

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, December 15, 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
Seth Behn	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	District Clerk
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 the Board regarding the letter Mr. McIntosh sent dated November 25, 2025, regarding his request for replanting along the canal bank between Riverside Elementary School and the abutting houses along 114<sup>th</sup> Terrace.
  - He noted privacy is not the only concern and discussed landscaping requirements under the City's land development code. He stated the District expended funds to remove trees, grind tree stumps, grade and sod the school property. He thinks the District should have the authority to expend funds to replace required landscaping that was removed.
  - Mr. Kraus asked if Mr. Nicholson is open to compromising on the plantings. Mr. Nicholson responded it is a matter of City ordinance and code.
  - Mr. Ritter stated Mr. Nicholson should take this up with the City because they approved the permit. With regards to shrubs on school property, they may be able to speak to the school about installing shrubs to comply with City code since it is on their property. If permits were issued to remove trees on school property, it would likely be to allow the District to access the trees on the District right-of-way. The reason why those trees had to be removed was to prevent flooding. He suggested he continue to work with the City on pressing the issues brought up regarding City code.
  - Mr. Nicholson stated the next step would be to initiate a code enforcement complaint.
  - Mr. Kraus addressed the Board and noted silence is agreement. He does not agree with Mr. Ritter. He thinks the District did go over on to school property and removing the trees was an improvement to their property by doing the maintenance improvements the school did not do for many years. He feels the Board was elected to serve the financial guidance of the District and also, to represent the constituents. If he was looking across and saw the school, he would feel the Board did not serve him properly. He thinks

they should press to have trees installed whether it be done by the School Board or the City. He is open to compromise.

- Mr. Tiefenbrun commented on the District going from third party management to in-house management. He thinks it is a great idea considering the personnel the District has. He would like the District and District Counsel to exercise due diligence to ensure the mindset of the current personnel remains the way it is and prevent someone in the future coming in to make financial gains for themselves.

### **THIRD ORDER OF BUSINESS**

#### **Approval of the Minutes of the November 17, 2025 meeting**

On Motion by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the November 17, 2025, meeting were approved as presented.

### **FOURTH ORDER OF BUSINESS**

#### **Financials for November 2025**

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

### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2026-01, Designating Joseph Stephens as Assistant Treasurer and Retaining David McIntosh as Assistant Treasurer**

- Mr. Ritter asked who the current Assistant Treasurers are. Ms. Ladner responded Mr. Cassel and Mr. McIntosh are the current Assistant Treasurers.
- Mr. McEwan asked what the role is of an Assistant Treasurer. Ms. Ladner responded most checks require two signatories and this ensures adequate signatories are available.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor Resolution 2026-01, designating Joseph Stephens as Assistant Treasurer and retaining David McIntosh as Assistant Treasurer, was adopted.

## **SIXTH ORDER OF BUSINESS**

**Staff Requests Board Approval to Purchase a Ford Explorer Under the Board Approved Piggyback of the Florida Sherriff's Association Light Vehicle Contract FSA 24-VEL 33.0 Pursuit, Administrative, and Other Vehicles Contract (If approved staff will purchase the Ford Explorer from Duval Ford under this contract for \$39,060)**

- Mr. McIntosh stated this came up after the budget was approved. With the amount of underground fiberoptic work going on, Mr. Hanks and Mr. Stephens must go on several on-site visits. They have been using their personal vehicles, which is not an ideal situation for the District. Their vehicles are not fitted with the correct safety equipment.
- Mr. McShea noted the Water Department lends their trucks at times, so it is good to have this vehicle.

On Motion by Mr. Ritter seconded by Mr. Kraus with all in favor, the purchase of a Ford Explorer piggybacking off the Florida Sherriff's Association contract at a cost of \$39,060, was approved.
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## **SEVENTH ORDER OF BUSINESS**

**Staff Requests Board Approval to Piggyback on Sourcewell Contract Number 011723-JDC for Heavy Construction Equipment with Related Attachments and Technology, and John Deere Construction Retail Sales as well as Board Approval to Purchase a Compact Excavator for \$57,247.78, Including any Potential Price Increase from Dobbs Equipment, a John Deere Dealership Using this Contract**

- Mr. Maloi stated this is for a mini excavator, which they budgeted \$60,000 for this fiscal year. This will provide for cleaner and more efficient work, especially in smaller areas.

- Mr. Ritter asked if the District ever had to rent a compact excavator and if this will save money from expenses incurred. Mr. Selvon responded he had to rent one several times.
- Mr. McIntosh noted areas are becoming more congested.
- Mr. Stephens stated there was a situation where there was a main break in a driveway. While Mr. Maloi was focusing on the main break, Mr. Stephens was contacting several rental companies, but they were two days out of becoming available. He even reached out to Mr. Olson to see if they had one in the area the District could borrow. The mini excavator will increase safety for staff.
- Mr. McEwan asked what the life span is on a mini excavator. Mr. Hanks responded 10 to 20 years if they are maintained.

