

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 18, 2025 at 3:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> 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
Bill Capko	District Attorney (Via Teams)
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
Danielle Keira-Cancel	Procurement
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	Field Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Brian Klein	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department
Julie Beyer	IT Manager
Kevin Gerszuny	Kimley-Horn
Chris Tarase	Inframark, President of CMS
SFWMD Representative	
Curt Tiefenbrun	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. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

- A representative from SFWMD introduced himself to the Board. He is the intergovernmental contact for Broward County.
- Mr. Tiefenbrun addressed the Board regarding stormwater management. He also addressed how the non-ad valorem assessments for stormwater are spent.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 21, 2025 Meeting**

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor the minutes of the July 21, 2025 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Financials for July 2025**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-10, Approving the Exchange of Deeds with Cypress Run Villas Association, Inc. to Clear Title Over Lift Station Expansion Area**

Mr. Cassel and Mr. Hanks reviewed the exchange of deeds with Cypress Run Villas Association, Inc. to clear title over the lift station expansion area. It is basically accepting the deed from them to convey the property to the District. There may potentially be more of these to come before the Board.

On MOTION by Mr. Rafaneli seconded by Mr. McEwan with all in favor Resolution 2025-10, approving the exchange of deeds with Cypress Run Villas Association, Inc. to clear title over lift station expansion area, was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement for 1196 NW 117 Avenue**

Mr. Frankenhauser reported the neighbor pulled a permit and was approved by the City in February of 2022. Subsequently, the District Board of Supervisors approved an encroachment agreement. Their fence encroaches into the right-of-way a couple of feet.

The applicant wants to match that neighbor's fence and encroach a couple of feet. It allows 20 feet to remain from the fence and the waterline as required by City Ordinance.

Mr. Cassel noted the encroachment agreement states if the District ever needs to remove the fence for access, it can do so, and reinstalment would be at the owners' expense.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor an encroachment agreement for 1196 NW 117<sup>th</sup> Avenue was approved.

## SEVENTH ORDER OF BUSINESS

**Staff Request Board Approval to Piggyback on a Contract, Including any Extensions, between The Cobb County Board of Commissioners and HD Supply Facilities Maintenance, Ltd. DBA USABlueBook. *The contract is for Water/Wastewater MRO (Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products). They entered the contract on November 26, 2024. The terms are for a period of four (4) years beginning on November 13, 2024. This contract may be renewed for three (3) additional twelve (12) month periods. This agreement shall terminate absolutely on November 12, 2031. GOVMVMT adopted this contract by reference into the cooperative's master agreement portfolio.***

Mr. Stephens reviewed the request. The District will get better pricing by being on this contract and having it tied to the District's account. Over a period, the District will exceed the \$35,000 procurement threshold so by having this contract, the District will not violate the threshold requirements. The District has purchased from this vendor for a long time.

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor piggybacking on a contract, including any extensions between the Cobb County Board of commissioners and HD Supply Facilities Maintenance, Ltd. DBA USABluebook, was approved.

## **EIGHTH ORDER OF BUSINESS**

**Staff Requests Board Approval to Piggyback on a Co-Op Contract for Water Meter Fittings and Water Line Accessories with the Lead Entity as the City of Deerfield Beach, ITB 25-017. *The Co-Op Contract that CSID is Currently Utilizing with Core & Main, Empire Pump & Supply, and Ferguson Waterworks expired on March 5, 2025. The lead entity issued a 90-day extension to complete the formal solicitation process for the contracts to expire on June 5, 2025. The new ITB 25-017 was issued on March 17, 2025 with the bid due on April 9, 2025. The City of Deerfield Beach entered three new Co-Op contracts with Consolidated Pipe and Supply; Ferguson Enterprises; and Fortiline, Inc. on June 6, 2025 on behalf of the Southeast Florida Chapter of NIGP. Staff requests the piggyback approval including any extensions of the contract.***

Ms. Keira-Cancel reviewed the co-op contract they are currently piggybacking on. It has been extended so they issued a new solicitation for three different companies. The two companies the District will be utilizing under this are Ferguson Enterprises and Fortiline, Inc.

Mr. Stephens added most of the purchases for these vendors will come from the Field Department. This is where they get all the fittings for water breaks and things of that nature.

On MOTION by Mr. Kraus seconded by Mr. Groenevelt with all in favor piggybacking on the co-op contract for water meter fittings and water line accessories with the lead entity as the City of Deerfield beach was approved.
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## **NINTH ORDER OF BUSINESS**

**Staff Requests Board Approval to have Gray Matter Systems, LLC Perform the Additional Work Outlined in their Proposal. *During the water plant's scada system upgrade additional items were identified as needing to be***

***updated. The total cost to complete the remaining work is \$16,740.***

Ms. Julie Beyer reported they are 95% finished with the SCADA upgrade. They must get through some minor licensing issues, and it will be finished. All the work, upgrades and system are running. There are a few items that are older and need refining.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Gray Matter Systems, LLC performing additional work outlined in their proposal at an amount of \$16,740 was approved.

