

**MINUTES OF MEETING  
CORAL SPRINGS  
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, January 26, 2026 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:

David McIntosh	District Manager/Executive Director
Seth Behn	District Attorney
Rick Olson	District Engineer
Joe Stephens	Director of Utilities
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jimmy Harness	Director of Human Resources
Danielle Keira-Cancel	Procurement Manager
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	Field Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Jodi Babaganov	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
Matt Tebow	Kimley-Horn and Associates
Julio Tejeda	SFWMD
Residents	

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

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. McIntosh 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. Niko Locatelli addressed the Board regarding rejection of additional property due to increase in impervious area.
- Mr. McIntosh noted in around 2015/2016 a policy was put in place regarding the addition of impervious area. Properties with additional impervious area, prior to the new policy taking effect, are grandfathered in.
- Mr. Ritter stated the District will enforce the policy.
- Mr. Hanks reviewed options he provided to Mr. Locatelli.
- District staff will review and provide Mr. Locatelli with a response via both mail and email early next week.
- Mr. Kraus noted the District's priority is to ensure water drainage to avoid flooding.

**THIRD ORDER OF BUSINESS**

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

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

**FOURTH ORDER OF BUSINESS**

**Financials for December 2025**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Executive Director Policy and Appointment of Supervisor for Salary Negotiations**

The following was discussed:

- Mr. Behn reviewed the draft policy. He recommended changing the amount of time to remediate under 6.1 (f) and (g) from 30 days to 60 days. He also asked if the Board prefers moving the performance review to sometime in the summer.
- Mr. Ritter stated he is okay with changing it to 60 days; however, he thinks termination for cause should require a majority vote instead of 4 out of 5 Supervisors.
- Mr. McIntosh noted that sometimes people are wrongly accused and have the right to due process instead of expediting a vote.

On Motion by Mr. Ritter seconded by Mr. Kraus, with Mr. Ritter, Mr. Kraus, Mr. McEwan and Mr. Rafaneli voting aye, and Mr. Groenevelt voting nay, 6.1 (f) and (g) of the policy were amended to 60-day cure periods and the vote to terminate for cause was amended to three out of five Supervisors. 4-1

On Motion by Mr. Groenevelt seconded by Mr. Kraus with all in favor the review period was changed to July.

On Motion by Mr. Ritter seconded by Mr. Kraus, with Mr. Ritter, Mr. Kraus, Mr. McEwan and Mr. Rafaneli voting aye, and Mr. Groenevelt voting nay, the Executive Director Policy was approved as amended. 4-1

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor Mr. Groenevelt was appointed as the Board liaison to negotiate the Executive Director salary.

**SIXTH ORDER OF BUSINESS**

**Presentation on Accounting System**

Ms. Beyer provided the Board with a presentation, a copy of which is attached hereto and made a part of the public record.

- Mr. Kraus noted he wanted to shed light on the current accounting system.
- Mr. McIntosh stated he has had discussions with Ms. Beyer regarding the accounting system and whether a new accounting system was needed. When

Ms. Beyer first started working for the District, she initially wanted to work with the current system to understand it before making any changes or getting a new system. If a new accounting system is needed, they will go through the process of obtaining one. There is no resistance to getting a new accounting system.

- Mr. Ritter stated it makes sense to put money in the budget next year.
- Mr. Groenevelt asked if there is a State minimum requirement for Districts to have a certain level of accounting software. Ms. Beyer responded that the auditors do not tell you what kind of accounting software to use, but they do ask if the District obtained new software every year when they do the audit.
- Mr. McEwan asked if Ms. Beyer is being asked for items that she cannot provide. Ms. Beyer responded no.

**SEVENTH ORDER OF BUSINESS**

**Biosolids Disposal Presentation by  
Kimley-Horn**

Mr. Gerszuny and Mr. Tebow provided a presentation, a copy of which is attached hereto and made a part of the public record.

- They reviewed three options for the processing of biosolids for the District and the costs associated.
  - Maintain current operations of a third-party contractor hauling biosolids for the District.
  - Construct a biosolids processing facility on site.
  - Join the Broward County regional biosolids drying facility.
- Their recommendation is to join the Broward County regional biosolids facility, which is more cost effective.

**EIGHTH ORDER OF BUSINESS**

**Presentation on Canal Site 18  
Restoration**

Mr. Olson provided a presentation, a copy of which is attached hereto and made a part of the public record.

**NINTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #249 for Revised AWIA Risk Assessment and Emergency Response Plan at a Total Cost \$15,000**

Mr. Olson reviewed the work associated with work authorization #249, which is to update the AWIA Risk Assessment and Emergency Response Plan initially prepared in 2021 as required by FDEP. It was noted the original quote was for approximately \$32,000; however, after discussions with Mr. Stephens they agreed to do the work for \$15,000.

On Motion by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #248 was approved for a total cost of \$15,000.

**B. Work Authorization #235, Change Order #1 for 6-Inch Finished Water Line Isolation for an Increase of \$54,511.80**

Mr. Olson reviewed the reason for the change order.

On Motion by Mr. Ritter seconded by Mr. McEwan with all in favor Change Order #1 to Work Authorization #235 was approved at an increase of \$54,511.80.

