

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, April 15, 2024 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
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jan Zilmer	Director Human Resources
Frank Kozlowski	Field Department (Via Teams)
Christian McShea	Water Department
Mike Hosein	Wastewater Department (Via Teams)
Jodi Babaganov	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Jovan Selvon	Maintenance Department (Via Teams)
Julie Beyer	IT Specialist
Dr. Geraldine Edrei	Edrei Global Services, LLC
Tim Day	Inframark
Robert Koncar	Inframark
Sandra Demarco	Inframark (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

Presentation to the District by Edrei Global Services on Behalf of the Florida Department of Health, Recognizing CSID's Community Water System was Awarded the Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC) for 2022

Dr. Edrei provided a presentation recognizing the District was awarded the Water Fluoridation Quality Award from the CDC for 2022.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the March 18, 2024 Meeting

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the March 18, 2024 meeting were approved.

FIFTH ORDER OF BUSINESS

Financials for March 2024

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

SIXTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #226 for Stormwater Pump Station – Spare Engine for a Total Cost of \$148,270

Mr. Olson provided an overview of the work associated with Work Authorization #226.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #226 was approved for a total cost of \$148,270.

B. Work Authorization #227 for Deep Injection Wells Operating Permit Renewal for a Total Cost of \$38,113

Mr. Hosein and Mr. Olson provided an overview of the work associated with Work Authorization #227.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Work Authorization #227 was approved for a total cost of \$38,113.

SEVENTH ORDER OF BUSINESS

Engineer's Report

A copy of the report was included in the agenda package and is attached hereto as part of the public record. Mr. Olson provided updates.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- There being no report, the next item.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh reported he is meeting with Stantec on April 23, 2024.
- Ms. Beyer and he reviewed the investment policy and will provide a recommendation at the next meeting.
- He will be meeting to review Covid supplies reimbursements.
- He provided an update on communications Quest has been having with residents regarding trees.

• Utilities Update – Joe Stephens

- Mr. Stephens reported he submitted new grant applications.
- He had a meeting with Broward County regarding underground bores and locations.
- Last Wednesday they had a meeting regarding the large meter analysis and report.
- They have a meeting with the Department of Water Emergency Management next week.

• 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. He provided an update on the internship program and a candidate has been selected.

- **Wastewater – Mike Hosein (Report Provided)**

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record. He provided an update on the internship program. They selected a candidate and are waiting for a response.

- **Stormwater – Shawn Frankenhauser (Report Provided)**

A copy of the report was provided and 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 – Jovan Selvon (Report Provided)**

Mr. Selvon 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. All the surplus equipment has been awarded to bidders and picked up.

- **Financing and Accounting – Sue Beyer**

- Ms. Beyer reported they collected all the money for the surplus equipment.
- The proposed Fiscal Year 2025 General Fund budget will be on the May agenda.

- **Human Resources – Jan Zilmer**

- Mr. Zilmer reported they will be fully staffed if the electrician is hired for the Maintenance Department.
- There have been two injuries this year.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report, a copy of which is attached hereto and made a part of the public record.

- **Motion to Accept Department Reports**

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

C. Attorney

- Mr. Behn reported the bill that was passed is still on its way to the Governor's office.
- He provided an update on the Supervisor of Elections memorandum.
- EPA adopted its standards, and it will not be an issue for the District.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

- Mr. Ritter thanked Ms. Beyer, Mr. Stephens and Mr. Zilmer on their good work on identifying services for a financial advisor.
- Mr. Tiefenbrun reported on the City's meeting. A proclamation adopted for Earth Day was presented to the District. He read it into the record. There will be an Earth Festival on April 27, 2024 and he volunteered to attend on behalf of the District. He met and had a discussion with Mr. Marty Kiar, the Broward County Property Appraiser. He will be on vacation but expects to be back in time to attend the next meeting.


TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned at 4:53 p.m.



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President