

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, March 17, 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 (Via Teams)
Michael Kraus	Assistant Secretary
Robert Rafaneli	Assistant Secretary

Also present were:

Ken Cassel	District Manager
Seth Behn	District Attorney (Via Teams)
Rick Olson	District Engineer
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
Danielle Keira-Cancel	Procurement
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	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
Janice Rustan	Lewis, Longman, Walker
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 addressed the Board regarding the assessments per unit and asked what portion of his assessment goes towards \$100,000 projects. He also noted at the last two City Commission Meetings; Commissioner Cerra mentioned a resident called him regarding a tree he was asked to remove. He asked Mr. Tiefenbrun to discuss this with the Board of Supervisors. Mr. Cassel noted Mr. Stephens has all the information on that tree. Mr. Stephens will get with Mr. Tiefenbrun.

THIRD ORDER OF BUSINESS**Approval of the Minutes of the February 24, 2025 Meeting**

On MOTION by Mr. Kraus seconded by Mr. Ritter with all in favor the minutes of the February 24, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS**Financials for February 2025**

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

FIFTH ORDER OF BUSINESS

Consideration of a request by staff to exercise the first two-year optional renewal of the District's contract with BrightView Landscape Services to maintain facility lawns, trees, and shrubs. The initial term of the contract expires on April 18 2025. There are two (2) optional two (2) year renewal periods remaining on the contract. We are seeking approval from the Board to renew this contract for the first 2-year optional period and authorization for staff to execute the second 2-year option at the renewal time - *Danielle/Joe*

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor renewal of the first two-year optional period with BrightView Landscape Services was approved and staff was authorized to execute the second two-year option at the renewal time.

SIXTH ORDER OF BUSINESS

Staff request Board consideration to piggyback on a contract for professional cleaning services with the State of Florida Department of Management Services and Encompass Onsite, LLC to February 23, 2027 request to include any extensions of the contract – *Danielle/Jimmy*

Mr. Ritter asked who the District uses now. Mr. McIntosh responded they've used employees in the past. Staff is looking for professional services for the Administration Building and the other office building across the way. The contract is twice a week, and a four-hour minimum. Mr. Harness stated it will be a saving for the District.

On MOTION by Mr. Kraus seconded by Mr. Ritter with all in favor a contract with Encompass Onsite, LLC for professional cleaning services for a four-hour minimum, two times a week, piggybacking off the State of Florida Department of Management Services was approved.

SEVENTH ORDER OF BUSINESS

Staff request Board consideration of the renewal of the districts contract with C3 Complete to provide Managed Security and Backup services for CSID's IT systems. C3 Complete will allow the district to piggyback on C3's contract GS- 35F-0537X with the General Services Administration. The District's terms are 36 months at \$3185.18 per month – *Julie/David*

- Ms. Julie Beyer explained they provide the District with all cybersecurity. They maintain the District's firewall as well as provide a manage service so if Ms. Beyer is not around, they can access a PC to troubleshoot any issues. They also provide backup for the servers.
- Mr. Cassel stated they also do phishing testing to staff and provide cybersecurity training.
- Mr. McIntosh stated they also get a monitoring report from them showing any attempted attacks to the District's system. They were initially contracted when there was an intrusion to the District's system. They had all the expertise to resolve the issue.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the contract renewal for C3 Complete to provide managed security and backup services for the District's IT systems, piggybacking off the General Services Administration contract, for a 36-month term at a cost of \$3,185.18 was approved.

EIGHTH ORDER OF BUSINESS**Engineer's Report**

- **Presentation on WA #224 Results of Stormwater Culvert Inspection**

Mr. Olson provided a presentation on the results of the stormwater culvert inspections, which started a year ago. He reviewed some of the issues that need to be addressed. They summarized in the report what needs to be done: A's must be done, B's should be done and C's can be addressed, but not urgent.

- **Presentation on Amendment #2 to WA #229**

Mr. Olson provided a presentation on improvements needed to WWTP Plant E. Plant E has been down three to four months while maintenance work is being done. When the work authorization on Plant E was put together, they were asked to put a line item for recoating the interior of the tank. That is a major activity requiring a lot of work. Recoating will cost over \$1 Billion. They brought a metallurgist and coating specialist into the tank to inspect it. Corrosion Probe came out in December of 2024 and provided a report of the inspection of the coatings and the metal in the tank. They came up with nine activities needing to be addressed, which Mr. Olson reviewed.

