

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 19, 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:

Bob Koncar	District Manager
Ken Cassel	District Manager (Via Teams)
Sandra Demarco	District Manager
Seth Behn	District Attorney (Via Teams)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities (Via Teams)
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jan Zilmer	Director Human Resources
Rick Olson	District Engineer
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
Travis McEwen	Resident
Michael Kraus	Resident

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order

- Mr. Koncar 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

Approval of the Minutes of the July 15, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the July 15, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Financials for July 2024

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

FIFTH ORDER OF BUSINESS

Budget Public Hearing to Adopt the Fiscal Year 2025 General Fund Budget

- Mr. Ritter noted after discussions that it is clear the District is not going to spend the \$4 Million allocated for the windstorm sustainment project. The arborist effort is still ongoing, they need to do the geocoding and then probably inform the public about what the District is going to do. The District spent roughly \$1 Million for mitigating after Hurricane Irma. He suggested moving \$2.3 Million from *Safety and Sustainability* line item and placing it in a reserve account for next year. This will bring the line item down to \$1.8 Million. It represents a more realistic budget for Fiscal Year 2025.
- Mr. McIntosh stated if something happens and they use more than the \$1.8 Million for this line item, they can do a budget amendment at the end of the fiscal year.
- Further discussion ensued and Mr. Stephens noted the City Arborist will accept the tree survey currently being conducted for a period of 12 to 18 months.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the public hearing was opened.

- There were no public comments.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the public hearing was closed.

A. Resolution 2024-08, Adopting the Fiscal Year 2025 General Fund Budget

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Resolution 2024-08, adopting the Fiscal Year 2025 General Fund Budget with a \$2.3 Million reduction in the *Safety and Sustainability* line item, was adopted.

B. Resolution 2024-09, Leving Non-Ad Valorem Assessments

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Resolution 2024-09, levying non-ad valorem assessments, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of a Contract with Polydyne for the Purchase of Polymer for the Wastewater Department “Piggybacking” on a Contract between Polydyne, Inc. and Broward County Including any Contract Renewals (*Polydyne, Inc. – Broward County’s Contract for bulk liquid polymer will expire on September 30, 2024*) – Danielle/Mike

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the contract with Polydyne, Inc., piggybacking off the Broward County contract, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #221 for Site No. 17 Canal Bank Stabilization, Reimbursing \$182,444.58

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Amendment #1 to Work Authorization #221 was approved.

B. Work Authorization #228 for WWTP Plant E Improvements at a Total Job Price of \$329,434

Mr. Olson reviewed the work associated with Work Authorization #228.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #228 was approved.

EIGHTH 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. He provided the following updates.

- WA #192 - notification was received a week and a half ago from the arborist that they reached the extent of their budget, so he is working on an estimate to complete the project.
- WA #219 – the control panel equipment will be inspected in approximately 10 days.

NINTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Proposed Fiscal Year 25 Meeting Schedule**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the meeting schedule for Fiscal Year 2025 was approved as presented.

B. Department Reports

- **Operations – David McIntosh**

- Mr. McIntosh reported he has a meeting with Quest tomorrow and another one later in the week. They are looking at producing new videos for the website.
- They started working on the quarterly newsletter. Mr. Ritter has assisted.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he is working on standard operational items.
- RMPK is assisting in putting in a reimbursement request in the amount of \$300,000 for the Florida Department of Emergency Management. They are also looking for funding for Phase 2 of the project.

- **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 they currently have 12 residents shut off for nonpayment. He also stated

the field crew installed the meters at The Metropolitan. They will switch over from standby to standard multifamily billing next month.

- **Water – Christian McShea (Report Provided)**

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He reported they are starting with the rehabilitation of Well #10.

- **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 noted the current canal elevations are at 6.8 and they received 3.35 inches of rainfall.

- **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 reported she is getting ready for the Fiscal Year 2024 financial audit.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- Holiday Party is scheduled for December 20, 2024.
- Mr. Kozlowski has a new employee.
- Insurance cards went out.

- The meeting room furniture is being replaced with new furniture.
- A candidate has been found to be his replacement.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report; a copy of which is attached hereto as part of the public record. He discussed an encroachment at 8528 NW 14th Street. They are encroaching with a fence and shrubbery into the District’s canal right-of-way. A letter of no objection was issued in 2016 for improvements subject to them not encroaching into the District’s right-of-way or easements. He requested guidance on a timeframe for removal of the encroachments. Mr. Cassel suggested 60 days and copy code enforcement.

- **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 he worked with staff on procurement of piggyback contracts as well as drafting an easement for one of the generator locations.

TENTH ORDER OF BUSINESS

Supervisors’ Requests/Comments

- Mr. Ritter stated he will be attending the September 16, 2024 meeting via Teams.
- Mr. Tiefenbrun discussed the timeline on the tree project and expiration on acceptance of the arborist tree inventory. He requested staff look into a plan on maintaining an inventory of the number and location of trees. He also expressed concern over a flood event within the next 10 years and looking into mitigation strategies.


ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



 Kenneth Cassel
 Assistant Secretary



 Curt Tiefenbrun
 President