

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, April 21, 2025 at 3:00 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
Ben Groenevelt	Vice President
Travis McEwen	Secretary
Robert Rafaneli	Assistant Secretary

Also present were:

Ken Cassel	District Manager
Janice Rustan	District Attorney
Rick Olson	District Engineer
David McIntosh	Executive Director
Joe Stephens	Director of Utilities
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering (Via Teams)
Jimmy Harness	Human Resources Generalist
Danielle Keira-Cancel	Procurement
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
March Grace	Citrin Cooperman & Company, LLP
Jason Frybergh	CCMC Florida, Inc.
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. Frybergh addressed the Board regarding an addition to a property located at 1865 NW 124<sup>th</sup> Way and requirements related to pervious and impervious areas.

**THIRD ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2024  
Financial Audit**

Mr. Grace provided an overview of the Fiscal Year 2024 financial audit.

On MOTION by Mr. Groenevelt seconded by Mr. McEwan with all in favor the Fiscal Year 2024 Financial Audit was accepted.

Mr. Ritter thanked IT and Accounting for their work assisting the auditors.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March  
17, 2025 Meeting**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the minutes of the March 17, 2025 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Financials for March 2025**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the financials for March 2025 were approved as presented.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-5,  
Approving Amendment to Lease Option  
Agreement for Cell Tower and Exhibits**

- Mr. McIntosh reviewed the resolution. The District currently has a contract with VB BTS III, LLC for locating a cell tower on District property. The initial contract provided for a two year period for them to get all their documents with the City to start the installation of the project. The project is progressing, but they have not been able to start. They are requesting an additional year.
- Mr. Ritter asked if there will be compensation for the extension. Mr. McIntosh responded the additional compensation for one year will be \$1,500. When the installation is started it will go to \$2,200 per month.

On MOTION by Mr. Groenevelt seconded by Mr. McEwan with all in favor Resolution 2025-5, approving amendment to lease option agreement for cell tower, adopted.

**SEVENTH ORDER OF BUSINESS**

**Resolution 2025-6 Updating the Adoption of Certain Rates, Fees, and Charges for Emergency Repairs Billed to Outside Contractors and Companies for Damages to District Infrastructure**

Mr. Stephens reviewed Resolution 2025-6.

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor Resolution 2025-6, updating the adoption of certain rates, fees, and charges for emergency repairs billed to outside contractors and companies for damages to District infrastructure, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Staff requests Board approval of the Interlocal Agreement with Broward County for Participation in the Naturescape Irrigation Program. Participation in this program is a requirement of the District's consumptive use program. The contract is for an initial period of 5 years. The agreement has an initial cost of \$3,375.00 with an annual increase of 4%**

Mr. Stephens reviewed the Interlocal Agreement.

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the Interlocal Agreement with Broward County for participation in the Naturescape Irrigation Program was approved.

**NINTH ORDER OF BUSINESS**

**Staff request Board consideration of the purchase and installation of five hurricane rated rollup doors for doors that do not meet the current code. Staff will contract with Overhead Door Corporation via the piggyback contract previously approved by the Board (ITB) #22-24-PC City of Deerfield Beach on behalf of the Southeast Florida Governmental Purchasing Cooperative**

**Group. Approval from the Board was granted to staff at the November 18, 2024 Board meeting to piggyback the Door Systems of South Florida Southeast Florida Governmental Purchasing Cooperative Group contract. We are presenting the Board with another opportunity to purchase five, 610 Series rolling door(s) for \$43,000.00 USD from this contract**

The Board reviewed the request.

On MOTION by Mr. Groenevelt seconded by Mr. McEwan with all in favor the purchase and installation of five hurricane rated rollup doors to meet current codes from Overhead Door Corporation at a cost of \$43,000 was approved.

**TENTH ORDER OF BUSINESS**

**Staff requests Board consideration for CSID to piggyback on Contract GEN 0025-24-RFQ, SCADA on Call Continuing Services Contract, between the City of Fort Meyers and GrayMatter up to any term extension of the contract. Staff also requests Board approval of GrayMatter quote in the amount of \$45,068.83 for the waterplant SCADA iFix upgrade. Due to a concern from GrayMatter Staff also asks that the Board gives permission to the District Manager or Executive Director to approve any additional increase to GrayMatter quote due to a documented increase in tariff charges**

The Board reviewed the request from staff.

