

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, November 13, 2023 at 4:01 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Curt Tiefenbrun	President
Ben Groenevelt	Vice President
Mark Ritter	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
Rick Olson	District Engineer
Frank Kozlowski	Field Department
Shawn Frankenhauser	Stormwater Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service (Via Teams)
Mike Percia	Maintenance Department (Via Teams)
Danielle Keira-Cancel	Procurement Department (Via Teams)
Julie Beyer	IT Specialist
Timothy Day	Inframark
Andy Jimenez	Egis Insurance
Mike Kravis	
Ellie Nelson-Wernick	

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.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Stephen Lytle’s Resignation and Declaration of Vacancy

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Mr. Stephen Lytle’s resignation was accepted and his seat was declared vacant.

B. Appointment of Supervisor to Vacant Seat and Oath of Office

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Mr. Mark Ritter was appointed to the vacant seat.

Mr. Behn administered the Oath of Office to Mr. Ritter.

C. Designation of Officers, Resolution 2024-01

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Mr. Tiefenbrun was nominated as President.

On MOTION by Mr. Ritter seconded by Mr. Tiefenbrun with all in favor Mr. Groenevelt was nominated as Vice President.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Resolution 2024-01, appointing Mr. Tiefenbrun as President, Mr. Groenevelt as Vice President, Mr. Ritter as Secretary, Mr. Bloom as Treasurer, Mr. Cassel, and Mr. McIntosh as Assistant Treasurer and Mr. Cassel as Assistant Secretary, was adopted.

THIRD ORDER OF BUSINESS

Presentation by Andy Jimenez of Egis Insurance on CSID Property Insurance Rate Increase and Update on Current State of Insurance Market

- Mr. McIntosh reported the District’s property and liability insurance increased substantially.
- Mr. Jimenez provided an overview of the history of Egis’ insurance coverage for the District, what is happening with the insurance market and why property and liability insurance has increased substantially.

- Mr. Cassel asked if blanket policies are not structured for structures, if the claims the District would have do not exceed what the blanket policy would be. Mr. Jimenez responded that is correct.

FOURTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the October 16, 2023 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the October 16, 2023 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Financials for October 2023

There being no questions or comments,

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the financials were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Procurement Resolution 2024-02

Mr. Behn reviewed Resolution 2024-02.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Resolution 2024-02, adopting procedures for the procurement of architectural and engineering services, was adopted.

EIGHTH ORDER OF BUSINESS

Staff Requests Board Consideration of a Request from E Source Seeking a Change Order in the Amount of \$25,957.50 to the Existing Water Loss Control Master Plan Contract with CSID (*E Source is also requesting a contract deadline extension to April 30, 2024, to allow time to complete the additional scope of work. This change order will allow for the testing of large customer meters that were not a part of the original proposal from E Source.*)

Mr. Stephens reviewed the request for a change order by E Source.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the change order from E Source in the amount of \$25,957.50, and the contract deadline extension to April 30, 2024, was approved.

NINTH ORDER OF BUSINESS

Staff Request Board Consideration of a Contract with Trio Development Company for Repairs to Lift Station #42 in the Amount of \$96,193.80 (CSID will be piggybacking on contract “PNC2122386B1 Sewer Lift Station Rehabilitation and Repair” between Trio Development Company and Broward County to undertake repairs.)

Mr. Kozlowski reviewed the contract with Trio Development Company for repairs to Lift Station #42.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the contract with Trio Development Company for repairs to Lift Station #42 in the amount of \$96,193.80 was approved.

TENTH ORDER OF BUSINESS

Consideration of Proposed Review Fee Schedule, Resolution 2023-03 (The fee schedule was properly advertised)

- Mr. Hanks reviewed the proposed fee schedule.
- The floor was opened for public comments. There were no public comments.

