

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, February 24, 2025 at 3:01 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Mark Ritter	President
Travis McEwen	Secretary
Michael Kraus	Assistant 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
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
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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 27, 2025 Meeting**

On MOTION by Mr. McEwen seconded by Mr. Kraus with all in favor the minutes of the January 27, 2025 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Financials for January 2025**

On MOTION by Mr. McEwen seconded by Mr. Kraus with all in favor the financials for January 2025 were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Encroachment Agreement for 10312 NW 6<sup>th</sup> Court**

Mr. Frankenhauser explained there was a tight window between the last meeting and this meeting to get the encroachment agreement approved because the homeowner needed it to have her house insured. Staff reviewed and found no issues with the request.

On MOTION by Mr. McEwen seconded by Mr. Ritter with all in favor the encroachment agreement for 10312 NW 6<sup>th</sup> Court was ratified.

**SIXTH ORDER OF BUSINESS**

**Discussion on an Encroachment Request to the District ROW from Maplewood Isles HOA**

- Mr. Cassel stated the District was approached several months ago regarding access issues they are experiencing with people walking along the canal bank and going into their facilities. They wanted to put a fence down to the water on either side, which is not allowed by City Code. The District also does not want to allow it due to access issues. Staff had discussions with the City and what they came back with is if the City gives them a variance from the City Code, the District will allow it. The recommendation is to approve an encroachment agreement subject to the City granting a variance from the City Code and the District would dictate the exact locations because this is an area where the District accesses the water to launch the boats for inspections.
- Mr. Ritter asked if they identified an area where District staff can access the necessary area. Mr. Cassel responded yes.

- The question was asked if this would open a can of worms for other communities. Mr. Cassel responded it is potentially going to do that; however, if the District grants an encroachment agreement subject to them getting a variance from the City, that would be the only way it could be done. The case must be strong enough for the City to grant a variance.

On MOTION by Mr. McEwen seconded by Mr. Kraus with all in favor the encroachment agreement to the District right-of-way from Maplewood Isles HOA was approved subject to the City granting a variance and the District choosing the location of the fence.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Request by Staff to Piggyback on a Contract between UniFirst and Sourcewell for Uniforms with Related Products and Services (The current contract we are piggybacking from Sourcewell will expire May 22, 2025 with no extensions remaining. Lead entity-Sourcewell-issued a request for proposals on November 16, 2023 for Uniforms with Related Products and Services. Proposals were opened on January 11, 2024. Sixteen (16) proposers responded to the solicitation with UniFirst Corporation ranking as number one after proposal evaluation. On October 17, 2023 the Sourcewell Board approved the evaluation committee’s recommendation and awarded UniFirst Corporation the rental contract of various uniform items. We are presenting the Board with a new opportunity to piggyback on the current UniFirst Corporation to rent employee uniforms until March 25, 2028 including any further extensions. Pricing will be effective on May 23, 2025)**

- Mr. Stephens reviewed the request from staff.

On MOTION by Mr. McEwen seconded by Mr. Kraus with all in favor a contract with Unifirst for uniforms with related products and services was approved piggybacking off a contract with Sourcewell.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Change Order from Miller Pipeline, LLC project for the lining of Lift Station Basin 13 (*The change order reduces the original contract amount of \$1,317,878.40 by \$285,080.75 for a final contract price of \$1,032,797.65*)**

- Mr. Stephens stated this is just a reduction in price.

On MOTION by Mr. Ritter seconded by Mr. McEwen with all in favor the change order from Miller Pipeline, LLC project for the lining of lift station basin 13 for a decrease of \$285,080.75 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 - the BFP is scheduled to ship on February 28, 2025 and expected to arrive on March 3, 2025.
- WA #224 - was discussed with staff and they will be doing a presentation at the next Board meeting.
- WA #227 – still waiting on FDEP. FDEP is no longer releasing single permits. They release a dozen at a time. They are waiting on the next batch of permits to be released and were told the application was find and do not anticipate any issues.
- WA #229 – waiting for the cost estimates from the metal fabricator for some of the corrosion improvements and repairs. They expect to have that figure later today or tomorrow.
- WA #230 – they just received notification this morning that the report was accepted with no changes. They expect to return an allowance at the next meeting for this project.

- WA #232 – they are ahead of schedule on this project and will start fabricating the panel next week.
- WA #233 – they have requested information from staff and they are providing the information so they can complete the analysis.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- Mr. Cassel reported he will be following up with staff on the Maplewood Isles HOA encroachment.

**B. Department Reports**

• **Operations – David McIntosh**

- Mr. McIntosh reported staff is working on Customer Appreciation Day. Everything is going well. They are getting all the contracts in place and everything is organized.
- He also reported on the annual conference for FASD. It is scheduled for June 16, 2025. More information about accommodation is forthcoming.
- He has been working with Mr. Stephens to update the Capital Improvements in coordination with possible grants.
- He has been having discussions with Ms. Julie Beyers on the IT contract.
- He will be working on the RFP for District Management services as instructed.

• **Utilities Update – Joe Stephens**

- Mr. Stephens reported they have been monitoring the water fluoridation and other items.
- The District received a check today in the amount of \$260,000 for the grant reimbursement of the hardening architect work and structural engineering.

• **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 – Shawn Frankenhauser (Report Provided)**

Mr. Frankenhauser reviewed his report; a copy of which is attached hereto as part of the public record. Mr. Ritter asked about potentially getting quotes on some of the tree removal identified in the restoration project. Mr. Stephens responded he is still waiting for estimates on mitigation. Mr. McIntosh believes they may need to go out for bids. There was a consensus to get quotes for choke point areas.

- **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)**

A copy of the report was provided to the Board and is attached hereto as part of the public record.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported the financial part of the audit is complete. They are still waiting to see what is happening with the IT side.

- **Human Resources – Jimmy Harness**

Mr. Harness reported there is one opening in the Field Department and they are finalizing work for the Open House scheduled for March 22, 2025.

- **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. Ritter seconded by Mr. McEwen with all in favor the Department Reports were accepted.

**C. Attorney**

Mr. Behn reported the following:

- He provided a legislative report. One bill was filed which is related only to municipal water charges.
- He provided an update on litigation settlements. Once they have the District's score, they will know what available funding there is.
- He reported on conversations with the auditor regarding the IT audit. IT data in Special Districts and Utilities have certain protections. He wants to be careful how they approach it.
- He discussed fluoride and where the District falls in the regulatory scheme. The District has self determination on that point. It is not subject to the County standards. Discussion ensued.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. McEwen commented on the Department Reports and how helpful they are. He thanked staff for them.
- Mr. Ritter commented it would be useful to have an overview workshop with senior staff on the District's financials.

**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