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor piggybacking off the contract between the City of Fort Meyers and GrayMatter up to any term extension of the contract, and the GrayMatter quote in the amount of \$45,068.83 for the waterplant Scada iFix upgrade, authorizing staff to approve any additional increase due to documented increase in tariff charges, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff request Board consideration of a quote in the amount of \$258,563.52 from Trio Development Corporation to carry**

**our rehabilitation to Lift station 36. The work will be carried out piggybacking on the contract E-04-024 for Lift station Rehabilitation between Trio Development Corp and the City of Pompano Beach. (The Board gave the approval for the District to piggyback on this contract in the 12/16/2024 meeting)**

- Mr. Ritter asked how competitive this pricing is and if there are other contracts for rehabilitation of lift stations.
- Mr. Stephens responded there are likely other contracts, but this would have been the most competitive.
- Mr. Ritter asked if going out for RFPs would result in lower pricing. Mr. McIntosh responded most times you get a more competitive price by piggybacking.
- Mr. Cassel stated because of the District's previous low thresholds, Ms. Kiera-Cancel and other staff are good at getting the most competitive pricing to get the work done without having to go out for RFPs. He also noted Trio has always done a great job for the District.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the quote from Trio Development Corporation in the amount of \$258,563.52 for rehabilitation of Lift Station 36, piggybacking off the City of Pompano Beach contract, was approved.

## **TWELFTH ORDER OF BUSINESS**

**Staff requests Board consideration of the following - RFQ# 2025-01 ENGINEERING FOR CONTINUING SERVICES-(CCNA) – Formal solicitation was issued on November 17, 2025 with bid submittals due on March 18, 2025. Nine (9) vendors; Avirom and Associates, Black & Veatch, Caufield & Wheeler, CHA Consulting, Inc., Chen Moore and Associates, Inc., Florida Technical Consultants, LLC., Hazen and Sawyer, Kimley-Horn, and Radise International LC responded to the solicitation. The Evaluation Committee voted to proceed with presentations**

from the highest ranked firm(s) at the Evaluation Committee Meeting held on March 25, 2025. A presentation was conducted on April 4 by Kimley Horn, Hazen and Sawyer, and Black and Veatch. Kimley Horn was ranked as the number one firm by the Evaluation Committee after presentations concluded on April 4. We are seeking the Board's permission to allow the District Manager to enter into a contract with the number one ranked firm, Kimley Horn after negotiations are completed. If an agreement cannot be reached with Kimley Horn, CSID will begin negotiations with Hazen and Sawyer. If an agreement cannot be reached with Hazen and Sawyer, CSID will begin negotiations with Black and Veatch

- Mr. Cassel stated all the firms that submitted are highly qualified. He thinks Kimley Horn will be able to produce for them. They are working on the hourly rates and other details, but they should be okay.
- Mr. Ritter asked how long it would take to get a contract with one of the firms. Mr. Cassel responded 30 days or less.

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the District Manager was authorized to enter a contract with the number one ranked firm, Kimley Horn after negotiations and if negotiations do not work, the District will continue to negotiate with the other firms in order of ranking.

### **THIRTEENTH ORDER OF BUSINESS**

**Staff request Board ratification of a staff approved increase in the Board authorized price of the Ford F-350 (price \$97,156) approved at the Board meeting of October 21, 2024. This F-30350 included an installed VENTURO ET12KX 3,500LB. ELECTRIC/HYDRAULIC CRANE. Staff was informed by the manufacturer that there is a six-month lead time for this item. Staff has elected to substitute for**

**the VENTURO ET16KX 4,000LB. ELECTRIC/HYDRAULIC CRANE which is currently available. This substitution has increased the F-350 price by \$2830.00 for a total of \$99,986.00**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor substituting the previously approved Ford F-350 at \$97,156 for the VENTURO ET16KX 4,000-pound electric/hydraulic crane at a total cost of \$99,986 was ratified.

**FOURTEENTH 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 #226 – He just received notification last week the engine delivery is scheduled for the week of July 7, 2025. They will coordinate installation around staff’s schedule and weather conditions.
- WA #227 – Notification was received that the permit will be issued in the next two weeks.
- WA #229 – Work is expected to be completed next month.
- WA #233 – Received water quality information last week and anticipate the analysis of the current system will be complete so they will be able to verify whether they will need variable frequency drawings.
- Mr. Ritter asked if the new engineering firm will be able to assist with some of the work on these work authorizations. Mr. McIntosh responded their competency is somewhat different, but they may be able to assist with a couple of items.

