

**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 18, 2024 at 4:02 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

Also present were:

Ken Cassel	District Manager
Janice Rustin	District Attorney
David McIntosh	Director of Operations (Via Teams)
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
Danielle Keira-Cancel	Procurement
Julie Beyer	IT Specialist
Curt Tiefenbrun	Resident
Chris Marino	

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.

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- Mr. Cassel requested a motion to add Revisions to the Purchasing Policy under the Attorney’s Report

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Revisions to the Purchasing Policy was added to the agenda under the Attorney’s Report.

SECOND ORDER OF BUSINESS

Audience Comments

- Mr. Tiefenbrun expressed his happiness on the personal growth he has experienced working with people who have impeccable work ethic. He requested permission to present Mr. Babinec with the resolution, which will be passed later in the meeting, at the next City Council meeting. He also suggested Mark Ritter be appointed President of the Board.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office to Newly Elected Supervisors

Mr. Cassel administered the Oaths of Office to the newly elected Supervisors prior to the meeting.

B. Resolution 2025-02, Election of Officers

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

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

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Mr. McEwen was appointed Secretary.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Resolution 2025-02, appointing Mr. Ritter as President, Mr. Groenevelt as Vice President, Mr. McEwen as Secretary, Mr. McIntosh as Treasurer, Mr. Cassel as Assistant Treasurer and Assistant Secretary, and Mr. Kraus and Rafanelli as Assistant Secretaries, was adopted.

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FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 21, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Kraus with all in favor the minutes of the October 21, 2024 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Financials for October 2024

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

SIXTH ORDER OF BUSINESS

Resolution 2025-03, Thanking Curt Tiefenbrun for his Service on the Board of Supervisors

Mr. Ritter read Resolution 2025-03 into the record and expressed admirable words for Mr. Tiefenbrun's leadership.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Resolution 2025-03, thanking Curt Tiefenbrun for his service on the Board of Supervisors, was adopted.

SEVENTH ORDER OF BUSINESS

Resolution 2025-04, Congratulating Frank Babinec at the City on His Retirement

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor Resolution 2025-04, congratulating Frank Babinec at the City on his retirement, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff for CSID to Piggyback on Sourcewell Contract (RFP) #092222 with Generac Power Systems Including any Extensions, Staff Requests Board Approval for the Purchase of Two Emergency Generators for the Total Sum of \$ 114,995.00 from Generac Power Systems Contract ACF Standby Systems as the Authorized Distributor (*This purchase is budgeted*)

The Board reviewed the staff's request.

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On MOTION by Mr. McEwen seconded by Mr. Kraus with all in favor contracting with Generac Power Systems, including any extensions and the purchase of two emergency generators for a total sum of \$114,995, piggybacking off the Sourcewell Contract, was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for CSID to Piggyback on Contract (ITB) # 22-24-PC between the City of Deerfield Beach and Above All Garage Door of South Florida, Coast to Coast Garage Door, LLC, and Door Systems of South Florida on behalf of the Southeast Florida Governmental Purchasing Cooperative Group Including any Extensions. Staff requests Board Approval for the Purchase and Installation of (3) Three 625 Series Rolling Doors in the Amount of \$60,000.00 from Door Systems of South Florida using this Contract (*This purchase has been budgeted*)

The Board reviewed the staff's request.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor contracting with Above All Garage Door of South Florida, Coast to Coast Garage Door, LLC, and Door Systems of South Florida, piggybacking off the City of Deerfield and on behalf of the Southeast Florida Governmental Purchasing Cooperative Group, including extensions, for three 625 Series rolling doors in the amount of \$60,000 from Door Systems of South Florida, was approved.

TENTH ORDER OF BUSINESS

Consideration of Revised Meeting Schedule Time

The Board reviewed the revised meeting schedule with the same dates, but a new time of 3:00 p.m.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor the revised meeting schedule was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

Mr. Cassel welcomed the new Board members as well as the previous Board members back. He and the rest of the staff is available to answer any questions. He also stated the Tuesday staff meetings have been advertised so Board members can attend.

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ELEVENTH ORDER OF BUSINESS

Engineer's Report

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

A workshop was scheduled for Tuesday, December 3, 2024 at 9:00 a.m.

TWELFTH ORDER OF BUSINESS

Staff Reports (Continued)

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh did not have anything to report.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- They started a cross-training program between the water and wastewater departments.
- There was a letter which went out by the filter sales company with a logo similar to the District's. They are discussing whether the District can trademark the logo as a government entity.
- He will be training at a conference in Jupiter on Wednesday and Thursday.
- He continues to work on grants.
- Mr. Ritter asked when the next newsletter will go out. Mr. Stephens responded they started building a draft.

• **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 reviewed the PFAS results.

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

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

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- **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 – 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 introduced herself to the new Board and said she is available for any financial questions. She also reported that the auditors have started the Fiscal Year 2024 financial audit.

- **Human Resources – Jimmy Harness**

Mr. Harness reported the staff presented Mr. Tiefenbrun with a card of appreciation. He also reported the District is fully staffed. Their was a training class held on November 5, 2024 for leadership and management. All employees were provided with a \$25 gift card for Thanksgiving.

- **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.
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C. Attorney

• Revisions to the Purchasing Policy

Ms. Rustin reported the procurement policy adopted by the Board this summer needs more information on the section dealing with emergency purchases. She read into the record Section 5.8.3, which has been added to the policy.

On MOTION by Mr. Groenevelt seconded by Mr. McEwen with all in favor the Procurement Policy was approved as amended.

Ms. Rustin reminded the Board there are requirements for Sunshine Law and Ethics Training. The newly elected officials are not required to do it until next year.

THIRTEENTH ORDER OF BUSINESS

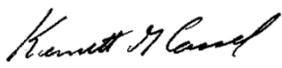
Supervisors' Requests/Comments

- Mr. Groenevelt expressed appreciation to Mr. Tiefenbrun for everything he has done.
- Mr. McEwen stated he is on the Board because of Mr. Tiefenbrun's work on the tree project and expressed appreciation.
- Mr. Kraus stated Mr. Tiefenbrun has made a great difference.
- Mr. Rafanelli thanked Mr. Tiefenbrun for his service.
- Mr. Ritter expressed appreciation for Mr. Tiefenbrun and asked him to please stay involved.

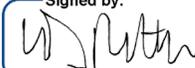
FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



 Assistant Secretary

Signed by:


 President