

Coral Springs Improvement District
Workshop Meeting Agenda
January 13, 2026

Coral Springs Improvement District

Board of Supervisors

Mark Ritter, President
Ben Groenevelt, Vice President
Travis McEwen, Secretary
Michael Kraus, Assistant Secretary
Robert Rafaneli, Assistant Secretary

Elizabeth Ladner, District Manager
Seth Behn, District Counsel
David McIntosh, Executive Director
Joe Stephens, Director of Utilities

Workshop Agenda

Tuesday, January 13, 2026 immediately following staff meeting at 8:30 a.m.

1. **Call to Order**
2. **Audience Comments**
3. **Review and Discussion of Executive Director and Board Responsibility**
4. **Adjournment**

***Next regular meeting scheduled for January 26, 2026 at 3:00 p.m. (Fourth Monday)**

CORAL SPRINGS IMPROVEMENT DISTRICT

EXECUTIVE DIRECTOR POLICY

1. Purpose and Scope

This Executive Director Policy sets forth the authority, responsibilities, duties, and performance expectations of the Executive Director for the Coral Springs Improvement District ("District"). The Executive Director serves as the chief administrative officer of the District, responsible for overseeing the operations of the Coral Springs Improvement District and for implementing the policies of the Board of Supervisors ("Board").

2. Authority of the Executive Director

The Board shall appoint an Executive Director, who shall serve as the District Manager for all purposes under the District Charter and applicable provisions of Florida law, and shall exercise the duties and authority assigned to the District Manager under statute.

The Executive Director manages all aspects of the District's operational functions and supervises all District employees in compliance with applicable local, state, and federal regulations. The Executive Director formulates and implements administrative policies that drive operational success across various departments, including utilities, public works, finance, engineering, human resources, information technology, and customer service.

A complete list of the Executive Directors duties and responsibilities are attached to this Policy as Exhibit A.

3. Communication with the Board

The Executive Director implements policies adopted by the Board and takes direction solely from the Board acting by majority vote, and not from any individual Supervisor. Individual Supervisors may raise concerns regarding staff or operations to the Executive Director, who will address the matter as appropriate. The Executive Director shall place all questions involving policy or matters requiring Board action on a future agenda for Board consideration. In carrying out these duties, the Executive Director may not act as a conduit for communications among Supervisors so as to avoid any violation of the Sunshine Law.

The Executive Director shall provide a report to the Board at each regular meeting addressing the following matters:

- (a) notable operational issues affecting District services, facilities, or programs.
- (b) any operational, administrative, or information requests made by individual Supervisors since the last regular meeting.

(c) any resident complaints or service concerns received since the last regular meeting and the manner in which such matters were addressed.

(d) any contractor disputes, notices of claim, or litigation filed or threatened against the District.

(e) any other matter the Executive Director determines should be brought to the Board's attention in order to ensure effective governance or administration of the District. Matters that are confidential or exempt under Florida law shall be reported in a manner consistent with applicable statutory exemptions.

4. Qualifications; Appointment

4.1 Qualifications.

The Executive Director shall have the education, experience, and professional capacity necessary to administer the District and support the Board. At a minimum, the individual shall possess:

- Knowledge of public administration, budgeting, procurement, and organizational management as applied to special districts.
- Understanding of laws and regulations governing water, wastewater, stormwater, and flood-control operations.
- Ability to lead and oversee multiple departments, evaluate performance, and realign priorities.
- Skill in making sound administrative decisions and implementing Board policies.
- Ability to work effectively with the Board, staff, government agencies, consultants, and stakeholders.
- Skill in presenting information and recommendations clearly and professionally.
- A bachelor's degree in public administration, business administration, finance, engineering, or a related field, or equivalent senior-level experience in utility or local government management.
- Significant experience in local government administration or public-utility operations, including service in a senior management or executive role.

4.2 Appointment.

The Board shall recruit and appoint the Executive Director in a fair and transparent manner that allows for flexibility based on District needs. Recruitment may be conducted internally, externally, or through a combination of both, and the Board may consider qualified internal candidates

before initiating an external search. The process may include résumé review, screening by the Board or a designated consultant, interviews, reference and background checks, and any other evaluation method approved by the Board.

The Executive Director shall be appointed by majority vote at a properly noticed public meeting, and all deliberations shall comply with the Sunshine Law. The Board may appoint an interim Executive Director if necessary and may modify or shorten the recruitment process when warranted by operational needs or the availability of a qualified internal candidate. The Board may, but is not required to, enter into an employment contract with the Executive Director, provided any such contract is consistent with this policy. All recruitment materials and actions shall be maintained as public records in accordance with Florida law.

5. Compensation and Benefits

The Executive Director shall receive an annual base salary as established by the Board and shall be eligible to participate in all benefit plans and programs maintained by the District in accordance with the District's Employee Handbook, as may be amended from time to time. All provisions relating to cost of living and merit pay adjustments, holidays, vacation, sick leave, fringe benefits, and working conditions shall apply to the Executive Director in the same manner as to other District employees, except to the extent expressly superseded by an employment agreement approved by the Board or by this Policy.

6. Termination; Severance

The Executive Director serves as an employee at will and serves at the pleasure of the Board who may terminate such employment by majority vote, with or without notice, with or without cause, at any time, subject to the provisions of this policy.

