

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, September 16, 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 |

Also present were:

| | |
|-----------------------|--------------------------------------|
| Ken Cassel | District Manager |
| Seth Behn | District Attorney |
| David McIntosh | Director of Operations (Via Teams) |
| Joe Stephens | Director of Utilities |
| Sue Beyer | Director of Finance and Accounting |
| Glen Hanks | Director of Engineering |
| Jan Zilmer | Director Human Resources |
| Jimmy Harness | Human Resources Generalist |
| Rick Olson | District Engineer |
| Asad Hosein | 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 |
| Bob Koncar | Inframark |
| Sandra Demarco | Inframark (Via Teams) |
| 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. 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

Approval of the Minutes of the August 19, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the minutes of the August 19, 2024 meeting were approved as submitted.

FOURTH ORDER OF BUSINESS

Financials for August 2024

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

FIFTH ORDER OF BUSINESS

Budget Public Hearing to Adopt the Fiscal Year 2025 Water and Sewer Budget

A. Motion to Open Public Hearing

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

B. Public Comments

There being none, the next item followed.

C. Motion to Close Public Hearing

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

D. Resolution 2024-10, Adopting the Fiscal Year 2025 Water and Sewer Budget

There being no questions or comments,

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Resolution 2024-10 was adopted.

SIXTH ORDER OF BUSINESS

RFP# 2024-01 LIFT STATIONS GENERATORS (HMGP) – *Formal solicitation was issued on July 5, 2024 with bid submittals due on August 23, 2024. Three (3) vendors (1) Eau Gallie*

Electric, Inc. (2) 360 Electrical & Engineering Services, LLC and (3) Globaltech, Inc. responded to the solicitation. The Evaluation Committee agreed to proceed with a presentation from the firm with the highest overall average – Eau Gallie Electric, Inc – at the Evaluation Committee Meeting held on September 3, 2024. A presentation meeting was held virtually on September 6, 2024. We are asking the board to allow CSID to enter into a contract with Eau Gallie Electric, Inc after negotiations is completed. The initial proposal received from Eau Gallie Electric Inc. is within the grant’s budgetary constraints however CSID would like to make field decisions regarding any change orders up to the maximum of the awarded grant funds of \$972,500.00 USD. If an agreement cannot be reached with Eau Gallie Electric, Inc., CSID will begin negotiations with 360 Electrical & Engineering Services LLC. If an agreement cannot be reached with 360 Electrical & Engineering Services LLC, CSID will begin negotiations with Globaltech, Inc. – Joe/Danielle

Mr. Stephens reviewed the following:

- The District received a grant in the amount of \$972,500, covering the installation of generators at five lift stations.
- Three responses were received for the RFP. The Evaluation Committee met to review the three firms. Eau Gallie Electric, Inc came in at approximately \$750,000, which is under what was awarded for grant funds.
- Mr. Stephens spoke with the grant administrator and asked what the process would be if there were any change orders along the way. She explained the District was awarded \$972,500. The District can work within that amount, as long as there are no scope changes. The District Manager would have to approve any changes.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Staff was authorized to negotiate a contract with Eau Gallie Electric, Inc. and if an agreement cannot be reached, to negotiate with the other two firms in the order they were ranked.

SEVENTH ORDER OF BUSINESS

Resolution 2024-11, Adopting Goals and Objectives

Mr. Cassel reviewed Resolution 2024-11, which is now a requirement.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Resolution 2024-11, adopting goals and objectives, was adopted.

EIGHTH ORDER OF BUSINESS

Amendment 1 to Work Authorization 228, Change Order to Change Work Authorization Number 228 to 229

At the previous meeting the Board approved the work authorization, but after the fact it came to staff's attention the number was a duplicate. This change order is just to change the work authorization number.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Amendment 1 to Work Authorization 228, changing the Work Authorization number to 229, was approved.

NINTH 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 #222 – Mr. Olson met with District Staff to discuss what tasks of the project could be done by District Staff. They also discussed the possibility of bringing in a temporary filter press during the project. They will have more information within the next few days.
- WA #227 – FDEP made a statement they received the permit application and has no substantial questions. The next step is a Notice of Intent to issue. The hydrogeologic consultant said FDEP is late in reviewing these applications. He does not expect any comments of significance.

- WA #192 – They subcontracted a consulting arborist to do the tree inventory. They have done a very good job providing information to the District. Mr. Olson received notification from them in August saying they had exhausted the project budget and needed an additional 53 days to complete. There is an allowance of \$20,000; however, that will not cover the additional work they are requesting. Mr. Olson reviewed the issues which caused the overages. Mr. McIntosh asked what additional fees Globaltech will request for this project. Mr. Olson responded less than \$5,000.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the release of the \$20,000 allowance, an additional \$55,600 for the arborist and \$5,000 for Globaltech was approved and the District Manager was authorized to execute the amendment to the work authorization.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

There being no report, the next item followed.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh thanked the Board for their leadership on the employee recognition program. He also introduced Mr. Harness, the new Human Resource Generalist, who has already started working along Mr. Zilmer before his retirement.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he went back to the minutes of the September 18, 2023 meeting when the Board authorized him and Mr. McIntosh to execute documents related to the facility hardening grant. He executed documents extending the grant through February 2025 and for the additional \$114,000 in grant funds.
- He has been working with Mr. Zilmer on the employee evaluations.
- Ms. Julie Beyer sent the newsletter out to print today.

- **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 also reported he met with the new management at the Coral Square Mall, and they came up with ways to streamline the meters process. They will hand out a letter provided by Mr. Klien to all new tenants stating they need to contact the District within 24 hours.

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

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He reviewed the PFAS results.

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

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record.

- **Stormwater – Asad Hosein (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. She also reported they are looking into the District hosting a coop meeting next year.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer did not have anything additional to report. She responded to questions and noted they are within the budget.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported there is only one pay period left of the current fiscal year. They are also going through the evaluation process and salary adjustments.

- **Engineering – Glen Hanks**

Mr. Hanks reported he has received several permit applications from Comcast for fiberoptic work. He also reported they have signed off on Fire Station 64.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Behn reported the following:

- He confirmed with the State that the District is not required to file the Goals and Objectives with them this year. Next year, the District will have to post a report on the Goals and Objectives on the website.
- He has been meeting with staff regarding easements and procurement.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

- Mr. Tiefenbrun stated they have their fiscal year end event on September 27, 2024.

TWELFTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the meeting was adjourned.



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President