

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, November 17, 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 McEwan	Secretary
Michael Kraus	Assistant Secretary
Robert Rafaneli	Assistant Secretary

Also Present were:

Lynne Ladner	District Manager
Janice Rustin	District Attorney
Rick Olson	District Engineer
David McIntosh	Executive Director
Joe Stephens	Director of Utilities
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jimmy Harness	Director of Human Resources
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
Kevin Gerszuny	Kimley-Horn and Associates
Ignacio Lizama	Kimley-Horn and Associates (Via Teams)
Residents	

***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. Nicholson addressed concerns about the District's tree mitigation between Cypress Glen and Riverside Elementary. He feels more remediation should be done and what is being done is not sufficient. He suggested the District install hedges to meet the desires of the residents living in that area, as well as the security of the students at the school. He made suggestions on how the District could fund those plantings such as using some of the permit fees submitted to the City or the Broward County Tree Preservation Fund.
- Mr. Ritter stated they will discuss with District staff and get back to him with more information.
- Mr. Kraus requested Mr. Nicholson's contact information to listen to his concerns.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
October 20, 2025 meeting**

On Motion by Mr. McEwen seconded by Mr. Ritter with all in favor the minutes of the October 20, 2025, meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Financials for October 2025**

On Motion by Mr. Groenevelt seconded by Mr. Ritter with all in favor the financials for October 2025 were accepted as presented.

**FIFTH ORDER OF BUSINESS**

**Board Consideration for CSID to  
Piggyback on IFB Event 519 Contract  
for the Purchase of Sodium  
Hypochlorite between the City of Fort  
Lauderdale on Behalf of the Southeast  
Florida Governmental Cooperative  
Purchasing Group and Allied  
Universal Including any Term  
Extension of the Contract**

The following was discussed:

- Mr. McShea explained this is a cooperative contract the District has been utilizing. It was due to expire, and a bid went out representing several utility

companies in Broward County. The District is part of the cooperative to benefit from the discounts. The low bid was Allied Universal, which the District has been using over the years. They came in at \$1.57 a gallon; \$1.47 per gallon was their original price. The increase is more tolerable than it was several years ago during the post Covid rate increases.

- Mr. Ritter asked for a rough estimate of how much the District spends on Sodium Hypochlorite each year. Mr. McShea responded approximately 100,000 gallons a year at \$1.47 per gallon; approximately \$147,000.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the contract with Allied Universal, including any term extension of the contract, for the purchase of Sodium Hypochlorite, piggybacking off the City of Fort Lauderdale on behalf of the Southeast Florida Governmental Cooperative Purchasing Group, was approved.

#### **SIXTH ORDER OF BUSINESS**

**Board Consideration for CSID to Piggyback on Contract 15111510-25-STC for the Purchase of Liquefied Propane (LP) Gas between Florida Department of Management Services and Suburban Propane LP Including Any Term Extension of the Contract**

Mr. Frankenhauser reviewed the request. It is a new contract the State put out to bid. The last contract was also with Suburban Propane. The markup is \$.52 per gallon.

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor the contract with Suburban Propane, LP, including any term extension of the contract, piggybacking off the Florida Department of Management Services contract, was approved.

#### **SEVENTH ORDER OF BUSINESS**

**Board Consideration for CSID to Piggyback on Contract Rebid UTL24-060 Repairs and Emergency Services for Water Distribution, Wastewater Collection and Stormwater Utility Systems between the City of Boynton Beach and Madsen Barr Corporation Including Any Term Extension of the Contract**

The following was discussed:

- Mr. Maloi stated Madsen Barr is the company they currently use for the meter replacement project. He explained it is difficult to get quotes from companies that can handle this type of work.
- Mr. Stephens noted there are several services the District can benefit from under this contract. He had a meeting with Madsen Barr, Mr. Maloi, Mr. McIntosh and Mr. Hanks to understand their services and how they are positioned to help the District. They are a smaller company; however, they do work for Boca Raton, Broward County and Coconut Creek. They do a lot of emergency responses and can assist with water main breaks. They would be helpful to several departments.
- Mr. Hanks explained they are an underground utility contractor. They can handle any issues related to the water mains, raw water mains, force mains, gravity mains, or some storm drainage culverts.

