditing proposals as follows and recommends engaging with Keefe McCullough:

1. Keefe McCullough with a total of 360 points.
2. Grau & Associates with a total of 352 points.
3. Berger, Toombs, Elam, Gaines & Frank with a total of 333 points.

B. Authorization to Enter into a Three-Year Contract with the Selected Audit Firm

On MOTION by Mr. Tiefenbrun seconded by Mr. Ritter with all in favor the Board authorized entering a three-year contract with Keefe McCullough.

EIGHTH ORDER OF BUSINESS

Public Hearing to consider Resolution 2024-04, Approving Increase in Annual Fee for BPI

Mr. Stephens reviewed Resolution 2024-04.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Resolution 2024-04, approving increase in annual fee for BPI, was adopted.

NINTH ORDER OF BUSINESS

Staff Request Board Consideration of the Award of a Hazardous Mitigation Grant from the Florida Department of Emergency Management in the Amount of \$919,012.50 for the Installation of 5 Onsite Generators at Lift Stations 4, 14, 29, 30 and 42

Mr. McIntosh reviewed the services provided by RMPK for grant applications. He reviewed the grant application for onsite generators.

On MOTION by Mr. Ritter seconded by Mr. Tiefenbrun with all in favor the award of hazardous mitigation grant from the Florida Department of Emergency Management in the amount of \$919,012.50 for installation of five onsite generators at lift stations 4, 14, 29, 30 and 42, was approved.

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 – He will be submitting a change order to return an unspent allowance to the District.
- WA #213 – They have come up with a plan on how to put this digester back in service.
- WA #216 – They estimate the permit application with the Department of Agriculture will be submitted in January of 2024 and the District will be able to start work in February of 2024.
- WA #220 – They prepared and released the purchase orders for the equipment of the electrical components. They will be waiting on submittals and after they are approved, the project will go on standby for five to six months as the equipment comes in. Work will likely begin on this project in September of 2024.
- Mr. McIntosh noted the District's treated wastewater historically has a TSS of less than 5 PPMs.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reported he had a good call with Mr. Babinec and Ms. Givens at the City to discuss the trees. They will be directing their arborist to work with the District's arborist.
- Mr. Tiefenbrun noted he sent several emails out to Ms. Givens and the arborist. He provided them with a short statement advanced copy of the District's newsletter. He will be copying Mr. Cassel and Mr. McIntosh on those emails going forward. He also sent emails to Representative Daley and copied Mr. McIntosh. He would like to be included in correspondence regarding legislation.

B. Department Reports**• Operations – David McIntosh**

- Mr. McIntosh reported they sent out the previous newsletter. There was a mistake and not everyone received the initial newsletter. It was later sent out to those who did not receive it. He has a meeting scheduled December 20, 2023 to start preparing for the next newsletter.
- Mr. McIntosh addressed Mr. Ritter's request to see the accounts receivable. He requested clarification on whether he wants to see a copy of the EAGR each month. Mr. Ritter responded he has no further questions on it.
- Mr. McIntosh stated they have approximately nine residents who are on a payment plan. It totals approximately \$23,000 outstanding fees.
- They are updating the website.

• Utilities Update – Joe Stephens

- Mr. Stephens reported they built a layer of GIS with FTC when they did the tree inventory. They will be meeting on December 20, 2023 to review and see if any tweaks are necessary.
- He emailed the City's arborist this morning to begin speaking with her about what she will need to determine mitigation prior to putting an RFP out.
- They ordered trucks a while back. One of them has been delivered and the rest should arrive shortly. This will generate old surplus trucks they will need to get rid of. Once there is enough surplus equipment, they will prepare a list to bring to the Board to consider as surplus equipment. They will advertise the surplus equipment and accept bids.

• Utility Billing Customer Service Report – Brian Klien (Report Provided)

A copy of the report was distributed to the Board; 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 – Nick 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 the rain event from the previous week.

- **Field –Frank Kozlowski (Report Provided)**

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

- **Maintenance Report – Mike Percia (Report Provided)**

A copy of the report was distributed to the Board; 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. There will be a reverse trade show at the Coral Springs Gymnasium on April 11, 2024.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer provided an update on the financial audit for Fiscal Year 2023, which is in final review. They hope to have it on the January 22, 2023 meeting agenda. She also reported they will be conducting an inventory after the holidays to make sure they have all fixed assets.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported December 20, 2023 is the last payroll for the year.

- **Engineering – Glen Hanks**

Mr. Hanks reported he is working on several items including the hurricane hardening project. He is searching through the archives and coordinating with the City on record plans. He also provided updates on other current projects.

• **Motion to Accept Department Reports**

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

C. Attorney

Mr. Behn reported House Bill 793 has been filed and provided instructions on how to track the bill. He also reported there is a proposed committee bill regarding special districts. There was discussion regarding the upcoming General Election.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests/Comments

- Mr. Tiefenbrun addressed the District's history of proactivity in their due diligence and suggested going out for RFQs for management services to review their options.
- Mr. McIntosh noted Mr. Cassel has been an excellent District Manager. Mr. Tiefenbrun agreed and noted this is for succession plan purposes and due diligence.
- District Counsel will have to prepare the RFQs for management services.

On MOTION by Mr. Tiefenbrun seconded by Mr. Ritter with all in favor going out for RFQs for management services was approved.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned.



 Kenneth Cassel
 Assistant Secretary



 Curt Tiefenbrun
 President