**FIFTEENTH ORDER OF BUSINESS      Consideration of Work Authorizations**

**A. Amendment to WA #234 for Finished Water Valve Replacement for a Total Cost of \$424,497**

Mr. Olson reviewed the work associated with Work Authorization #234.

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor Work Authorization #234 was approved.

**B. Amendment to WA #235 for 6-Inch Finished Water Line Relocation for a Total Cost of \$75,214**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor Work Authorization #235 was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported they had a good meeting with Kimley Horn representatives last week. They sent him some more data today before the meeting, which he has not had a chance to look at but he believes they will successfully complete the contract negotiations to get them on board as soon as possible.

**B. Department Reports**

• **Operations – David McIntosh**

- Mr. McIntosh reminded the Board they are preparing for the FASD conference.
- They are experiencing an issue with all residential meters. They were installed about ten years ago and have had continuous issues. They will look into new vendors to install new meters.

• **Utilities Update – Joe Stephens**

- Mr. Stephens reported he is actively working on three new grant applications.
- They are going to reapply for the Maplewood Isles septic tanks.
- They are waiting for funding to complete some hardening projects as well as five new permanent generators for lift stations.
- He is working with Mr. Frankenhauser and Mr. Olson on Site 18.
- There are some issues with the small water tanks. He reached out to the insurance company, and they sent an adjuster to look at them.
- Mr. Ritter suggested a list of all the grant applications made this calendar year for the next newsletter.
- Mr. Ritter discussed the tree removal project and getting it started before the next hurricane season. He asked what the committed timeframe is. Mr. Stephens responded Ms. Keira-Cancel is working on the bid package now. Ms. Kiera-Cancel stated they should be able to advertise it by the end of this week or beginning of next week.

- **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.
  
- **Field –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 the bid opening for District Management Services is scheduled for Tuesday, April 22, 2025. There was discussion regarding presentations to be held before the Board.
  
- **Financing and Accounting – Sue Beyer**  
Ms. Beyer reported she is compiling the first draft of the general fund budget and the Department Managers are looking at their water and sewer budgets.

- **Human Resources – Jimmy Harness**

Mr. Harness reported the retirement committee met with the Nationwide representative last week. He came to do a presentation and address issues the District has been having with them. He also reported the new office cleaning company started a couple of weeks ago. They are on Monday and Thursday rotation. He has received positive feedback. Mr. McShea selected a candidate for the summer internship.

- **Engineering – Glen Hanks**

Mr. Hanks reported he has dedicated the past month to fiberoptic permit applications. There are approximately 15 to 20 applications, which recently came in from several fiberoptic suppliers. He is also working with Mr. Stephens on wells analysis and hurricane hardening projects. They are modifying the stormwater regulations related to single family residences and how they can balance the needs to protect the existing flood stages, while accommodating redevelopment. General discussion ensued.

- **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**

- **Legislative Update**

Ms. Rustan reported they continue to work with purchasing staff looking at the contracts for legal sufficiency. She provided a legislative update. The special district bills did not move. It does not look like they will move forward. There is one which may affect the District. It depends on the definitions, but it is the requirement of annual inspection of the stormwater management system. A full analysis will be provided if it passes.

**SEVENTEENTH ORDER OF BUSINESS      Supervisors' Requests/Comments**

- Mr. McEwan noted at the last staff meeting there was extensive discussion about fluoride. Mr. McIntosh is working on a future workshop to discuss. It may depend on legislation.
- Mr. Rafaneli asked if the Board will be liable for any potential hazardous flooding if someone feels they made the wrong decision. Ms. Rustan responded the Board is protected by Sovereign Immunity.

- Mr. Ritter noted Mr. McEwan, Mr. Kraus and Mr. Rafaneli do not have photos or bios on the website. Mr. McIntosh stated they are looking into getting professional headshots of the entire Board. He also asked if the Board would consider moving the May 19, 2025 meeting to May 20, 2025 at 3:00 p.m. There were no objections to moving the date.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

  
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Assistant Secretary

  
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President