On Motion by Mr. Groenevelt seconded by Mr. Ritter with all in favor the contract with Madsen Barr for emergency services for water distribution, wastewater collection, and stormwater utility systems, including any term extension, piggybacking off the City of Boynton Beach contract, was approved.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Work Authorizations and Change Order**

##### **A. Amendment #3 to Work Authorization #229 for Improvements to WWTP Package Plant E for Decrease of \$20,000**

Mr. Olson reviewed the work authorization. This returns the allowance of \$20,000.

On Motion by Mr. Groenevelt seconded by Mr. McEwen with all in favor Amendment #3 to Work Authorization #229 was approved.

##### **B. Ratification of Change Order #1 to Work Authorization #236 for Production Well #6 Redevelopment at an Increase of \$3,711 to be Funded through Previous Construction Allowance**

The following was discussed:

- Mr. McIntosh approved the expenditure of additional funds because they needed to finish the project.

- Mr. Olson stated towards the end of the scope of the project to rehabilitate Well #6, they found more work was needed due to capacity. Almost the full capacity of the well has been restored.

On Motion by Mr. Kraus seconded by Mr. McEwen with all in favor Change Order #1 to Work Authorization #236 was ratified.

**C. Work Authorization #246 for WWTP Digester 1 Blower Replacement at a Total Cost of \$1,323,741**

- Mr. Olson reviewed the work associated with this work authorization. This project started approximately nine months ago; it had been planned for at least two years. They prepared a work authorization for this earlier in the year, but it came in over budget. They did work under Work Authorization #233 in preparation of this project. They evaluated the capacity of the digester, the water coming into the digester and then tried to optimize the blower system.
- This work authorization addresses issues that Digester #1 has been having. One issue is the blowers are beyond their useful life and can no longer be maintained because parts for those blowers are not readily available. Secondly, the blowers are currently too large. This requires staff to cycle the blowers. This is allowing solids to settle into the diffusers and clogging the aeration piping. The third issue is the blowers are inefficient because they are so large. There are no VFDs on blowers. They cannot be adjusted according to flow and the strength of the wastewater. This work authorization addresses these deficiencies by providing new blowers, which are sized appropriately along with VFDs. It will provide electronics to monitor the DO in the tank and adjust the VFDs. It also provides weatherproof enclosures for the VFDs.

On Motion by Mr. McEwan seconded by Mr. Ritter with all in favor Work Authorization #246 was approved.

- Mr. Olson noted this will be a long-term project.

**D. Work Authorization #247 for Improvements to WWTP Package Plant F at a Total Cost of \$353,408**

Mr. Olson explained this is a continuation of staff's procedure to have one of the package plants done each year. This is a redundant project of what was already done for Package Plant E. The first part of the project is to install new hatches on the interior and exterior tanks. Once they are installed a structural and coding inspector will look at the tank for the status of the coatings on the interior of the tank and look for corrosion issues. The last component is to replace the diffusers.

On Motion by Mr. Kraus seconded by Mr. McEwan with all in favor work authorization #247 was approved.

**NINTH 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 – the motor is in. The clutch that was supposed to be attached to the motor was not delivered. The manufacturer has been contacted and is in the process of sending the clutch. Installation is expected to begin in two weeks when the clutch arrives.
- WA #233 – project is complete.
- WA #234 – still waiting for valves to be delivered.
- WA #236 – the well should be returned to service next week.
- WA #177 and WA #245 – They began contacting the surveyor, utility locates and the geotechnical engineer.
- Mr. McIntosh asked for an update on Atlantic Boulevard. Mr. Olson reported they began the restoration of Atlantic Boulevard. They did overnight work around November 1, 2025, and completely closed that part of the road between 8:00 p.m. and 5:00 a.m. They excavated down to the pipe where they made repairs in July of 2025. They put in a temporary driving course of asphalt in accordance with the procedures provided by Broward County, that could be driven on for two weeks. They will be submitting a permit next week to complete the work, including the pavement markings. The project is close to being completed.