## **TENTH ORDER OF BUSINESS**

**Staff Requests Board Approval of Work Authorization #242 with Kimley-Horn to Update the District's Stormwater Hydrologic Model, Originally Prepared by CH2M Hill in 2006. *Included in the work authorization is an investigation into the feasibility and potential benefits of interconnecting the two basins.***

Mr. Gerszuny reviewed the work associated with Work Authorization #242.

On MOTION by Mr. Kraus seconded by Mr. Ritter with all in favor Work Authorization #242 with Kimley-Horn was approved at a total cost not to exceed \$88,660.

Mr. Gerszuny also provided an update on the current work authorization they are working on.

## **ELEVENTH ORDER OF BUSINESS**

### **Engineer's Report**

Mr. Olson reviewed his report; a copy of which is attached hereto as part of the public record. He also provided pictures of the Atlantic Boulevard pavement restoration project.

- WA #222 – they are addressing several warranty issues on filter press #2. They will also begin modifications on filter press #1.
- WA #226 – they were notified by the manufacturer that the engine was shipped out but has not been received yet. He has reached out to them and is waiting for a response. Once received it will take approximately a week to install.
- WA #229 – they noticed several O-rings had issues during the final check of the project. They located the manufacturer of the O-rings, and it took about three

weeks for them to arrive. They were being installed today, and the plant should be back in service by the end of the week.

- WA #232 – there was money leftover from the allowance of that project. Staff requested they make some revisions to the wiring of the well.
- WA #234 – they requested bringing in a private firm to do locates in several locations. That work will be done this week, and they will be doing exploratory excavations next week.
- WA #235 – Mr. Hanks was investigating the loop system that goes around the plant site, and they determined the waterline downsizes from six inches to four inches, which is not in code compliance for fire hydrants. They are requesting staff do testing of hydrant fluids and if it is adequate, they will take it to the City of Coral Springs' Building and Fire Departments to see if they can petition to do a break in that bind.
- WA #236 – the driller has mobilized. They did video surveys. The work should be completed in a week and a half. At that point they will do a pumping test of the well to gauge the performance of the well and what percent of capacity they recovered.
- WA #238 – they have completed all the administrative work. They are hoping to begin work on this project in the middle of September.
- WA #239 – they ordered the equipment and anticipate it will arrive in two weeks.
- WA #240 – they had a kickoff meeting with ATL to map out sequencing the work. Once they receive the permit for tree removal, they will begin reaching out to the impacted homeowners.
- They are currently working on four work authorizations to bring to the Board.
- He provided an update on the paving project on Atlantic Boulevard.

## **TWELFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Manager – Ken Cassel**

- Mr. Cassel reported he had a conversation with the principal of Riverside Elementary School. She is fine with the removal of the trees. She said those trees drop junk on their property. They are going to try to do most of the work when school is not in session.

- Mr. Ritter asked Mr. Tarase if he had anything to inform them regarding the notice they received last week about Mr. Cassel's departure as the District Manager in September. Mr. Tarase responded they are in the process of recruiting. They feel confident they will find someone qualified. In the meantime, the immediate contingency plan is Ms. Demarco and Ms. Montagna will assume the responsibilities should they not find a replacement for Mr. Cassel in time, but they anticipate they will. He is also happy to provide support. Mr. Cassel is participating in the interview process to find the right candidate.
- Mr. McIntosh noted the new contract states if Mr. Cassel is not available, Inframark will identify a District Manager, and not a combination of District Managers. Mr. Tarase stated it will be one main person but typically, for large clients, they have a tag team of District Managers. There will be a primary.

**B. Department Reports**

- **Operations – David McIntosh**

- Mr. McIntosh reported they received the permit from the City for the tree removal. They heard from the arborist, and her fee is \$41,108. He requested the Board approve the expenditure at an amount not to exceed \$50,000 in case there are a few more trees that need to be removed.
- Mr. Stephens stated ATL just sent them a change order for six additional pieces of vegetation. They are not all trees. He wants to speak with Mr. Frankenhauser about it because some are little shrubs staff may be able to take out. He agreed with Mr. McIntosh they may need a little more money for the project.
- Mr. Ritter asked who the price came from. Mr. McIntosh responded it came from the City Arborist. She had the list of trees and all the information as well as the pictures. She evaluated the trees, and it took her approximately four to five days to get back to them.
- Mr. Ritter asked how many of those trees are at risk and how many are non-native. Mr. Stephens responded none of the invasive species have mitigation dollars tied to them. All the trees are level one concern. Some are because of the conditions; some are because of the size and others are because of the proximity to water.

