

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, October 20, 2025 at 3:00 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 (Via Teams)
Travis McEwan	Secretary
Michael Kraus	Assistant Secretary
Robert Rafaneli	Assistant Secretary

Also Present were:

Lynne Ladner	District Manager
Seth Behn	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 (Via Teams)
Danielle Keira-Cancel	Procurement Manager
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
Sandra Demarco	Utility Support Manager
Nicholas Bixler	Lewis, Longman and Walker (Via Teams)
Curt Tiefenbrun	Resident
Ryan Devore	Resident
Mark Vega	Inframark (Via Teams)

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Ladner called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

The following comments were made:

- Mr. Devore complimented District staff for their response and work when there was a raw sewage backup at his property due to an Oak Tree. He said staff did an excellent job. He hopes the tree can be saved.
- Mr. Tiefenbrun commented on how District staff is always very responsive.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
September 15, 2025 meeting**

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor the minutes of the September 15, 2025, meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Financials for September 2025

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor the financials for September 2025 were approved as presented.

FIFTH ORDER OF BUSINESS

**Board Discussion on District Manager
Appointment and Continuation of the
Inframark Contract**

The following was discussed:

- Mr. Ritter discussed previous concerns the Board had regarding a succession plan if Mr. Cassel were to leave Inframark, which resulted in an RFQ for management services. Inframark was ranked first, and a new contract was executed.
- After Mr. Cassel announced he was moving and would no longer be the District Manager, Mr. Ritter requested Mr. McIntosh investigate what the scope of the work would look like if the District Management function was to be brought in-house.
- Mr. McIntosh explained most of the work can be done in-house except for the annual assessments; however, those services can be contracted with a third party. He also reviewed the transition in capabilities of staff since Mr. Cassel

started, and how they have become self-sufficient and accountable for their departments.

- Mr. Ritter noted the main benefit of having Inframark was Mr. Cassel due to his experience and knowledge. He asked about the assessments.
- Mr. McIntosh agreed Mr. Cassel's experience was valuable. He got staff to have the necessary institutional knowledge along with a succession plan for each department. The assessments can be done by a third party, and he has already reached out to an assessment specialist.
- Mr. Ritter asked what the protocol would be to terminate under the current contract.
- Mr. Behn reviewed the clauses in the contract and what the process would be to terminate the contract. Based on the terms of the contract, the Board can exercise the 60-day termination clause.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the contract with Inframark was terminated effective 60 days from today's meeting and District Counsel was directed to provide the termination notice.

SIXTH ORDER OF BUSINESS

Resolution 2026-01, Appointing Lynne Ladner Assistant Treasurer and Retaining David McIntosh as Assistant Treasurer

This item was tabled.

SEVENTH ORDER OF BUSINESS

Resolution 2026-02, Appointing Lynne Ladner Assistant Secretary and Retaining David McIntosh as Assistant Secretary

This item was tabled.

EIGHTH ORDER OF BUSINESS

Consideration of Change Order from Delta Controls for the Radio Telemetry Project

Mr. McIntosh reviewed the change order, which decreases the total cost by \$11,336.35.

NINTH ORDER OF BUSINESS

Staff Request Board Approval to Piggyback on a Contract between Collier County Public Schools and GenServe for the Maintenance of our Portable Generators (Lead Entity – Collier County Public Schools – Formal solicitation was issued in April 2025 with submittals due on May 9, 2025. Two (2) vendors (1) Cummins, Inc (2) GenServe, LLC responded to the solicitation. Collier County Public Schools entered into an agreement with GenServe, LLC at their July 31, 2025 regular school board meeting as a consent agenda item. The terms are for a period of one (1) year ending December 31, 2026 with the option to renew annually, by mutual agreement, for three (3) additional one (1) year terms for a total contract period of up to four (4) years. We are presenting the Board the opportunity to allow CSID to piggyback this agreement with GenServe, LLC beginning October 20, 2025 until all renewals have been exhausted)

Mr. Selvon reviewed the request.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor entering a contract with GenServe, LLC for maintenance of portable generators, piggybacking off the Collier County Public Schools agreement, was approved.

TENTH ORDER OF BUSINESS

Staff Requests Board Approval to Piggyback on a Contract between County of Dupage, Illinois and Insituform Technologies for Trenchless Rehabilitation and Maintenance of Pipelines (Lead entity – County of Dupage, Illinois – issued a request for proposals (RFP) #23-065-PW on October 19, 2023. Three (3) bids were opened on November 18, 2023. The County of Dupage entered a 3-year contract with Insituform Technologies, LLC on behalf of Omnia

Partners. The contract is for a three-year agreement from February 13, 2024, until February 12, 2027 with the option to renew for two (2) one-year periods through February 12, 2029. Staff also requests permission to engage Insituform Technologies under terms of the contract to conduct sewer relining of Lift Station #4 basin in the amount of \$1,482,908

