

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 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 (Via Teams)
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
Janice Rustin	Lewis Longman Walker (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Frank Kozlowski	Field Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Brian Klein	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department (Via Teams)
Danielle Keira-Cancel	Procurement (Via Teams)
Julie Beyer	IT Specialist
Robert Koncar	Inframark
Peter Napoli	Stantec
Travis McEwen	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. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Presentation by Lewis, Longman and Walker on New Procurement Policy Based on Legislative Changes to the District's Charter

Lewis, Longman and Walker provided a presentation on the purchasing policy based on the newly passed enabling legislation.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the new purchasing policy was adopted.

FOURTH ORDER OF BUSINESS

Presentation by Stantec on Updated District's Revenue Sufficiency Analysis Projections

Stantec provided a presentation on revenue sufficiency.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the revenue sufficiency analysis projections report was approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the June 17, 2024 Meeting

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the June 17, 2024 meeting were approved.

SIXTH ORDER OF BUSINESS

Financials for June 2024

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

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Approving the Fiscal Year 2025 Water and Sewer Budget and Setting the Public Hearing

The Fiscal Year 2025 Water and Sewer budget was reviewed.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor, Resolution 2024-07 approving the Fiscal Year 2025 Water and Sewer Budget and setting the public hearing for September 16, 2024 at 4:00 p.m., was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for 10038 Vestal Place

Staff reviewed the request for an encroachment agreement.

On MOTION by Mr. Ritter seconded Mr. Groenevelt with all in favor an encroachment agreement of five feet into the canal at 10038 Vestal Place was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on SFWMD RFP 6000001535 for the Purchase of Aquatic Herbicides (We are currently piggybacking from South Florida Water Management District (SFWMD) for all herbicides and these contracts expired on June 30. SFWMD opened the bids to RFP 6000001535 Herbicides, Adjuvancts, and Algaecides on May 29, 2024 with responses from eight (8) bidders. Pricing agreements were issued to seven (7) of these bidders with the lowest price on various herbicides, adjuvancts, and algaecides on July 1, 2024. CSID is anticipating spending over the charter purchasing amount with Nutrien AG Solutions, Inc. We are seeking approval from the Board to piggybacking from price agreement 460000500515 with Nurtien AG Solutions until June 30, 2025.)

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor, piggybacking on SFWMD RFP 6000001535 for the purchase of aquatic herbicides was approved.

TENTH ORDER OF BUSINESS

Consideration/Authorization for the District Manager to Sign FDEM Contract Pending Legal Review

On MOTION Mr. Ritter seconded by Mr. Groenevelt with all in favor the District Manager was authorized to execute the addendum to the FDEM grant for additional funding subject to final legal review was approved.

ELEVENTH 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 reported the tree survey was progressing well. They will be bringing a work authorization for investigative work on Digester E in the future.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Manager – Ken Cassel

Mr. Cassel stated the procurement policy is going to work because it will provide the flexibility they did not have before.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh reported they are continuing with the tree inventory. A couple of residents have called the Quest hotline requesting trees be removed. They are being placed on the volunteer list.
- He is advertising for a Director of Human Resources to replace Mr. Zilmer. Mr. Zilmer will stay on until January 31, 2025.

• Utilities Update – Joe Stephens

- Mr. Stephens reported he is working a lot with the grants. They resubmitted for the septic sewer grant last week. It is approximately \$2.5 Million for the project.
- Mr. McIntosh noted it is a lot of work and beneficial.

• 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. He noted 35 residences were shut off for not payment last week. Only two of those have yet to pay.

• 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 – 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.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer did not have anything additional to report.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported they are in open enrollment. The representative was on site to introduce staff to Florida Blue.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report; a copy of which is attached hereto as 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.
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C. Attorney

- Mr. Behn noted they submitted the information for the 3M and Dupont settlements. Another two settlements that have come down are Tyco and PFAS. The applications for those settlements are not available yet.

THIRTEENTH ORDER OF BUSINESS


Supervisors' Requests/Comments

- Mr. Ritter thanked Mr. McEwen for attending the Board meeting.
- Mr. Tiefenbrun commented on the growth of the District and innovative ideas which come from staff.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President