

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 16, 2024 at 4:01 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 (Via Teams)

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
Jimmy Harness	Human Resources Generalist
Jan Zilmer	Human Resources Director
Rick Olson	District Engineer
Nick Hosein	Stormwater Department
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 Manager
Curt Tiefenbrun	Resident
Adrian Miguez	Comcast

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 November 18, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor the minutes of the November 18, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Financials for November 2024

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

FIFTH ORDER OF BUSINESS

Authorization for Comcast to Install Fiberoptic on CSID Canal Property at Multiple Locations

- **Cypress Run #2**
- **Cypress Run #3**
- **Cypress Run #5**
- **Cypress Run #6**
- **Cypress Run #11**

Mr. Glen reviewed the requests from Comcast Communications to utilize District canal rights-of-way and property for the installation of fiberoptic conduits, as well as his recommendations. He reviewed the required conditions.

Mr. Miguez responded to questions from the Board.

Mr. Cassel suggested the Board authorize Mr. McIntosh and/or Mr. Cassel to sign off on these types of applications. Any applications with issues would be brought before the Board.

Mr. Ritter requested placing authorization as suggested by Mr. Cassel on the agenda for next month's meeting.

On MOTION by Mr. Groenevelt seconded by Mr. Kraus with all in favor Comcast's utilization of the canal rights-of-way as set forth in the documentation was approved.

SIXTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on Cooperative Contract RFP# SC06-24 by the Houston-Galveston Area Council (H-GAC) Including any Contract Extensions *(The District is required to become a member of the cooperative and will be able to piggyback on the contract for purchases. Membership is free. Staff also requests permission to purchase a sewer machine in the amount of \$84,814.69) – Frank/Danielle*

Ms. Keira-Cancel reviewed the request by staff.

On MOTION by Mr. McEwen seconded by Mr. Groenevelt with all in favor the District joining the cooperative, piggyback on cooperative contract RFP# SC06-24 by H-GAC, including any contract extensions, and purchasing a sewer machine in the amount of \$84,814.69 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on Contract #RFP E-04-24 Lift Station Rehabilitation and Repair Services between the City of Pompano Beach and Trio Development Corporation *(Staff request Board permission to engage Trio to carry out repair services to two on site lift stations – Administration Building lift station in the amount of \$78,096.42 and Drainage Building Simplex lift station in the amount of \$46,953.11. Staff also request Board approval to piggyback on the contract for applicable projects for the initial term to September 30, 2029 and any approved extensions of the contract) – Jovan/Danielle*

Jovan reviewed the request by staff.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor Staff’s request to engage Trio to carry out repair services on two on-site lift stations in the amount of \$78,096.42 for the administrative building and \$46,953.11 for the drainage building simplex lift station, piggybacking off the City of Pompano Beach contract, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Amendment to Retirement Plan

On MOTION by Mr. McEwen seconded by Mr. Groenevelt with all in favor the amendment to the retirement plan was approved.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #218 for Surge Protection Improvements for a Decrease of \$5,000

Mr. Olson reviewed Amendment #1 to Work Authorization #218.

On MOTION by Mr. Groenevelt seconded by Mr. Kraus with all in favor Amendment #1 to Work Authorization #218 was approved.

B. Work Authorization #232 for Well #3 Repower for a Total Cost of \$296,458

Mr. Olson reviewed the work involved in Work Authorization #232.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor Work Authorization #232 was approved.

TENTH ORDER OF BUSINESS

Engineer's Report

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

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel reported he unfortunately will not be able to attend the Holiday Lunch and will miss everyone. He thanked the staff for another phenomenal year. This is a great team, and he is proud to be associated with them and their growth.

B. Department Reports

- **Operations – David McIntosh**

Mr. McIntosh reiterated what Mr. Cassel said about the staff and how they make it a great place to come to work every day. He also expressed appreciation for the new Board.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported they just submitted the request for funding for phase two of the hardening project. The request is for \$2.5 Million. He also reported he emailed the City's

Fire Chief this morning to invite firefighters to come to the District's facilities and familiarize themselves with it.

- **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.

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

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

- **Stormwater – Nick Hosein (Report Provided)**

Mr. Hosein 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 audit is on schedule and they have the first draft. They expect to have the final draft at the next meeting.

- **Human Resources – Jimmy Harness**

Mr. Harness reported he is working with Mr. Frankenhauser to fill an open position in the Stormwater Department. He also reminded everyone about the Holiday Lunch on January 20, 2024.

- **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. McEwen with all in favor the Department Reports were accepted.

C. Attorney

Mr. Behn reported they have a legislative team that does a couple of different things and have worked on legislation for the District throughout the years. He requested a monitoring contract for the legislative season and reviewed what it entails. It is a \$24,000 flat fee, which would be billed at \$2,000 a month. It can be cancelled by the District at any time. This will be on next month’s agenda for consideration.

The question was asked about another company mimicking the District’s logo. It was not an exact replication. Public entities cannot trademark their items; however, they can prosecute someone for falsely representing the District.

TWELFTH ORDER OF BUSINESS

Supervisors’ Requests/Comments

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned at 5:15 p.m.



Assistant Secretary



President