Mr. Stephens reviewed the request. He explained it is budgeted annually as part of the infiltration process and is part of the 10-year Capital Improvement Plan.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor piggybacking off the County of Dupage, Illinois, contract was approved.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor engaging Insituform Technologies, LLC for trenchless rehabilitation and maintenance of pipelines, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Requests Board Approval to Piggyback on a Contract between the Town of Jupiter and Florida Spectrum to Provide Ongoing Laboratory Services for the District (Lead entity – Town of Jupiter) formal solicitation was issued in June 2025 with bid submittals due on July 22, 2025. Four (4) vendors (1) Florida-Spectrum Environmental Services (2) Advanced Environmental Laboratories, Inc (3) Pace Analytical Services, LLC and (4) Eurofins Orlando responded to the solicitation. The Town of Jupiter entered into an agreement with the number 1 ranked firm – Florida-Spectrum Environmental Services – on October 1, 2025. The terms are for a period of one (1) year with the option to renew annually, by mutual agreement, for two (2) additional one (1) year terms for a total contract period of up to three (3) years. We are presenting the Board the opportunity

to allow CSID to piggyback this agreement with Florida Spectrum Environmental Services beginning on October 20, 2025 until all renewals have been exhausted

Mr. McShea reviewed the requirements to test the water samples. He explained the samples taken in-house are not certified so it needs to be done by a laboratory. He also noted this new contract will save the District \$1,000 monthly.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor engaging Florida-Spectrum Environmental Services, piggybacking off the Town of Jupiter contract, was approved.

TWELFTH ORDER OF BUSINESS

Staff Request Board Approval to Piggyback on the Florida Sheriff Contract to Purchase Utility Vehicles for the District – Florida Sheriffs Association Cooperative Purchasing Program placed an ITB on their website on March 28, 2025. Thirty-five (35) bidders submitted a response. Thirty-two (32) responsive bidders were awarded after bids were evaluated by FSA Fleet Advisory Committee and FSA staff. We are presenting the Board with an opportunity to piggyback Florida Sheriffs Association Light Vehicle Contract FSA24-VEL33.0 Pursuit, Administrative, and Other Vehicles to purchase two (2) quantity Ford F-150 trucks at \$83,799 from Duval Ford and one (1) quantity Ford F-250 truck at \$42,830 from Duval Ford as well. It is a two (2) year contract beginning October 1, 2025, until September 30, 2027 with no extensions. Staff requests to utilize this contract for additional fleet trucks in Fiscal Year 2027 as well.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor the purchase of two Ford F-150 trucks for a total of \$83,799 and one Ford F-250 for a total of \$42,830 from Duval Ford, piggybacking the Florida Sheriffs Association Cooperative Purchasing Program, as well as utilizing the contract for additional fleet trucks in Fiscal Year 2027, was approved.

Thirteenth Order of Business

Consideration of Work Authorizations

A. Amendment #1 to Work Authorization #232 – CO1-151303 CSID Well 3 Repower at a Final Contract Amount of \$286,458

Mr. Olson reviewed the amendment to Work Authorization #232, resulting in a decrease of \$10,000 to the total cost.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor Amendment #1 to Work Authorization #232 was approved.

B. Work Authorization #239 CO1 – WTP Emergency Control System Upgrades – Change Order 1 at a Total Cost of \$267,328

Mr. Olson reviewed the change order and explained the reasoning for the increase of \$17,328.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor Work Authorization #239 Change Order #1 was approved.

C. Work Authorization #177 – Installation of a Modular Building for Portable Generator Storage at a Total Cost of \$2,189,245

Mr. McIntosh noted staff received independent confirmation that the pricing was fair and reasonable. Both Mr. Hanks and Kimley-Horn confirmed as well. A good portion of the space will be available to store items scattered throughout the facility.

Mr. Olson estimates it will take 60 weeks to complete.

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor Work Authorization #177 was approved.

D. Work Authorization #244 – Production Well 5 Electrical Improvement at a Total Cost of \$453,639

Mr. Olson reviewed the work associated with Work Authorization #244, which will be offsite.

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor Work Authorization #244 was approved.

E. Work Authorization #245 – RO Building Utility Trench Improvements at a Total Cost of \$59,453

Mr. McShea reviewed the project associated with Work Authorization #245, which will prevent flooding.

On Motion by Mr. Kraus seconded by Mr. McEwen with all in favor Work Authorization #245 was approved.

