

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, June 17, 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
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
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	Procurement (Via Teams)
Julie Beyer	IT Specialist
Karla Berroteran	SEDA
Robert Koncar	Inframark
Sandra H. Demarco	Inframark
Travis McEwen	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. He requested amending the agenda to allow for a presentation from SEDA for best tasting water.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the presentation for best tasting water by SEDA was added to the agenda.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

**A. Presentation by SEDA**

Ms. Berroteran presented the District with an award for best tasting water on behalf of Southeast Desalting Association.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 20, 2024 Meeting**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the May 20, 2024 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Financials for May 2024**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement for 1207 NW 84 Drive**

Mr. Frankenhauser reviewed the request. They inspected the property and determined there is not enough room without conflicting with the City ordinance of 20 feet from the waterline.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the encroachment agreement for 1207 NW 84 Drive was denied.

**SIXTH ORDER OF BUSINESS**

**Staff Request Board Consideration to Piggyback on Contract 039-023 between the City of Plantation and H&H Liquid Sludge Disposal, Including any Extensions (H7 H will provide biosolids disposal services for the District according to the terms of the contract**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor piggybacking off the City of Plantation contract with H&H Liquid Sludge Disposal, including any extensions, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Request Board Consideration to Continue to Piggyback on the Extension of the NASPO Contract between the State of Oregon, on Behalf of Member States, and W.W. Grainger, Inc. for the Purchase of Goods *(The contract has been extended from June 2024 to December 2024. Staff also request Board approval to continue piggyback on any further extensions of this contract***

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor continuing to piggyback on the extension of the NASPO contract and W.W. Grainger was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amendment #1 to Work Authorization #216 for Pump Station 1 – LP Gas Tank Replacement for a Decrease of \$8,250**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Amendment #1 to Work Authorization #216 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. Olson provided updates.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reminded the Board to do the required ethics training if they have not done so already, as well as filing the Form 1 before July 1, 2024.

**B. Department Reports**

**• Operations – David McIntosh**

- Mr. McIntosh reported Stantec did a revenue efficiency analysis. They will attend the July meeting to officially present the report.

- Mr. McIntosh and Mr. Stephens have been working with Ms. Rustin from Lewis, Longman and Walker on developing a new procurement policy.
- He attended FASD along with other members of staff.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he is working on several grants. One is for hardening the administrative building and one is for a new generator for the wastewater side.
- He requested a budget increase and extension for the facility hardening project they are currently working on. They met with the City regarding permits for the facility hardening project.
- He is meeting with department managers to discuss the budget.
- The initial biosolid regional study report was completed and came in under budget.

- **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)**

Ms. Kiera-Cancel reviewed her report; a copy of which is attached hereto as part of the public record. She is being proactive about looking for grant related procurements.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported they rolled out a new system and thanked the managers for their patience and support.

- **Human Resources – Jan Zilmer**

There being nothing to report, the next item followed.

- **Engineering – Glen Hanks**

Mr. Hanks reported they received confirmation via email from Bluestream that they are taking care of the hit on Riverside Drive. They also met with AT&T, their subcontractor and the City to outline the steps they need to take to reduce the chance of hits. They are also adding addresses to each building for emergency services.

- **Motion to Accept Department Reports**

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

- Mr. Behn thanked everyone for attending FASD.
- They are working on a new procurement policy.
- He provided an update on settlement claims being made on behalf of the District.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. McEwen was introduced. He ran unopposed and will become a Board member in November.
- Mr. Tiefenbrun made several comments on the past year and how much he has learned. He also noted several meetings he attended for other entities and commented on how well the departments run.

**TWELFTH ORDER OF BUSINESS**


**Adjournment**

There being no further business, the meeting was adjourned.



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Kenneth Cassel  
Assistant Secretary



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Curt Tiefenbrun  
President