On Motion by Mr. McEwen seconded by Mr. Kraus with all in favor, piggybacking off the Sourcewell contract for heavy construction equipment with related attachments and technology, and John Deere construction retail sales as well as the purchase of a compact excavator in the amount of \$57,247.78, including any potential price increase from Dobbs Equipment, a John Deere dealership, was approved.

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

#### **Consideration of Work Authorization #248 for Pretreatment System Evaluation – Kimley Horn**

Mr. Gerszuny reviewed the work associated with Work Authorization #248.

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor, Work Authorization #248 was approved at a not to exceed amount of \$122,120.

#### **NINTH ORDER OF BUSINESS**

#### **Discussion on Engagement Letter with Lewis, Longman and Walker for Legislative Monitoring**

- Mr. Behn reviewed the engagement letter to monitor special districts and utilities during legislation. There is activity on biosolids this year as well as public records enforcement actions.
- Mr. Ritter asked how many months the engagement letter covers. Mr. Behn responded 12 months; however, most of the work is done within the first 6

months because of the legislative period. The engagement letter does allow for a 30-day termination with written notice.

- Mr. Ritter stated FASD reports on legislation. He asked if this is a replication of what would be reported on by Lewis, Longman and Walker. Mr. Behn responded there may be some duplication, but he would be reporting, and focusing, on legislation more specified for the District.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the engagement letter with Lewis, Longman and Walker for legislative monitoring was approved for a total fee of \$24,000.

## **TENTH ORDER OF BUSINESS**

### **Engineer's Report**

#### **A. Globaltech**

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 #241 – all sub-contracts have been executed. They released the purchase order for the building fabrication. He will be meeting with the City's Planning and Zoning Department next month to ensure everything is acceptable to them.
- WA #234 – there has been good progress in the last five days. They installed all valves using new technology which is faster and easier. They are preparing a revised piping diagram outside the high service pump building.
- WA #235 – they are finishing the cost estimate to revise this project. He will discuss different alternatives with Mr. Hanks. If a change order is necessary, it will be on the January agenda.
- WA #236 – the well was re-disinfected for the third time.
- WA #238 – all work on the canal bank stabilization is complete. They are finishing the restoration of the staging area. He noted they are spending approximately \$50,000 to remove trees, restore the asphalt and restore the trees based on the tree removal permit. This saved the District from spending \$200,000 due to efficiency in how this project was executed. Mr. Stephens helped negotiate the work with Mr. Richard Schnars who is the property

manager for 210 North University Drive. Mr. Ritter requested a thank you letter be sent to Mr. Schnars.

- WA #239 – the system has been operational for three weeks. They are troubleshooting. The old system is expected to be decommissioned in the next week. The last part of the project is bringing the communication system up from the generator and taking it off the last service panel, which is expected to be done in January.
- WA #244 – is in the design phase and they will be submitting for a permit for the electrical modifications in February.
- WA #245 – work will be completed next week.
- Broward County is considering the final paving on Atlantic Boulevard as a permitted project. The work done to date was considered emergency work, which they approved without a lengthy permit review process. They submitted an MOT plan, which is currently in the review phase. As soon as it is approved, they will be on site to complete the work.
- Mr. Olson noted no trees were removed from private property. All trees were on the property line.
- Injection Well Pump #404 is having issues. The senior engineer is evaluating other pumps for alternatives. A work authorization may be on the next agenda for this.
- The Emergency Response Plan as well as the R and R plan are a State requirement that needs to be done every five years. It is due December of 2026. It will be on the next agenda.

**B. Kimley-Horn**

Mr. Gerszuny reviewed his report; a copy of which is attached hereto as part of the public record. He provided updates on the following:

- WA #241 – They met December 12, 2025. They have been evaluating capital costs. They are looking at nanofiltration in terms of investment dollars. Maintenance and training are minimal in this type of system. They will have the

draft report to staff in January and then they will begin with the pilot testing aspect of the project.

- WA #243 – they are finalizing the draft report and will submit it later this week. They are reevaluating different technologies for processing biosolids within the plant compared to connecting to the Broward County initiative. Connecting to the Broward County initiative is considerably lower in terms of capital costs. He expects to have a presentation for the next meeting.

## **ELEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Manager – Lynne Ladner**

Ms. Ladner reported she has been working with Mr. McIntosh and Ms. Demarco on transitioning the District records. She thanked the Board for the opportunity to work with them over the past few months.

#### **B. Executive Director – David McIntosh**

Mr. McIntosh reported he had a meeting with Mr. Stephens and Quest to discuss anything they will need to do for the District in the coming year. They do the crisis communication, and he would like to set up a workshop for the Board to understand everyone's role during a crisis.

