

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 26, 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
Jan Zilmer	Director Human Resources
Rick Olson	District Engineer (Via Teams)
Frank Kozlowski	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Jodi Babaganov	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Julie Beyer	IT Specialist
Tim Day	Inframark
Robert Koncar	Inframark
Sandra Demarco	Inframark
William Bowman	Resident
Jerry Stoiber	Regal Fence

***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**

**Consideration of Waiver of \$500 Fence Encroachment Agreement Fee for 71 SW 114 Terrace**

- Mr. Bowman and Mr. Stoiber addressed the Board regarding the encroachment of the fence and requested a waiver of the \$500 application fee for the encroachment agreement.
- The City provided the permit to install the fence and did not notify them they needed to have the fence reviewed by the District.
- Staff will relook at the 7.5 feet encroachment into the District’s easement and see how much they can encroach without limiting staff’s access to the lake.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor waiving of the \$500 fee for the encroachment agreement was approved based on staff recommendation for the 5 to 7.5 foot encroachment.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 22, 2024 Meeting**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the January 22, 2024 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Financials for January 2024**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the financials for January 2024 were approved/

**SIXTH ORDER OF BUSINESS**

**Staff Request Board Consideration of a Request to Purchase Two Generac 75 KVA Portable Generators for the Total Amount of \$113,995 from ACF Standby Systems as the Provider Piggybacking on Sourcewell Contract #09222-GNR with Generac Power Systems**

- Ms. Keira-Cancel reviewed the piggyback and purchase.
- Mr. Stephens noted this has been budgeted and the funds are available.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the purchase of two Generac 75 KVA portable generators was approved at a total cost of \$113,995.

**SEVENTH ORDER OF BUSINESS**

**Staff Request Board Consideration of an Opportunity for the District to Piggyback on a Contract for Annual Wellfield Maintenance BID-23-45-09-VH-0-2023/VH between the City of Sunrise and Aquifer Maintenance and Performance Systems, Inc. as the Primary Contract and AC Schultes of Florida, Inc. Serving as the Secondary Contractor *(The contract term is three years beginning on February 12, 2024. Both companies have agreed to extend the contract pricing and terms to CSID)***

- Ms. Keira-Cancel reviewed the piggyback, which will allow the utilization of one contractor, and have a second contractor as a backup.
- Mr. Stephens noted AMPS do a great job and are less expensive, so they get booked quickly. The second contractor would be used only if needed.

On MOTION by Mr. Ritter seconded by Mr. Tiefenbrun with all in favor contracts with Aquifer Maintenance and Performance Systems, Inc. as a primary contractor and AC Schultes of Florida, Inc. as a secondary contractor were approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Change Order to the LMK Contract for Lift Station #28 Rehab *(The Contract was signed by the CSID Board on April 17, 2023. This change order reduces the contract price of \$170,682.50 to \$151,804.72 returning an unspent balance of \$18,877.78)***

On MOTION by Mr. Ritter seconded by Mr. Tiefenbrun with all in favor the change order from LMK for Lift Station #28 rehab for a reduction of \$18,877.78 was approved.

**NINTH ORDER OF BUSINESS**

**Staff Requests Board Ratification of an Engagement Letter Signed with Lewis, Longman, & Walker PA to Represent the District in Issues Related to the PFAS Settlement and Related Actions *(As a requirement of the process to register for participation in PFAS Settlement, it was necessary to have an engagement letter with our law firm for***

***this matter. By having this agreement in place, the District can file a claim. The potential award for the District from the initial calculations provided is approximately \$5 Million. By having this letter in place, we have been able to move the District's registration and documentation along for consideration.***

- Mr. Behn reported the process began a few months ago. The District has the possibility of participating in this class action lawsuit.
- He began the process of making the District a claimant so they could request part of the settlement.
- An engagement letter was required to begin the process. The first payment to the District could be as early as this summer.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the engagement letter with Lewis, Longman & Walker for assistance in the PFAS issue and class action lawsuit was ratified.

**TENTH ORDER OF BUSINESS**

**Approval of CPZ Architects to Provide Designs and Scope for the Wind Hardening Project and for the District Manager to Negotiate Final Scope and Rates**

- Mr. Cassel reported staff did an RFQ. CPZ was rated highest by staff. They had a meeting to go through the scope and are requesting authorization for the manager to negotiate a contract with CPZ Architects.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the District Manager was authorized to negotiate a contract with CPZ Architects regarding design fees and scope for hurricane hardening project grant.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #224 for Stormwater Culvert Structural Assessment for a Total Cost of \$160,303**

- This item is in the budget.

On MOTION by Mr. Ritter seconded by Mr. Tiefenbrun with all in favor Work Authorization #224 was approved at a total cost of \$160,303.

**B. Work Authorization #225 for Surveying Services for Lift Station Upgrades for a Total Cost of \$27,208**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #225 was approved at a total cost of \$27,208.

**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. He provided brief updates on the outstanding work authorizations.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- Mr. Cassel is following up on CPZ negotiations.

**C. Attorney**

- Mr. Behn provided an update on the procurement bill, which passed. It is scheduled for a House special hearing and then to the State Senate.
- The Special District Bill for 12-year term limits is still moving along.
- FASD has four hours ethics training online.
- Ms. Rustin distributed and reviewed a memorandum regarding a survey she did on several district management firms, the services they provide and costs.

**B. Department Reports**

- **Operations – David McIntosh**

- Mr. McIntosh reported he is working on the Stantec contract. A rate report will be at a workshop as soon as it is ready.
- Quest drafting outreach for surveying work on the canal banks.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported on the open house, which will be held on March 16, 2024 from 10:00 a.m. to 2:00 p.m.

- He is working on two grant applications: one for the structural hardening and one for the wastewater plant.
- He is looking into the Broward County intern project.
- LMK pulled the contract. Miller Pipe was able to step in.

- **Utility Billing Customer Service Report – Jodi Babaganov (Report Provided)**

Ms. Babaganov reviewed her 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. He also reported there was 4.3 inches of rain. The average is 2.8 inches.

- **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 – (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 reported the AFR was submitted, and the District is in compliance.
  - She is working on the budget for the May meeting.
  
- **Human Resources – Jan Zilmer**
  - Mr. Zilmer reported there are two trainees in the Water Department. One of them has received a license. The other is working on getting the license. There will be one more trainee.
  - Ms. Babaganov is going to take a course on transitioning from staff to supervisor.
  
- **Engineering – Glen Hanks**
  - He will be meeting with SFWMD on Wednesday, February 28, 2024 along with Mr. Cassel and Mr. McIntosh to discuss challenges on redevelopment.

- **Motion to Accept Department Reports**

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

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. Tiefenbrun stated he is thankful to be part of the Board and the profound learning experience.

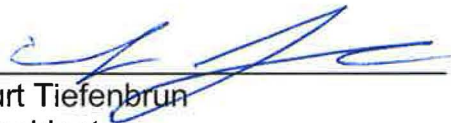
**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned.



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Kenneth Cassel  
Assistant Secretary



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Curt Tiefenbrun  
President