

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 22, 2024 at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> 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 (Via Teams)
Janice D. Rustin	Lewis, Longman & Walker
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
Frank Kozlowski	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Danielle Keira-Cancel	Procurement Department
Marc Grace	Keefe McKullough
Tim Day	Inframark
Robert Koncar	Inframark
Doug Carris	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**

**Audience Comments**

- Mr. Carris addressed the Board regarding his water bill and the fact they are being billed for sewer.

**THIRD ORDER OF BUSINESS**

**Acceptance of Financial Audit for Fiscal Year 2023**

- Mr. Grace provided an overview of the Fiscal Year 2023 financial audit.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the financial audit for Fiscal Year 2023 was accepted.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the December 18, 2023 Audit Committee Meeting and Regular Meeting**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the December 18, 2023 Audit Committee and regular meetings were approved.

**FIFTH ORDER OF BUSINESS**

**Financials for December 2023**

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

**SIXTH ORDER OF BUSINESS**

**Discussion and Consideration of RFP/RFQ Document for Procurement of District Management Services**

- Ms. Rustin reported she drafted the RFQ.
- Mr. Behn reviewed previous discussions.
- Mr. Behn reviewed three options.
  - District Counsel and District Staff can research the services of other management firms.
  - An RFQ where the Board can provide what criteria of what the management services will look like and the evaluation criteria. Pricing can be a component of the RFQ.
  - RFQ without pricing component.
- Discussion ensued and the board would like to see a matrix of scope and pricing based on current contracts.

**SEVENTH ORDER OF BUSINESS**

**Accepting Corrections to Scrivener’s Errors on the November 2023 Fee Schedule**

Mr. Hanks reviewed the corrections to the scrivener’s errors.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the corrections to the scrivener’s errors on the November 2023 Fee Schedule were accepted.

**EIGHTH ORDER OF BUSINESS**

**Staff Requests Board Consideration of a Request to Engage Stantec Consulting Services, Inc. to Conduct an Update of the Revenue Sufficiency Analysis for the Water and Sewer and General Fund as a Sole Source (Stantec will allow the District to piggyback on RFQ# 14-20 between Stantec and the City of Clear Water as a price comparison)**

Mr. McIntosh reviewed the need for an analysis and the services which will be provided.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the agreement with Stantec for water and sewer and general fund rate study was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Award of RFP# 2023-06 for Disaster Debris Removal Services to Crowdergulf Joint Venture, Inc. as the Primary Contractor and Ceres Environmental Services as the Secondary Contractor**

Ms. Keira-Cancel reviewed the bid summary for RFP#2023-06 and the review committee recommends engaging Crowdergulf Joint Venture, Inc. as the primary contractor and Ceres Environmental Services as the secondary contractor.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the bid for RFP# 2023-06 was awarded to Crowdergulf Joint Venture, Inc. as the primary contractor and Ceres Environmental Services as the secondary contractor.

**TENTH ORDER OF BUSINESS**

**Consideration of Request by Staff for Board Approval of LMK Pipe Renewal to Conduct Budgeted Repairs in the Amount of \$1,488,812.50 to Lift Station 13 in Accordance with the Terms of the Contract between the City of St. Petersburg Florida and LMK Pipe Renewal for the SAN Annual CIPP Lining FY 2020 (CSID's Board has previously approved the offer from LMK Pipe Renewal for CSID to piggyback on the contract between the City St. Petersburg Florida and LMK Pipe Renewal according to the terms of the SAN Annual CIPP Lining FY 2020 including any renewals)**

- The above item was not discussed.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Amendment #1 to Work Authorization #207 for Deep Injection Well Mechanical Integrity Test for a Decrease of \$14,053.90**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Amendment #1 to Work Authorization #207 was approved for a total decrease of \$14,053.90.

**B. Work Authorization #221 for Site No. 17 Canal Bank Stabilization for a Total Cost of \$603,781**

- Mr. Olson provided an overview of the canal bank stabilization project and the work associated with Work Authorization #221.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Work Authorization #221 was approved at a total cost of \$603,781.

**C. Work Authorization #222 for Belt Filter Press Replacement for a Total Cost of \$1,472,146**

- Mr. Olson provided an overview of the work associated with Work Authorization #222.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #222 was approved at a total cost of \$1,472,146.

**D. Work Authorization #223 for Administrative Building Hurricane Hardening Assessment**

- Mr. Olson reviewed the work associated with Work Authorization #223.
- District staff would like to submit a grant application for this project in the amount \$23,000.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #223 was approved at a total cost of \$23,702.

**TWELFTH 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 #192 is currently on hold. The District would like to restart the work with the arborist.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor continuing with Work Authorization #192 with the modifications that have been agreed to by the engineer and the District was approved.

- WA #213 – Mr. Olson is trying to get more information and will update the Board and staff.
- WA #214 – There are two options being proposed. One is to leave the existing muffler in place and then divert the exhaust through the wall and outside. The second option is to move the muffler outside. They are working on this with staff.
- WA #216 – The three tanks are scheduled to be installed starting January 23, 2024. It is expected to take three days and should be complete by the end of the week.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**C. Attorney**

- Mr. Behn reported on the upcoming General Election in November. He is coordinating with the Supervisor of Elections. The qualifying dates are June 10, 2024 through June 14, 2024.

- He provided an update on the proposed bill for procurement. The legislature is proposing the District's procurement level be at level two. It would require the District to go through the procurement process for anything over \$35,000.
- Mr. Behn also reported on another proposed bill where districts that utilize ad valorem taxation would have to go to referendum every five years. There is also a twelve-year term limit threshold.

**A. Manager – Ken Cassel**

- Mr. Cassel did not have anything to report, but stated they will help provide District Counsel with anything they may need.

**B. Department Reports**

- **Operations – David McIntosh**

- Mr. McIntosh reported they are looking into March 16, 2024 to hold the Open House.
- They are looking to engage with Quest for them to provide public relation services.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported they received a fully executed FDEM grant contract for the lift station generators.
- He and Mr. McIntosh are interviewing candidates for the maintenance manager position.
- They are working on more grant applications for the administration building.

- **Utility Billing Customer Service Report – Brian Klien (Report Provided)**

Mr. Klien 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 –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.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer thanked the group who assisted her with the financial audit.

- **Human Resources – Jan Zilmer**

Mr. McIntosh reported all the W-2 forms are out. They were done by Paycom.

- **Engineering – Glen Hanks**

Mr. Hanks provided updates on the following:

- The Metropolitan project by the mall is undergoing a change in contractor.
- He is putting together a scope of services for surveying the lift stations and permanent generators.

- **Motion to Accept Department Reports**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the Department Reports were accepted.
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**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned.



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Kenneth Cassel  
Assistant Secretary



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Curt Tiefenbrun  
President