

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 27, 2025 at 3:00 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Mark Ritter	President
Ben Groenevelt	Vice President
Travis McEwen	Secretary
Michael Kraus	Assistant Secretary
Robert Rafanelli	Assistant 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
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 Manager
Curt Tiefenbrun	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

- Mr. Tiefenbrun commented on several items. He addressed the issue of fallen trees in canal banks, canal bank restoration, how they were financed and other projects through FEMA. He also noted he was offered a position as Ambassador for Neighborhoods with Integrity. He asked if the Board is interested in allowing him to act in a similar role with the District for events.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 16, 2024 Meeting

On MOTION by Mr. McEwen seconded by Mr. Groenevelt with all in favor the minutes of the December 16, 2024 meeting were approved as presented.

The record will reflect Mr. Kraus joined the meeting.

FOURTH ORDER OF BUSINESS

Financials for December 2024

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor the financials for November 2024 were approved as presented.

FIFTH ORDER OF BUSINESS

Motion Authorizing District Staff to Sign Off on Permits and Letter of No Objections, which meet the District's Requirements

On MOTION by Mr. McEwen seconded by Mr. Groenevelt with all in favor District Staff was authorized to sign off on permits and letters of no objection.

SIXTH ORDER OF BUSINESS

Ratification of CSID ROW Permit 2021-4 Extension

- Mr. Hanks stated in 2021 FDOT, Turnpike Enterprise, came to the District requesting authorization to construct the stormwater management system for the widening of the Sawgrass Expressway. They are diligently working on the project; however, they need the permit extended for two years.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all favor extension of Permit 2021-4 for an additional two years was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Recommendation to Authorize Comcast to Install Fiberoptic Conduit Across CSID Property

- Mr. Hanks stated they are requesting permission to utilize District property for the installation of fiberoptic conduits across the L203-S canal at NW 9th Manor. They are also requesting to install one fiberoptic conduit from NW 9th Manor to Orchid Park along Parcel JJ.
- Mr. Hanks recommends approval provided there is 10 feet of vertical separation to District culverts and that they comply with the District’s criteria.
- Mr. Ritter asked if the District can charge a fee for rights-of-way. Mr. Hank reviewed the fee structure.
- Mr. McIntosh noted the City has added the District to their bond for these projects.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor authorizing Comcast to install fiberoptic conduit across District property was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Work Authorization #223 for Digester 1 Blower Replacement Preliminary Engineering at a Total Cost of \$28,602

- Mr. Olson reviewed the work associated with Work Authorization #223.

On MOTION by Mr. Kraus seconded by Mr. McEwen with all in favor Work Authorization #223 was approved.

NINTH ORDER OF BUSINESS

Engineer’s Report

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

- WA #222 - There is a delay in the delivery of the Belt Filter Press. The expected delivery date is February 28, 2025.

- WA #224 – He will be submitting his report on this project Wednesday of this week. There are approximately 60 culverts throughout the City. There are three or four issues he will be addressing in his report.
- WA #229 – They just received the corrosion report last week and they identified several activities they are recommending be performed. Rick is looking into the costs associated with those recommendations.
- WA #232 – They started the design on this project and the engineering group will be out there next week to begin some of the electrical connections.
- Mr. Ritter asked about the status of the portable generator storage building. Mr. Olson responded they have worked with WGI, looked at the foundation and what we need to do with it, they have priced out some of the utility supplements and now he is working with the metal fabricator.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reported they got the easement for the generator.
- The working relationship with the City continues to go well after Mr. Babinec's retirement.

B. Department Reports

- **Operations – David McIntosh**
 - Mr. McIntosh reported they had an Open House event last year in March. He wanted to know if the Board wanted to hold another Open House this year so they can start planning it. There was Board consensus to have an Open House.
 - He received a notice from Broward. There was a settlement for fees districts paid for environmental remediation licenses. Any permit fees from June 11, 2016 to June 11, 2020 will be reimbursed for \$2,000. Unfortunately, the District is outside that window.
 - He thanked the managers for being in attendance.
- **Utilities Update – Joe Stephens**
 - Mr. Stephens reported a couple of new grant opportunities came through last week. They will fill a letter of interest this week for one of them. It is \$250,000

they can put towards the match requirement if they get funded to harden the Administration Building. The other is for \$50,000 to remove invasive trees.

- **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. They will be bringing back the internship program this summer. The first tower was cleaned and they will be cleaning the second one.

- **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. Hosein reviewed his report; a copy of which is attached hereto as part of the public record. He noted a few scriveners' errors in his report regarding canal level elevations. The east basin is at 6.5 and the west basin is at 6.3. Rainfall in January was 1.78. We normally average 2.8. He also reported his new employee will be starting next week.

- **Field –Frank Kozlowski (Report Provided)**

Mr. Kozlowski reviewed his report; a copy of which is attached hereto as part of the public record. The crane truck is delayed due to manufacturing. He also has interviews this Thursday to fill an open position.

- **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 is looking into the procurement of uniforms for next month.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported they are still working with the auditor. She is still waiting to hear back on how the IT survey went. The financial side is done.

- **Human Resources – Jimmy Harness**

Mr. Harness reported there are two open positions within the District. He also reported 23 employees were able to take advantage of the increased pension approved by the Board.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report; a copy of which is attached hereto as part of the public record. He noted Miami Dade County has adopted a new impervious surface ordinance. He is reading through it to see if there is anything the District can look into; however, from what he has read so far, the District is already ahead of the curve.

- **Motion to Accept Department Reports**

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

C. Attorney

- **Consideration of Engagement Letter for Legislative Services (*Sample of reports issued attached*)**
 - Mr. Behn reported Ms. Lauren Brooks is one of their senior attorneys in the Tallahassee office. She is an environmental attorney. She has been working exclusively on the PFOS issues and the class action suit. They have reviewed the District's claim forms and confirmed the District is eligible. The District is also eligible for phase one.
 - There was a second suit out there. It is the Tyco DASF settlement. The settlement has been reached and there will be billions of dollars associated with it. Ms. Brooks is checking if the District is eligible for that settlement. The application is not due until April.
 - Mr. Stephens noted the first settlement will be paid in nine yearly installments.
 - Mr. Behn reviewed the engagement letter for legislative services.

On MOTION by Mr. Groenevelt seconded by Mr. Kraus with all in favor the engagement letter with Lewis, Longman, Walker was approved at the amount of \$24,000.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

Mr. Ritter updated the City Commissioners on the canal restoration project. He also asked about the Waterway Cleanup the City does once a year. Mr. McIntosh responded they usually make a donations to the cleanup. They used to participate years ago.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



Assistant Secretary



President