Mr. Gerszuny provided updates on the Kimley-Horn projects.

- WA #241 – working through membrane projections using nano and RO. They are optimizing what the planning ratio needs to be. They received sampling data back. They will provide their recommendations in their draft report as to which technologies to pilot.
- WA #242 – they developed a hydraulic model of the District; the west and east basin. They had meetings to discuss operational set plans that the District operates the stormwater system as. They performed some pump sensitivity testing to identify whether it makes sense to spend the money to float test the east or west pump stations. Some determinations are that it makes more sense to float test the east pump station. They are also looking at what the interconnect would look like in terms of sizing, feasibility, and cost. They expect to have the final report completed by January.
- WA #243 – they developed a biological model of the wastewater plant to see how to optimize treatment to reach the threshold of 50% to dewater solids.
- Mr. Ritter asked about the timeframe to sign the second Interlocal Agreement. Mr. Stephens responded he spoke with the Superintendent for Broward County today. They just passed the Interlocal Agreement template at their Commission meeting. There is a Senate Bill 290, which has something in it about biosolids having to be Class AA. This fast tracks what all the utilities are looking at and have planned. The County Commission and Superintendent are talking about putting a 60-day timeframe to sign the Interlocal Agreement. There is a progress meeting on November 19, 2025 where he plans to present it to the utilities which are part of Interlocal Agreement at this point. The timeframe may be closer to 90 days. Mr. Stephens and Mr. Gerszuny spoke about having the final report ready for the January meeting.
- Mr. Ritter requested a written report from Kimley-Horn for the meeting agendas.
- Mr. Kraus requested Mr. McIntosh, and the staff involved in the canal operations, have enough time to go over the final report for the interconnect with Mr. Gerszuny before it is presented to the Board. Mr. McIntosh noted they

have meetings to go over the preliminary report to resolve any issues before it comes before the Board.

**TENTH ORDER OF BUSINESS****Staff Reports****A. Manager – Lynne Ladner**

There being no report, the next item followed.

**B. Executive Director – David McIntosh**

Mr. McIntosh reported the following:

- They are working with Ms. Ladner on the transition of district management services. The District had to get some contracts in place for records software and storage of physical records. He sent a contract to Ms. Rustin to review today so they can finalize the physical records. They will be kept in the same facility they are currently at.
- He has been working with Mr. Stephens, Mr. Klein, and Mr. Maloi on the meter replacement project. Mr. Hanks provided assistance as well. They are trying to get an antenna permitted by the City for the meter company. He hopes to have something to bring to the Board in January. The manufacturer of the meters the District currently has are no longer providing parts. The meters are also over ten years old.
- They may bring at the next meeting for the Board's consideration an additional vehicle that was not budgeted for this Fiscal Year. Staff has to go off site at various times for miscellaneous reasons such as a line break, fiberoptic issues, pre-construction meetings, and other errands. They use their own vehicles, which do not have all the safety equipment and there are only enough trucks for staff that are working with them daily.

**C. Department Reports**

- **Utilities Update – Joe Stephens**

Mr. Stephens congratulated Mr. Maloi and his team for winning the Water Distribution System of the Year award from FSAWWA. Mr. Maloi and some of his colleagues will attend the conference in Orlando where they will be presented with the award.



- **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.

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

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He also reported they will be upgrading the scada system to ethernet tomorrow.

- **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 also reported they only had half an inch of rain in November when the norm is four inches. The east basin is coming down below the District's control level. The west basin is still above.

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

Mr. Maloi reviewed his report; a copy of which is attached hereto as part of the public record. He also reported they had the preconstruction meeting for the lift station 4 basin lining and it went well.

- **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 both air conditioning units in the water plant went down last weekend. They had to call the contractor.