FOURTEENTH 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 provided updates on the following:

- WA #226 – Engine has arrived. They met on site last week to review what was needed. Some modifications are needed, and they expect installation to begin in three weeks.
- WA #234 – On hold until the valves come in.
- WA #238 – All the tree removal was completed by the end of September. They had to retroactively apply for a tree removal permit, which they received. The canal bank restoration began October 7, 2025, and they expect the work to take four weeks.
- WA #239 – Work will begin October 23, 2025.
- WA \$240 – They are assisting ATL in working with the homeowners. They are still receiving phone calls regarding issues with reinstallation of irrigation systems.
- Globaltech is working on the Atlantic Boulevard restoration project. A permit was issued, and they will be meeting with Broward County and the sub-contractor tomorrow, October 21, 2025. The biggest challenge will be organizing traffic while the work is being done. They will submit a plan to the County tomorrow. They will have two weeks to review and provide feedback.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Lynne Ladner

Ms. Ladner noted the next meeting is scheduled for November 17, 2025. She will work with District Counsel on the termination notice to Inframark.

B. Executive Director – David McIntosh

Mr. McIntosh reported he is confident in staff's ability to bring the District Management services in-house. He will work with District Counsel and Inframark on the transition.

C. Department Reports

• Utilities Update – Joe Stephens

Mr. Stephens reported the following:

- They are working closely with Kimley-Horn on any open projects. Mr. Gerszuny will be back from maternity leave and expects him to attend the next meeting to provide updates.
- They are close to completing the windstorm mitigation project.
- They were notified by the City Arborist today that she is satisfied with all but one of the sites, the activities in the contract and restoration. The area that is going to be problematic is near Riverside Elementary. They have a meeting scheduled tomorrow at 1:00 p.m. There are a couple of residents across the canal, which may attend future meetings because they are not happy with the new view.
- The lift stations generator project is wrapping up. They will be receiving a check from FEMA reimbursing the District \$575,000.

• Utility Billing Customer Service Report – Brian Klein (Report Provided)

Mr. Klein reviewed his report; a copy of which is attached hereto as part of the public record. There were 51 disconnections and all but 4 paid their outstanding balances.

• 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. He provided an update on the canal elevations with 6.5 in the east basin and 6.9 in the west basin.

Mr. McIntosh thanked both the Stormwater and Field Departments for their work assisting ATL with removal of smaller trees and shrubbery, resulting in \$41,000 in savings.

- **Field – Kingston Maloi (Report Provided)**

Mr. Maloi reviewed his report; a copy of which is attached hereto as part of the public record. They had to pull a tree out near Lift Station 36. The rehab project is expected to begin October 27, 2025. He also reported Mr. Stephens assisted him with an application to win an award for the most outstanding field department. The application was submitted by the deadline, and they are awaiting the result.

- **Maintenance Report – Jovan Selvon (Report Provided)**

Mr. Selvon reviewed his report; a copy of which is attached hereto as part of the public record. He also reported the Water Plant generator is up and running.

- **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 Fortiline contract was renewed for another year. Suburban Propane will be on the next meeting's agenda.

- **Finance and Accounting – Sue Beyer**

Ms. Beyer reported the auditors were on site for two days obtaining the backup they need for the financial audit.

- **Human Resources – Jimmy Harness**

Mr. Harness reported the following:

- The auditors were on site last week.

- Wednesday, October 22, 2025, is the last day for staff to make changes to their Nationwide accounts before the changeover.
- 26 employees are taking advantage of the 401a plan increase.
- The Holiday Party is scheduled for December 19, 2025.
- An internal candidate was hired for the meter reader position, which leaves an opening in the Field Department.

- **Engineering – Glen Hanks (Report Provided)**

Mr. Hanks reported the following:

- He and the Field Department retested the on-site and outside hydrants last week and the results were consistent; therefore, the line under Mr. Maloi's office will need to be relocated. He will be meeting with Mr. Olson to discuss this item.
- He also reported Logar Village, a residential project, came in last week with an engineer certification and requested the District authorize the City to release a temporary CO. Upon review of their stormwater management certification, Mr. Hanks determined they were deficient in the amount of storage they are providing. They have not provided a proposed solution. After discussing with Mr. McIntosh, they are in consensus to not allow a temporary CO until they present a feasible solution.

- **Utilities Support Manager – Sandra Demarco**

Ms. Demarco did not have anything to report; however, she thanked everyone for the opportunity to work for the District and is happy to be part of the team.

- **Motion to Accept Department Reports**

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor the department reports were accepted.

D. Attorney

Mr. Behn reported the following:

- He introduced Mr. Bixler, an attorney from his firm.
- SageView is being purchased by Creative Planning. They are accepting the same terms under the SageView contract.

- He is working with Mr. Hanks on the next phase of the generator project.
- He reminded the Board to do their ethics training before the end of the year.
- Legislation season will begin in January. His firm will be monitoring any proposed bills that may affect the District.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

Mr. Ritter thanked Ms. Ladner for her help and assured her the decision to terminate Inframark's contract had nothing to do with her, but the timing of the District being in a situation where it can self-manage.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 4:13 p.m.



Secretary/Assistant Secretary



Mark Ritter
President