- **Summary Report**

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

- WA #222 – Belt filter press is in place and are currently making the connections. Then they will install the new containment wall. Work should be done in three weeks.
- WA #226 - The purchase order was released but have not received a delivery date from the manufacturer yet.

NINTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Amendment to WA #224 for Structural Inspection of Stormwater Culverts for a Decrease of \$10,000

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Work Authorization #224 was approved.

B. Amendment to WA #230 for WWTP 2025 Abbreviated Capacity Analysis Report for a Decrease of \$3,000

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

C. Amendment #2 to WA #229 for Improvements to WWTP Package Plant E for an Increase of \$106,215

This is the amendment Mr. Olson provided a presentation on.

On MOTION by Mr. Kraus seconded by Mr. Ritter with all in favor amendment to Work Authorization #229 was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Implementation of Commission Structure for Ad-Valorem Tax Collection

In the past the tax collector was financed by the State for the collection of the ad-valorem taxes. Now they will be self-financed so there will be a separate levy with a percentage increase.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh reported FASD is having their annual conference June 15 to June 19, 2025. All Board members are welcomed to attend, and the costs are covered by the District.
- Mr. Behn and Ms. Rustan will be providing Ethics training.
- He thanked Ms. Rustan for training staff on the new procurement regulations and requirements.
- He is also working with Ms. Rustan on liability insurance for committee members. Ms. Rustan stated this may not be the case. Individual members of committees and the Board are immune from personal liability for any actions taken by the

Board, during the scope of your position or employment. There is no need for you to have individual insurance. The District should have some form of insurance. David has confirmed the DNO insurance to see whether it has fiduciary liability riders.

- **Utilities Update – Joe Stephens**

- Mr. Stephens addressed the comment Mr. Tiefenbrun discussed earlier regarding the tree in the District's right-of-way. He received a call from Mr. John Norris, the Director of Public Works, on Friday regarding the same topic. Mr. Stephens provided the information to him and the situation. There is a large dead tree on the right-of-way the property owner is concerned with. He explained they do not have any active projects out there or contractors removing trees so if there is a concern from a resident, they need to have it cut down. He's waiting to hear back from Mr. Norris, but reiterated the District is not telling people to cut trees down.
- They applied for a \$250,000 grant, which can be utilized for the requirements of the facility hardening grant. There was another small \$50,000 vegetation grant with no match requirement, so they applied for that.
- He has been working with Mr. Hanks on the lift station generators grant. It is pretty active, and they are laying conduits in the ground at up to five locations. They are also getting ready to remove vegetation which is in the way.

- **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 also reported Well #10 is back in service. Well #4 is being addressed because of sand. He is interviewing for the internship.

Mr. Ritter asked if there is a schedule for completing the well field telemetry project. Mr. Hanks provided an update. The structural component of the telemetry power has been approved, all the permits have been approved and picked up. Construction will be ongoing. The electrical component for the coaxial cable is pending submittal to the City.

- **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. He noted the District usually averages six inches of rain, up to this point in time from January, and we are currently just over two inches. The only way the system is recharged is through rainfall.

- **Field –Kingston Maloi (Report Provided)**

Mr. Maloi 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 noted the RFP for management services was submitted to District Counsel for review.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported the auditors finally accepted the information for the IT and are in the process of finishing the audit. There was discussion of holding an instructional review of financials, which Mr. McIntosh will coordinate.

- **Human Resources – Jimmy Harness**

Mr. Harness reported they are fully staffed. The new employee in the Field Department is doing well. Open House is scheduled from 10:00 a.m. to 2:00 p.m. this Saturday.

- **Engineering – Glen Hanks**

Mr. Hanks reported he heard back from Broward County Environmental Permitting Division concerning the treatment of artificial turf. They treat it as impervious areas, but there may be some allowance depending on the installation of it for storage.

- **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 provided a legislative report on bills that may affect the District.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

There being none, the next item followed.

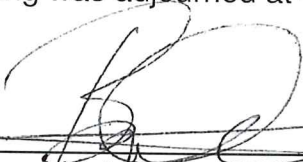
TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned at 4:15 p.m.



Assistant Secretary



Vice President