

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, October 21, 2024 at 4:01 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
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
Jimmy Harness	Human Resources Generalist
Rick Olson	District Engineer
Shawn Frankenhauser	Stormwater Department
Frank Kozlowski	Field Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Brian Klein	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department
Danielle Keira-Cancel	Procurement
Julie Beyer	IT Specialist
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.
- A moment of silence was observed for the victims of the two hurricanes.

Unapproved

**SECOND ORDER OF BUSINESS**

**Audience Comments**

- There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 16, 2024 Meeting**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the September 16, 2024 meeting were approved as submitted.

**FOURTH ORDER OF BUSINESS**

**Financials for September 2024**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement with 8940 NW 2<sup>nd</sup> Avenue**

- The encroachment fee was received for the encroachment agreement along with the updated survey.
- The improvement should not encroach more than five feet into the District right-of-way, provided that 20 feet remain between the fence and the edge of waterline at the normal control elevation of 6.5.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the encroachment agreement was approved, and the District Manager was authorized to execute once drafted by District Counsel.

**SIXTH ORDER OF BUSINESS**

**Request from Staff to Piggyback Off the Town of Jupiter Contract with Florida Spectrum for Laboratory Services Beginning November 21, 2024 until October 1, 2025**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor a contract with Florida Spectrum for Laboratory Services, piggybacking off the Town of Jupiter Contract, was approved.

**SEVENTH ORDER OF BUSINESS**

**Request from Staff to Piggyback Off the National NASPO Master Agreement with the Commonwealth of Kentucky for Facility Maintenance and Repair Supplies from Grainger beginning January 1, 2025 until August 31, 2026, including any Additional Extensions**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor piggybacking off the National NASPO master agreement with the Commonwealth of Kentucky for facility maintenance and repair supplies from Grainger from January 1, 2025 to August 31, 2026, including any additional extensions, was approved.

**EIGHTH ORDER OF BUSINESS**

**Request from Staff to Piggyback Off the Florida Sheriff's Association Cooperative Purchasing Program to Purchase One Ford F-150 Truck at \$37,165 from Duval Ford and One Ford F-350 at \$97,156 from Bachrodt FT, LLC dba Palmetto Ford of Miami (*It is a One Year Contract from October 1, 2024 to September 30, 2025*)**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the purchase of one Ford F-150 truck from Duval Ford at a cost of \$37,165 and one Ford F-350 from Bachrodt FT, LLC at a cost of \$97,156, piggybacking off the Florida Sheriff's Association Cooperative Purchasing Program, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Authorizing an Additional Amount not to exceed \$65,000 for the Installation of Fencing in Connection with the FDEM Generator Grant for Project 2024-01**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Resolution 2025-01, authorizing an additional amount not to exceed \$65,000 for the installation of fencing in connection with the FDEM generator grant for project 2024-01, was adopted.

**TENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #230 for WWTP 2025 Abbreviated Capacity Analysis Report for a Total Cost of \$19,637**

Mr. Oson reviewed the work associated with Work Authorization #230

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #230 was approved.

**B. Work Authorization #231 for Collection System Action Plan for a Total Cost of \$29,452**

Mr. Olson reviewed the work associated with Work Authorization #231.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #231 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. He provided the following updates.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel thanked staff on their storm preparation and all the work they do.

**B. Department Reports**

• **Operations – David McIntosh**

Mr. McIntosh stated the staff did a great job in preparation for the storm.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported they are working on the grants. They are closing out Phase 1 of the facility grant and will be seeking the \$2.4 of the construction estimate for that 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.

• **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 – 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 reported the auditors will be on site November 4, 2024.

- **Human Resources – Jan Zilmer**

Mr. Harness reported the pension plan representative will be in this week to meet with staff and Mr. Zilmer reported several managers will be attending a leadership class.

- **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 reported the following:

- They continue to review piggybacking contracts.
- The elections are coming up and under the new bill the current Board will be serving through the certification of the election. He thanked the current Board for their work.
- Mr. Tiefenbrun asked whether the Board will have the power to appoint Board members if there are vacancies or if they will be appointed by the Governor. Mr. Behn reported under the new legislation, it would be a Board appointment.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. Ritter stated it has been a privilege to work with the District and thanked Staff, as well as other Board members.
- Mr. Groenevelt stated it has been a pleasure to work with everyone and hopes to be able to continue.
- Mr. Tiefenbrun addressed several issues: name tags, a hurricane preparation roundtable, budgeting the tree project and sending a letter to residents to see if anyone has trees, they want removed, and raising awareness on stormwater management. He also thanked Mr. Olson for his assistance with all the projects.
- Mr. McIntosh noted Mr. Babinec, the City Manager, is retiring and he has been a great person to work with.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

  
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 Assistant Secretary

  
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 President