#### **C. Department Reports**

##### **• Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- Mr. Mark Darmanin from the regional biosolids group at the County sent an email 30 minutes before the meeting with a draft letter the County put together asking for an extension of time under SB 290. He is asking the other participants to consider sending the letter with their respective letterhead and send it to the State Representatives. He will forward the letter to District Counsel.
- He noted Mr. Jared Davis at Duval quoted the Ford Explorer for the northern zone but it needed to be for the southern zone. The actual cost is \$200 more, so the total is \$39,260. Mr. Behn confirmed Board action is not necessary for the additional \$200 because it is under the State contract.



- **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 are doing well #8 with AMPS. The owner, Mr. Jim Murray, looked at the production of the well and noted they need to do more work before finalizing the report.

- **Wastewater – Mike Hosein (Report Provided)**

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record. He also reported they received the digester diffuser, and they will be installing it. It will be back in service by the end of the month.

- **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. He also reported there was a live situation over the weekend regarding the standby generator installation project. Power went out at the southeast corner of the District and it affected one of the lift station locations where they recently installed a permanent generator. Everything worked well, the standby generator kicked in, and he received the alarm notifications.

- **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 high service pump #6 had a spike on Friday, December 12, 2025. They are troubleshooting to come up with a solution.

Mr. Kraus asked if the Maintenance Department has a schedule of maintenance for most of the equipment. Mr. Selvon responded they have an annual maintenance program as well as a work order system.

- **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. She also reported the Quest contract has been renewed.

- **Finance and Accounting – Sue Beyer**

- Ms. Beyer did not have anything new to report.
- Mr. Kraus requested Ms. Beyer prepare a five-to-seven-minute presentation on the current system the District has and what works about it, as well as what does not work about it so the Board can decide whether they need to look further into it.
- Mr. Ritter noted it would be to look at the accounting system and whether a software upgrade is needed.
- Mr. Kraus explained he wants to know what the District currently has, what is good about it and what is not good about it. Also, what they could have along with what the cost would be. It would not be to vote on it but instead for the Board to decide whether it needs more attention or not.
- Mr. McIntosh stated typically, if they want to change something he and the Finance Director can discuss and decide if something needs to be upgraded before coming to the Board. He is not sure why the Board would want to start making those decisions.
- Mr. Ritter asked if the District has a unified accounting system with modules, what is being used and whether a new system is being looked at. Mr. McIntosh responded they have been discussing upgrades at the staff level. Mr. Ritter stated it would be more informational for the Board.
- Mr. Kraus also brought up discussions about the auditor and how many years the District has had the same auditor.
- Mr. McIntosh clarified it is not that he does not have an interest in changing auditors. His point is when they do something, he wants to ensure they do it properly and in accordance with the law. The District did an RFP for auditing services approximately two years ago. Mr. Groenevelt was the only Board member on the Audit Committee; the rest of the Audit Committee were residents including Mr. Ritter who was not on the Board at that time. The Audit

Committee ranked the current auditors number one and made a recommendation to the Board to select them. Staff is not a part of selecting auditors. Ms. Demarco is currently working on finding out if other Special Districts are being requested by the auditors to provide IT information.

- Ms. Ladner stated there is no statutory requirement for the length of time. Generally, RFPs for auditing services are done every three to five years.

- **Human Resources – Jimmy Harness 21:33**

Mr. Harness reported the following:

- The District is live with Empower as of November 21, 2025. Introduction meetings were held December 3<sup>rd</sup> and 4<sup>th</sup>. A SageView representative was also available to assist employees.
- There are two open positions: one in Stormwater and one in Wastewater.
- The Holiday Luncheon is December 19, 2025. The final count is 81 attendees.

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

Mr. Hanks reviewed his report; a copy of which is attached hereto as part of the public record. He also reported the owner of the illegal dock in Cypress Glen indicated he applied for a permit with the City's Building Department. He will follow up with the City.

- **District Clerk – Sandra Demarco**

Ms. Demarco reviewed her report; a copy of which is attached hereto as part of the public record. She also reported there is a meeting tomorrow with Ms. Julie Beyer and Ms. Shannon Gangemi of Docuware to review the document management system. She had a follow-up call with Ms. Ladner and Ms. Mona Slaughter of Inframark. They expect to have all records transferred by the end of this week. As of December 10, 2025, the hard records have been transferred to the District account at Access. The website is updated. A total of 26 work orders were created to date since the last meeting.

- **Motion to Accept Department Reports**

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

**D. Attorney**

Mr. Behn distributed and reviewed the draft Executive Director Policy. Discussion ensued and a workshop was scheduled for January 13, 2026, after the 8:30 a.m. staff meeting, to discuss the policy further.

**TWELFTH ORDER OF BUSINESS**


**Supervisors' Requests/Comments**

- Mr. McEwan asked if the steps to amend the budget due to the purchase of the Ford Explorer will begin now. Mr. Behn responded that special districts typically true up the budget at the end of the Fiscal Year based on the categories and then amend the budget. Mr. McIntosh noted it is not unusual for special districts to amend their budget.
- Mr. McEwan thanked Ms. Ladner for her time working with the District.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 4:30 p.m.



Secretary/Assistant Secretary



Mark Ritter  
President