- Mr. Ritter expressed concern that the City is not assisting with paying for this project. Mr. McIntosh noted he and Mr. Cassel met with the City Attorney. They were not budging on it. They can meet again with the City, but he doubts they will budge on it. Mr. Ritter thinks it may be worth having another conversation with the City since the project has significantly shifted back from the original project.
- Mr. Stephens noted ATL's concern about beginning the project is they have availability now because there are no active storms, but if a storm comes it will be difficult for them to break away from emergency work.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the Board approved an amount not to exceed \$50,000 for tree mitigation contingent on a conversation with the City.

- Mr. McIntosh discussed canal bank stabilization and how they looked at funding. The previous Board gave the directive to start canal bank restoration as funds are available. They will not spend money they do not have budgeted.
  - Mr. McIntosh mentioned the fees they are receiving from the permitting processes. In the past they would receive \$10,000 to \$20,000 in permit fees per year. This past year they received \$70,000 for water and sewer permits and \$40,000 in the general fund. He thanked Mr. Hanks.
- **Utilities Update – Joe Stephens**
    - Mr. Stephens provided updates on grants. They got two new applications submitted: another five generators and lift stations for a little over \$1 Million. It was successfully submitted and supported by the County's HMGP program. Also, facility hardening, they call it Phase 2. There are six additional buildings to strengthen them for wind resistance. It was successfully submitted and is for \$2.3 Million. Both grants are 75/25 splits so the District would be responsible for 25% if awarded and if the Board decides to move forward with them.
    - There are two more grants they will be submitting for next month. One is to line basin three for \$1.1 Million and a septic to sewer conversion for the ten homes at the end of Ramblewood Boulevard and Coral Springs Drive for \$2.7 Million.



- They have been working on PFAS. Mr. McShea has been spending a lot of time on it as well as Mr. McIntosh. They received confirmation from the class action suit with 3M. They expect to receive \$3.8 Million just from that company. There are three other companies: Dupont, Tyco and BASF. They do not expect the dollars to be as high from those three. They have not heard figures yet.
- They have been looking at Senate Bill 683. Mr. McIntosh requested Ms. Ruskin look into it. Ms. Keira-Cancel has also been looking into it with him because it affects change orders from contractors. It speaks to the District having to respond within 35 days or the change orders are automatically approved. They are making sure they have language in the contracts that protect the District and specify how change orders need to be submitted.

- **Utility Billing Customer Service Report – Brian Klien (Report Provided)**

Mr. Klein reviewed his report; a copy of which is attached hereto as part of the public record. There was discussion of changing the water meters next year.

- **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.

- **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. He provided an update on water elevation levels and issues with algae because of the low levels.

- **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. Work on the lift stations has started.

- **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. The disaster debris monitoring and removal management committee rescheduled their meeting to August 19, 2025 at 7:00 a.m. The surplus truck sales were all sold. The electric motor and pump repair company contract was renewed until July of 2026. H&H Liquid Sludge's unit price is going to change from \$41.45 to \$42.40. That contract was also renewed until August of 2026

- **Financing and Accounting – Sue Beyer**

Ms. Sue Beyer did not have anything additional to report.

- **Human Resources**

Mr. McIntosh reported they are closer to moving the pension funds from Nationwide to Empower.

- **Engineering – Glen Hanks**

Mr. Hanks reported the following:

- AT&T has reboarded the damaged culvert. They are in the process of relocating the fiberoptic cables to the new alignment.
- Lift Station 30, the Board just approved the deed today.
- There are three or four generators installed at some of the lift stations. They will identify any potential easements that may be in the District's favor for the other lift stations, as well as any potential pitfalls in advance.
- The hydrologic study is ongoing on west Atlantic Boulevard.

- **Motion to Accept Department Reports**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the Department Reports were accepted.
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- o Mr. McIntosh expressed appreciation for the District's representative from SFWMD taking the time to come to the meeting. He looks forward to working with him.

**C. Attorney**

Mr. Capko did not have anything additional to report.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

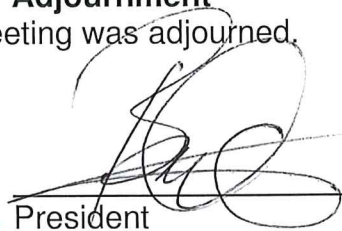
Mr. Ritter reported he will be attending the September 15, 2025 meeting remotely. He thanked Mr. Cassel for his guidance over the last few years. He requested Mr. McIntosh develop a proposed plan for Board review that would potentially bring the District Management function in-house. The proposal should include a specific task in the current District Manager position description, identify who would be responsible for each of those tasks, which of those tasks may need to remain outsourced, and what potential changes to the organizational structure would be desired. The Board can review it at one of the upcoming staff meetings.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

  
Assistant Secretary

  
President