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**

A copy of the report was distributed and is attached hereto as part of the public record.

- **Finance and Accounting – Sue Beyer**

Ms. Beyer reported they are still working on the audit.

- **Human Resources – Jimmy Harness**

Mr. Harness reported the following:

- They are supposed to go live with Empower by Friday, November 21, 2025. Three payrolls will need to be inputted into Empower.
- Classes are scheduled on site for December 3 and 4, 2025 with Empower and Sageview.
- There is one opening in wastewater. Mr. Maloi hired a new employee for his department who will start December 3, 2025.
- Holiday luncheon is scheduled for December 19, 2025.
- He wished everyone a Happy Thanksgiving.

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

Mr. Hanks reported the following:

- A resident who wants to make alterations to site grading and increase impervious area is reluctant, or opposed to, obtaining permit approval. Mr. Hanks received an email from that resident notifying they will be attending the December meeting.
- They are going through the final documents with the contractor and getting final inspections for the five lift station generators. The next five are in the works with the grant application.
- Directional bore activities will be increasing again. There was a pre-construction meeting this morning with Tillman. AT&T is also starting back up again, and Comcast will not be far behind them.
- There are three active construction projects, two of which are in the process of final out. They are still waiting for the engineer on the Logar Village project to submit a responsive proposal to address deficiencies on the stormwater management side.
- Chick-fil-A is under construction and moving well. They did a nice job with the bank restoration.

- **Utilities Support Manager – Sandra Demarco**

Ms. Demarco reviewed his report; a copy of which is attached hereto as part of the public record. She also reported she has been working with Ms. Julie Beyer and the

Docuware representative in preparation for the software kickoff meeting. It will take approximately three weeks to get the system set up, and she expects a smooth transition of records.

- **Motion to Accept Department Reports**

On Motion by Mr. Groenevelt seconded by Mr. McEwan with all in favor the department reports were accepted.

**D. Attorney**

Ms. Rustin reported the following:

- She discussed conversations she has been having with Mr. Behn regarding the termination of Inframark and bringing the district management services in-house. She does not think a resolution to appoint Mr. McIntosh as District Manager will be sufficient. There are things regarding the District Manager position, which is different from all other employees. She reviewed the options of negotiating a contract for the District Manager or amending the Employee Manual.
- Mr. Ritter stated the Executive Director position is covered under the Employee Manual and there is no requirement for the District to have a District Manager. He thinks the easier solution is to revise the current Executive Director job description to include other responsibilities previously held by the District Manager. They do need a mechanism for the Board to be able to evaluate and set a salary for that position.
- Mr. McIntosh will continue to have discussions with District Counsel and notify the Board if a workshop is needed.
- Mr. Kraus would like to have a workshop to educate the Board on the differences between both positions and what they do. Mr. McIntosh stated he can speak with the Board members individually to discuss.
- Mr. Rafaneli would like to discuss a succession plan if there is a workshop.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. McEwan thanked staff for the detailed reports.
- Mr. Groenevelt wished everyone a Happy Thanksgiving.

- Mr. Ritter asked if there has been discussion about reconfiguring the Administration Building to make better use of the space on the second floor. Mr. McIntosh responded he had a meeting with Mr. Olson last week regarding that.
- Mr. Ritter requested Mr. McIntosh send a letter to Mr. Nicholson addressing the following points.
  - The District's inability to spend money on improving private property. They need to go to the School Board to ask them to get that money. Same with the City.
  - Emphasize those trees had to come down because of the risk to the culverts and the lack of maintenance by the school Board.
  - There is inability for the District to use its right-of-way to put in new trees. It's not feasible to do that.
  - Make as detailed as possible. Here's what our challenges are, and we decided to re-sod.
  - The District had a legitimate concern and there was no other alternative.
  - They can put hedges on their property if they want.
- Mr. McIntosh will draft a letter and distribute for review before sending it.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 4:19 p.m.



Secretary/Assistant Secretary



Mark Ritter  
President