6.1 Removal for cause.

The Executive Director may be terminated for cause for any of the following:

- (a) Dishonesty related to District business.
- (b) Violation of the District's drug-free workplace policy.
- (c) Refusal to cooperate in a District-authorized investigation.
- (d) Conviction or plea of guilty/nolo contendere to a felony or crime of moral turpitude.
- (e) Gross neglect, willful, or intentional misconduct.
- (f) Failure to perform duties after written notice and a 30-day opportunity to cure.
- (g) Failure to obey lawful directives after written notice and 30-day cure period.
- (h) Misappropriation of District funds.
- (i) Securing or attempting to secure personal profit in connection with official business.
- (j) Material misrepresentation to the District.

(k) Acts involving moral turpitude, unethical practices, or conduct that damages the District's reputation.

The Board retains discretion to allow cure opportunities for violations other than (f) and (g). Termination for cause may occur only upon an affirmative vote of four (4) of the five (5) Supervisors.

6.2. Severance.

If removed without cause, the Executive Director shall receive twenty (20) weeks of base salary, paid in weekly installments, along with continued insurance benefits for the severance period. Payment of severance is expressly conditioned upon the Executive Director's execution of a written release, in a form approved by the District, waiving any and all claims arising from the Executive Director's employment or separation from the District.

No severance compensation shall be paid if the Executive Director is terminated for cause or voluntarily resigns. A voluntary resignation occurs when the Executive Director elects to separate from employment on their own initiative and not at the direction of the Board.

A separation that occurs because the Executive Director is unable to perform the essential functions of the position, with or without reasonable accommodation, after completion of all applicable leave and interactive process requirements under the ADA and other applicable laws, shall not be considered a termination without cause and shall not result in payment of severance. In such circumstances, the Executive Director shall be eligible for any disability retirement, insurance benefits, or accrued leave payouts as provided by law and District policy, but shall not be entitled to severance compensation.

7. Annual Performance Review

Each Board Member shall complete a written annual performance review evaluating the Executive Director in broad areas such as administration of District operations, implementation of Board direction, financial management, leadership and personnel oversight, communication with the Board, and progress toward District goals. For each area reviewed, the Board Member may indicate whether the Executive Director met expectations, partially met expectations, or did not meet expectations, and may note any notable achievements during the evaluation period. The annual performance review shall be considered by the Board at or about its January meeting and shall be used in determining the Executive Director's eligibility for merit increases. Any merit increase is granted solely at the discretion of the Board and is not guaranteed.

EXHIBIT A: EXECUTIVE DIRECTOR DUTIES AND RESPONSIBILITIES

A. General Administration

1. Coordinate with the Board to determine services and levels of service for annual budget preparation and long-range planning.
2. Prepare, review, and submit the District's annual budget, ensuring that departmental requests and financial plans align with District priorities.
3. Oversee District operations across all departments, including utilities, engineering, finance, IT, administrative services, and customer service, through subordinate directors and managers.
4. Hire, supervise, evaluate, discipline, and terminate all District employees in accordance with applicable law and District policies.
5. Develop, implement, and refine administrative policies, directives, and procedures to advance District goals and regulatory compliance.
6. Approve purchases and execute contracts for purchases of goods and services in accordance with the District Procurement Policy. Assist staff in procurement processes for purchases of goods and services, including development of scopes of work, bid and proposal review, and recommendation of award.
7. Assist the District in negotiating, drafting, enforcing, and administering District contracts; provide ongoing recommendations for approval, rejection, amendment, renewal, or termination.
8. Consult with the District Attorney and District Engineer on legal, operational, and technical issues, and ensure operational decisions align with legal and engineering requirements.
9. Coordinate all required disclosures and statutory filings with county, state, and federal agencies.
10. Prepare correspondence, reports, and communication materials on District affairs for the Board and public.
11. Coordinate with other local governments, utilities, and regulatory agencies regarding District matters.

12. Lead management-level meetings to review operational progress, address key issues, and ensure alignment with District objectives.

B. Policy Implementation

1. Identify significant policy matters and provide strategic and administrative analysis of operational, legal, and financial impacts.
2. Prepare written plans, procedures, and operational directives to implement Board policies and priorities.
3. Provide regular status reports on implementation progress, District performance, regulatory compliance, and operational outcomes.
4. Monitor District-wide performance to ensure effectiveness, efficiency, and alignment with Board direction.

C. Capital Program Administration

1. Oversee development and prioritization of capital projects and district-wide initiatives.
2. Work with staff and consultants to secure financing, grants, or loans for capital improvements.
3. Monitor project accounting procedures, ensuring compliance with auditing standards and fiscal controls.
4. Coordinate engineering, operations, and administrative departments to ensure timely project execution.

D. Financial Services

1. Review staff-prepared budgets to ensure alignment with District objectives and statutory requirements.
2. Monitor District expenditures, financial conditions, and revenue streams.
3. Prepare financial condition assessments and present them to the Board.
4. Ensure fiscal procedures meet state-mandated accounting and auditing standards.

E. Special Assessment Services

1. Oversee contractors and consultants engaged by the District to maintain the District's property and assessment database, including updates for transfers, payments, and prepayments, and ensure that all work is completed accurately and timely.

2. Serve as the primary point of contact for property owner questions regarding assessments, payoff amounts, and lien processes, coordinating with contractors and consultants as necessary to provide accurate information.
3. Work with finance staff and the District's assessment contractors and consultants to ensure accurate assessment roll preparation and compliance with non-ad valorem collection requirements.

F. Operational Oversight

1. Conduct annual safety reviews of District utility and operational facilities, documenting deficiencies and recommendations.
2. Conduct an annual regulatory compliance audit of District operations and report findings to the Board.
3. Oversee the District's risk management and disaster recovery plans, ensuring continuity of operations following natural disasters.
4. Conduct on-site operational assessments and recommend improvements to enhance efficiency and regulatory compliance.
5. Monitor departmental performance to ensure effective execution of District programs, projects, and services.