

**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 9, 2025 at 3:01 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 Rafaneli	Assistant Secretary

Also present were:

Ken Cassel	District Manager
Janice Rustin	District Attorney
Rick Olson	District Engineer
David McIntosh	Executive Director
Joe Stephens	Director of Utilities (Via Teams)
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jimmy Harness	Human Resources Generalist
Danielle Keira-Cancel	Procurement
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	Field Department
Christian McShea	Water Department
Nick Hosein	Wastewater Department
Jodi Babaganov	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department
Julie Beyer	IT Manager
Sandra H. 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. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 20, 2025 Meeting

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor the minutes of the May 20, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Financials for May 2025

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the financials for May 2025 were approved as presented.

FIFTH ORDER OF BUSINESS

Engineer's Report

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

- WA #222 – work is being completed. The press is operational. They are completing some site work they had to do on the other press holder.
- WA #229 – installing diffusers and they will do a leak test. The plant should be back up and operational by the end of the month.
- WA# 231- the draft report is being reviewed this week before it is submitted.
- WA# 232 – the work should be completed by the end of next week.
- They received a cost estimate from the subcontractor for canal site 18 restoration. Mr. Cassel asked how many houses there are at site 18. Mr. Olson explained there are three different types of properties. The first is a conservation area owned by the City of Coral Springs, the second is the financial building and the third is a townhouse community that has approximately 17 properties facing the canal. It is 1,450 feet they will be improving. Mr. Stephens and Mr. Hanks met with the City arborist and anything within the right-of-way the District can remove and anything hanging into the work zone, they are authorized to trim back. They will work with the arborist, but he does not think they will need any permits or special approval to work on those trees.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• **Report on Number of Registered Voters within the District – 25,431**

Mr. Cassel reported there are 25,431 registered voters in the District. This item is for informational purposes only. He also stated he will not be able to attend FASD this year.

B. Department Reports

• **Operations – David McIntosh**

- Mr. McIntosh reported they are having issues with the meters which were installed approximately 10 to 12 years ago. Almost all have been replaced more than once at no charge; however, the 10-year warranty is over. Also, the registers are no longer available. They want to push the register to get new registers, but they are not comfortable spending a lot of money if there is a possibility they will run into the same issues. They spoke with different manufacturers to provide presentations. They have done research and will bring options to the Board at the September meeting. This has been added to the Fiscal Year 2026 budget.

• **Utilities Update – Joe Stephens**

- Mr. Stephens reported he attended the Southeast Desalting Associations annual symposium.
- He discussed the windstorm mitigation project. He has been communicating with Ms. Casey Lee, the City Arborist, as well as Mr. John Norris, the Public Works Director, so they are aware of where the District is with this process. They had concerns about customer information. He explained to them about the District's newsletter, and they are also tracking all calls that come in, as well as responding. It is all tracked on an excel spreadsheet.
- He and Mr. Frankenhauser are dealing with some trees in the District canals.
- There is a grants division with funding sources for some projects the District has upcoming. He is going over them with RMPK.
- Mr. Ritter requested there be information in the newsletter regarding the trees that fell into the District's canals.

- **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. They had a shutoff day. They originally sent out 204 notices. On the day of shutoff, 75 people experienced service interruption. As of today, there are four which are still off.

- **Water – Christian McShea (Report Provided)**

Mr. McShea reviewed his report and provided updates; a copy of which is attached hereto as part of the public record. He also reported DEP received the Consumer Confidence Report and they are awaiting approval. They received approval this week for their publication.

- **Wastewater – Nick 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 –Kingston Maloi (Report Provided)**

Mr. Maloi 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 and provided updates; a copy of which is attached hereto as part of the public record.

- **Financing and Accounting – Sue Beyer**

Ms. Beyer reported the proposed water and sewer budget for Fiscal Year 2026 is being worked on and will be on the July 21, 2025 agenda. She will also send out a list of Capital Projects. Mr. Kraus requested a presentation on the accounting system.

- **Human Resources – Jimmy Harness**

Mr. Harness reported he had initial discussion with Phil from Access for the Fiscal Year 2026 budget. He expects to get rates by the end of the week. Marissa with Sageview was on site on May 29, 2025 and June 5, 2025. There were 18 employees who met with her.

- **Engineering – Glen Hanks**

Mr. Hanks reported he expects to have a quit claim deed for next month for a portion of Parcel K. The survey for the access plant and the front entry road was completed last week. Mr. Frankenhauser has been coordinating with a couple of companies to do the repair on the conduit through the culvert. Mr. Stephens and Mr. Hanks are discussing whether it is better for the District to control the repair and seek reimbursement or to have the responsible party fix it.

- **Motion to Accept Department Reports**

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

Ms. Rustin reported that Mr. Behn will do a presentation on ethics at FASD. She will be doing a presentation on government contracting and procurement.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

- Mr. Rafaneli discussed an article regarding the five percent cap the District works with. He noted some entity within Coral Springs said they are not going to increase their assessments for Fiscal Year 2026. Ms. Beyer explained they have a Stantec study, and they recommend what the District should do.
- Mr. McEwan received a complaint regarding flooding in his neighborhood, which later turned into a complement. He explained it is not the District's responsibility

June 9, 2025

Coral Springs Improvement District

to clean out the storm drains; however, someone from the District was out there cleaning out the storm drain. He asked if they need to reach out to the City to discuss the storm drains. Mr. McIntosh indicated staff can contact the City.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned at 3:57 p.m.



Assistant Secretary



President