

**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 18, 2024 at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> 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               |
| Sue Beyer             | Director of Finance and Accounting   |
| Glen Hanks            | Director of Engineering              |
| Jan Zilmer            | Director Human Resources             |
| Frank Kozlowski       | Field Department (Via Teams)         |
| Shawn Frankenhauser   | Stormwater Department (Via Teams)    |
| Christian McShea      | Water Department (Via Teams)         |
| Mike Hosein           | Wastewater Department (Via Teams)    |
| Jodi Babaganov        | Utility Billing and Customer Service |
| Danielle Keira-Cancel | Procurement Department (Via Teams)   |
| Jovan Selvon          | Maintenance Department (Via Teams)   |
| Julie Beyer           | IT Specialist                        |
| Tim Day               | Inframark                            |
| Robert Koncar         | Inframark                            |
| Sandra Demarco        | Inframark                            |

***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**

**Audience Comments**

- There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 26, 2024 Meeting**

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the February 26, 2024 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Financials for February 2024**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the financials for January 2024 were approved.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Conveyance Documents for New Water and Sewer Installed**

- This will transfer ownership of the newly installed facilities associated with Fire Station 64 to the District.
- It is consistent with other documents like this.
- Some items need to be addressed before it is fully conveyed.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the conveyance documents for the new water and sewer installed were accepted.

**SIXTH ORDER OF BUSINESS**

**Staff Requests Board Consideration to Declare the Equipment in the List Provided as Surplus so Staff can Take the Necessary Actions to Dispose of the Items**

- Mr. McIntosh reviewed the 14 items to be declared surplus.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the items listed were declared surplus.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Request by Staff for CSID to Piggyback on Contract B230154DWJ between Lee County and Miller Pipeline, LLC for Wastewater Collections System Rehabilitation until June 20, 2026 and Including any Mutually Agreed Upon Extension of the Contract. Staff also Request Board Approval of Miller Pipeline, LLC Quote FL-CSID-2024 Sewer Rehab-LS 13 in the**

**Amount of \$1,317,878.40, to conduct budgeted repairs to basin that serves Lift Station 13. (The pricing is in accordance with the terms of contract B230154DWJ between Lee County and Miller Pipeline, LLC. The quote does not include the cost for bonding which will be provided later)**

- The total amount for the rehabilitation of Lift Station 13 is \$1.3 Million.
- The District used to have a contract with another company for this type of work, but they would sub-contract to Miller Pipeline, LLC. This is a better option for the District because it removes the middleman.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor a contract with Miller Pipeline, LLC, piggybacking off the Lee County contract, for wastewater collections system rehabilitation until June 20, 2026 and including any mutually agreed upon extension of the contract, as well as the Miller Pipeline, LLC quote in the amount of \$1,317,878.40 for repairs of Lift Station 13, was approved.

## **EIGHTH ORDER OF BUSINESS**

**Consideration of a Request by Staff to Piggyback on Contract No. 001935 between Central Florida Expressway Authority and Quest Corporation of America for Public Information Services December 8, 2025 and Including any Mutually Agreed Upon Extension of the Contract (Staff also request Board approval of Quest quote in the total amount of \$55,969 for proposed project plan and public relations approach for tree inventory project. This quoted amount of 577 hours at \$97 includes \$40,352 that was approved for prior projects and not billed by Quest as well as an additional \$15,617)**

- This includes the unused balance of last year's contract.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor piggybacking off contract between Central Florida Expressway Authority and Quest Corporation of America for public information services December 8, 2025 and including any mutually agreed upon extension of the contract, as well as the Quest quote in the total amount of \$55,969 for proposed project plan and public relations approach for tree inventory project, was approved.

**NINTH 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. Mr. Hosein provided an update on the digester project.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- Mr. Cassel reported there was another meeting with the City and Special Districts within the City. It was a good meeting and the idea of everyone working together is strong. Everyone is on the same page.

**B. Department Reports**

• **Operations – David McIntosh**

- Mr. McIntosh reported the Open House was a success and there was a great employee turnout.
- Stantec is working on the rate sufficiency analysis. They have a meeting next week with staff to review the initial findings. There will be a workshop to discuss the findings.
- He agrees with Mr. Cassel on the meetings with the City and other Special Districts.

• **Utilities Update – Joe Stephens**

- Mr. Stephens was not in attendance and did not have anything to report.

• **Utility Billing Customer Service Report – Jodi Babaganov (Report Provided)**

Ms. Babaganov reviewed her 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. Mr. Tiefenbrun asked about the internship project. Mr. McShea indicated they are still on pace to receive applicants.

- **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. There was a minor increase in rainfall. He received feedback from residents who were not aware of how much the District does. Any questions regarding trees were referred to Quest.

- **Field – Frank Kozlowski (Report Provided)**

Mr. Kozlowski reviewed his report; a copy of which is attached hereto as part of the public record. He showed the new backhoe at the Open House. Lift Station 42 work has started. The water loss program is also starting. A new employee will begin March 20, 2024.

- **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**

There being nothing further to report, the next item followed.

- **Human Resources – Jan Zilmer**

➤ Mr. Zilmer reported they are fully staffed except for an electrician position.

- **Engineering – Glen Hanks**

➤ There are people on site measuring and preparing for the hurricane hardening project.

- The lift station project is rolling.
- Ms. Julie Beyer set up a permitting email system for easier processing.

- **Motion to Accept Department Reports**

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

**C. Attorney**

- Mr. Behn distributed a memorandum regarding frequently asked questions on the General Election.
- The District will need to adopt a resolution regarding the General Election.
- The bill amending procurement passed and will go to the Governor for signature. He suggested a new procurement policy for the District.
- The bill regarding 12-year term limits and requiring the District to provide a report on its goals, objectives, and measuring performance passed both houses.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**


- Mr. Ritter commented the Open House was a success. He requested Mr. Cassel follow up on the idea of having a financial advisor. He also noted Quest did an excellent job with the tree questions.
- Mr. Groenevelt also commented on the success of the Open House.
- Mr. Tiefenbrun commented on the success of the Open House, and he received positive feedback from residents. He also noted Commissioner Metayer Bowen was in attendance.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 5:00 p.m.

  
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 Kenneth Cassel  
 Assistant Secretary

  
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 Curt Tiefenbrun  
 President