

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, May 20, 2024 at 4:00 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 |
| Jan Zilmer | Director Human Resources |
| Rick Olson | District Engineer |
| Shawn Frankenhauser | Stormwater Department (Via Teams) |
| Frank Kozlowski | Field Department (Via Teams) |
| Christian McShea | Water Department |
| Mike Hosein | Wastewater Department (Via Teams) |
| Brian Klein | Utility Billing and Customer Service |
| Jovan Selvon | Maintenance Department |
| Julie Beyer | IT Specialist |
| Tim Day | Inframark |
| Robert Koncar | Inframark |
| Nelson Leal | Resident |
| Kim Digh | |

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

- Mr. Leal discussed the repairs done to his driveway due to a sewer line issue with the AT&T fiberoptic project, which Mr. Stephens and Mr. Koslowski assisted

him with. He addressed the appearance of his driveway after the repairs and would like it to look as it did originally. Mr. Stephens will discuss options with the contractor.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 15, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the April 15, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Financials for April 2024

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Approving the General Fund Budget for Fiscal Year 2025 and Setting the Public Hearing

The Board reviewed the proposed budget and Ms. Beyer noted it is lower than the current fiscal year budget.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Resolution 2024-05, approving the general fund budget for Fiscal Year 2025 and setting the public hearing for August 19, 2024 at 4:00 p.m. at the District Offices, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Calling for General Election for the Purpose of Electing a Board of Supervisors on November 5, 2024

Mr. Behn reviewed Resolution 2024-06.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Resolution 2024-06, calling for General Election for the purpose of electing a Board of Supervisors on November 5, 2024, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on Contract BLDZ127418B1, Stinging Insect Live Relocation and Removal Services Between Broward County Board of Commissioners and Willie the Bee Man, Inc. (Staff also requests permission to continue piggybacking on any mutually agreed upon extensions of the contract)

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor an agreement with Willie the Bee Man, Inc., piggybacking off the Broward County contract, was approved.

EIGHTH ORDER OF BUSINESS

Staff Request Board Consideration of a Quote from Huber Technologies in the Amount of \$29,676.96 to Conduct a Complete Rebuild of the Wastewater Bar Screen Under the Sole Source Agreement Huber's Sole Contract with the District

Mr. Behn provided an explanation regarding the sole source agreement.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the quote from Huber Technologies to conduct a complete rebuild of the wastewater bar screen, under the sole source agreement with the District was, was approved at a total of \$29,676.96.

NINTH ORDER OF BUSINESS

Staff Request Board Consideration to Piggyback on RFP 19-073-MC Geographic Information System (GIS) Consulting Services between the City of North Miami Beach and Florida Technical Consultants (Florida Technical Consultants will provide GIS services to the District according to the terms of the contract)

Mr. Stephens reviewed the request from staff.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor a contract with Florida Technical Consultants to provide GIS services, piggybacking off the City of North Miami Beach contract, was approved.

TENTH ORDER OF BUSINESS

Staff Request Board Ratification of the Expense of \$5,280 for the Repair of a Portion of the Driveway in the Easement at 1388 NW 103 Lane Coral Springs (*The damage was done during repair work carried out on the District’s sewer lateral located under the driveway*)

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the expense of \$5,280 for repair of a portion of the driveway in the easement at 1388 NW 103 Lane was ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Change Order from Trio Development Corporation, Project for Lift Station 42 (*The change order reduces the original contract amount of \$96,193.80 by \$118.07 for a final contract price of \$96,075.73*)

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the change order from Trio Development Corporation, reducing the amount of the Lift Station 42 project by \$118.07, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Staff Request to Piggyback on RFP #22-001 Retirement Plan Investment Advisory Services Agreement Plans between the City of Pinellas Park and Sage View Advisory Group, LLC (*Sage View agrees to provide the District with the Terms and Conditions as Provided in RFP #22-001 with the City of Pinellas Park. District Counsel to discuss option with new procurement levels and policy*)

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the retirement plan investment advisory services agreement plans with Sage View Advisory Group, LLC., piggybacking off the City of Pinellas Park contract, was approved.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Work Authorization #228
–Upgrading WWTP IFIX Version 5.8
Workstations WS1 & WS2**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #228, upgrading WWTP IFIX version 5.8 workstations WS1 and WS2, was approved at a total cost of \$51,410.55.

FOURTEENTH 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. Olson provided updates.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- **Number of Registered Voters – 24,155**

This item is for informational purposes only.

B. Department Reports

- **Operations – David McIntosh**

- Mr. McIntosh noted the Board can register for FASD classes online.
- Stantec came in and provided a review of their projections. This will be brought to the Board at the next meeting.
- He received a letter from the court about one of the District’s customers who is in bankruptcy. They have paid the District up until April of 2024.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he received approval from the Florida Department of Emergency Management for the budget increase request for Phase 1.
- Staff are preparing for hurricane season and holding meetings.
- There were some adjustments to the insurance coverage.

- **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 –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)**

A copy of the report is attached hereto as part of the public record.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported the proposed Fiscal Year 2025 budget for water and sewer is expected to be on the July 2024 agenda.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported he completed the census for the health insurance and sent it to the agent. It should take about ten days to begin receiving quotes from other carriers.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report, a copy of which is attached hereto and made a part of the public record. He also reported Ms. Dvorshak did an inventory of the generators. She expressed concern over one of the generators being rusted out. He suggested accelerating the replacement process and consider what to do with the structure where they are being held.

- **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 reported House Bill 793 was signed by the Governor on May 16, 2024. The two main items are what is required to be procured and who has the authority to approve what is purchased. He is working with Ms. Rustin and Mr. McIntosh on a procurement policy to bring before the Board.
- Mr. McIntosh noted they are trying to purchase a boat for the Stormwater Department but are having trouble finding a piggyback. They received several quotes and asked if this should be brought to the Board at the next meeting. Mr. Behn responded that until the Board decides otherwise in the proposed policy, they should bring it before the Board.
- Mr. Behn stated even if you are required to procure something because it is over the threshold, sole source exceptions still exist as well as piggybacking.
- The FASD conference is the week of June 10, 2024. Mr. Lyon and he will be providing ethics training.
- He reviewed other policies that passed which will require 12-year term limits and the requirement for the District to have goals and objectives.
- Mr. Tiefenbrun stated he received an email from Representative Daley regarding the bills that passed. He expressed appreciation for the work Mr. Behn's office did. He asked if Mr. Behn could provide anything that would enlighten the Board as to what the legislative process is.
- Mr. Behn responded this is handled by Mr. Lyon out of their Tallahassee office. He communicates with the Governor's office aids often. Mr. Lyon will be at FASD and can answer questions.
- Mr. Tiefenbrun learned from Representative Daley there are limits in a legislative session.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests/Comments


- Mr. Tiefenbrun recognized May is Mental Health Awareness Month. He emphasized the importance of reaching out to resources if needed. Everyone should live their best life.
- Mr. McIntosh noted there was a good course last year at FASD on mental health, which was helpful.

SEVENTEENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the meeting was adjourned.



Kenneth Cassel
Assistant Secretary



Curt Tiefenbrun
President