On MOTION by Mr. Tiefenbrun seconded by Mr. Ritter with all in favor Resolution 2023-03, approving utility rate modifications for stormwater, right-of-way and utility permitting fees, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Work Authorization #219 for Design-Build Services to the Well 2 Repower for a Total Cost of \$298,923.44

Mr. Olson reviewed the work associated with Work Authorization #219.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Work Authorization #219 was approved for a total cost of \$298,923.44.

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

Mr. Olson reviewed his report, which was included in the agenda package and is attached hereto as part of the public record.

- WA #207 – the second report for DIW 2 was submitted today.
- WA #214 – working with staff to do a temperature assessment of the building and the tolerance of the equipment.
- WA #215 – is substantially complete. Mr. Olson complemented District staff on the finish work they did.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Manager – Ken Cassel**

- Mr. Cassel reported on a proposed bill he worked on with Representative Daley to amend Section 47 of the District's enabling legislation. It went through both the first and second readings on local delegation. Mr. Lyon of Lewis, Longman and Walker is lobbying the bill.
- Mr. Behn reported he spoke with Mr. Lyon and the bill was submitted to the House Bill Drafting Committee. The required publication notice was also done.
- Mr. Cassel stated if the bill passes, it will allow the District to operate under Chapter 287, Florida Statutes, instead of the current \$4,000 threshold.

B. Department Reports**• Operations – David McIntosh**

- Mr. McIntosh reported they are looking into surge protection for the administrative building and updating the electrical system.
- They are also obtaining estimates on roof replacements for the administrative building and doing a full assessment to bring it up to code for hurricanes.
- Mr. Zilmer sent a letter to everyone to save the date for the Holiday Party on December 22, 2023.
- Mr. McIntosh stated even though Mr. Lytle was with the District for a short time, he was very involved and a competent person to work with. He welcomed Mr. Ritter and is looking forward to working with him.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he is working with an expert in Mr. Behn's firm on on lawsuits regarding PFOS in the drinking water. They are gathering data collection for some guidance documents which came out. The settlement amount for the District is expected to be approximately \$3 Million.
- Mr. Behn noted the District's reverse osmosis system continues to put out water that is clear. These are trace amounts, which are problematic. Regardless, because of the way this lawsuit has played out, even people with extraordinary small trace amounts such as the District, can be part of the settlement. One of their senior associates out of the Tallahassee office is an expert on settlements.
- Mr. Stephens added the District is in a fortunate position. The District's levels are low, and it has the advanced technology of reversed osmosis to treat the water.
- The RFQ for the facility hardening has been advertised.
- We still do not have a grant contract on the generators at the lift stations yet. They are waiting on those contract documents to come in. The District is expecting around \$900,000 in grant funds for this project.
- Mr. Hosein and Mr. Stephens continue to attend the regional biosolids meetings with Broward County and other entities in the Interlocal Agreement, looking for ways to dispose of the District's biosolids from the wastewater process.

- **Utility Billing Customer Service Report – Osmanny Larzabal (Report Provided)**

Mr. Larzabal 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 –Frank Kozlowski (Report Provided)**

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

- **Maintenance Report – Mike Percia (Report Provided)**

Mr. Percia 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 auditors were on site last week and will be back tomorrow to finish up. They are down to payroll and there is the new GASB regulation on software licensing. It went very well this year.

- **Human Resources – Jan Zilmer**

Mr. McIntosh reported Mr. Zilmer is working on advertisements for additional employees they are looking for.

- **Engineering – Glen Hanks**

Mr. Hanks reported the following:

- There are six permits under review. He estimates three to four of them will fall under the newly approved administrative review process.
- Four projects are currently under construction.
- Three permits were approved but have not started construction.
- They are working on building an enclosure for the lift station generators. He is reviewing locations around the site and investigating potential complications of each location.
- They are looking into permitting software to streamline the process and keep track of where they are on inspections.

- **Motion to Accept Department Reports**

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

C. Attorney

Mr. Behn did not have anything additional to report.

FOURTEENTH ORDER OF BUSINESS

Supervisors' Requests

The updated newsletter was discussed.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned.



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President