**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 #177 – He and Mr. Stephens met with the City Planning and Zoning/Building Department today. They agree with the design concept. Building scheduled to be delivered July of 2026.
- WA# 226 – Clutch is expected to be delivered January 28, 2026, and will be installed either the end of this week or next week.
- WA #234 – Testing valves January 28, 2026. The interconnect with Margate will be open during testing.
- WA #238 – Substantially complete because there are curb painting and maintenance of sod which need to be done.
- WA #239 – They will be running the backup system beginning next week for 30 days before decommissioning the system.

- WA #244 – Mechanical design is complete. Will submit fence modification to the City and let them dictate what needs to be done to increase the size of the easement.
- WA #245 – will be complete next week.
- WA #246 – Anticipated blower delivery for August/September 2026.
- Riverside Drive pavement issues – they received a quote from 3D Paving for approximately \$60,000 and may include some nighttime and overtime work in addition to that amount. Mr. Olson believes the work can be done during the day. Mr. McIntosh requested they respond to Broward County with the reason they believe the work should not be the District's responsibility. He hopes to submit the letter to the County next week.

**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 – Finalizing draft to District staff.
- WA #242 – Draft report submitted to District staff January 20, 2026.
- WA #243 - Report submitted to District staff.
- WA #248 – Kickoff meeting was held last week with District staff.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Manager/Executive Director – David McIntosh**

Mr. McIntosh reported the following:

- He thanked the Board for the opportunity and confidence for him to continue to serve as the Executive Director and to serve as the District Manager.
- He requested the Board notify him if they have any issues with his performance or anything they want him to focus on.
- He congratulated Mr. Stephens because the Department of Agriculture stated working with him on the UCF grant was one of the easiest grants to manage in a long time.

**B. Department Reports****• Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He noted Mr. Selvon was a big help on the grant, which was for replacing invasive species on the back berm of the northwest corner of the property with native species. He expressed appreciation.
- He continues to work on grants and noted Ms. Sue Beyer has been very helpful.
- The lift station generator grant is wrapping up; it expires at the end of this month. The last part is paying the final invoice, which Ms. Beyer is handling. He will submit the proof of payment. Mr. Hanks and Mr. Maloi have been extremely helpful.
- He is working with the Department Managers to brainstorm on projects to prepare for the upcoming budget season.
- He is working with Mr. Hosein on a FDEP award for wastewater operations.

**• Utility Billing Customer Service Report – Jodi Babaganov (Report Provided)**

Ms. Babaganov reviewed her report; a copy of which is attached hereto as part of the public record. She also reported disconnection notices were sent out Friday and today for people who have not paid in several months. Approximately 204 notices were sent out and as of 2:30 p.m., they were down to 181.

**• 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 the pumping well performance on Well #8 is not where it needs to be. They are continuing to work on the rehabilitation. Cleaning of Train #2 was completed last week and the results are promising.

**• 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 Plant F is being taken down and should be done in February. He is working on the FDEP Excellence Award. A new operator is starting next week.

- **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 he continues to interview candidates for the open position.

- **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 a 6-inch waterline will be installed at Mira Lago tomorrow.

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

Mr. Selvon reviewed his report; a copy of which is attached hereto as part of the public record. The pump for High Service Pump #5 arrived today and will be installed tomorrow. Transfer Pump #2 is having issues. They had to order parts, which should be in around two weeks.

- **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 she is working on the bulk chemicals solicitation and it should be to legal for review this week.

- **Finance and Accounting – Sue Beyer**

Ms. Beyer reported she had a call with the auditors and the final audit should be completed soon.

- **Human Resources – Jimmy Harness**

Mr. Harness reported the following:

- He is finishing up interviews this week for the open position.
- New hire is starting February 4, 2025.
- 44% of employees are taking advantage of the increase to 401A.

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

Mr. Hanks reported the following:

- The District authorized the City to release five units for Certificates of Occupancy for Logar Village.
- Directional bore projects are ongoing and more are expected.

- He received correspondence from Mr. Alex Hernandez, the Chief Building Official at the City, regarding the illegal dock on District property. The owner has not been responsive to the City's comments since November of 2025. The City will be enforcing code enforcement action.
- Survey work on the next five lift station generator projects is scheduled within the next two weeks.
- Chick-fil-A is entering final closeout of the project.
- The City notified the District about missing water hydrants near First Watch. It was determined one of them was taken out in a motor vehicle accident. Mr. Maloi's team installed one. They are waiting to hear if additional hydrants need to be installed. They were also notified of additional hydrants within the District, which are not operational. They are doing their due diligence to confirm if they are the District's fire hydrants and that they have appropriate ownership and easement authority.

- **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 12 additional work orders were issued since the report was sent out. Ms. Rodriguez is coordinating to have a shredding company come on site to shred records past disposition. A total of 20 boxes of old records are ready to be disposed of in addition to those the accounting team and HR have gathered. Also, the goals and objectives adopted by the Board in 2024 have been posted to the website as required by Statute.

- **Motion to Accept Department Reports**

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

**C. Attorney**

Mr. Behn reported the following:

- He has a call tomorrow regarding the \$4.2 Million of PFAS money the District was awarded and still has not received.

- There are several biosolid bills in legislation currently, as well as other bills relating to special districts they continue to monitor.
- He drafted the initial intergovernmental contract with the County to reserve a certain amount of capacity by contributing to the design phase.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests/Comments**

- Mr. Kraus congratulated Mr. McIntosh on his new responsibilities, and stated he has done a great job with District Staff. He noted not many organizations have the amount of qualified, independent thinking, professionals doing their job, and that it is a result of Mr. McIntosh's leadership.
- Mr. Ritter discussed setting up a strategic planning meeting with Quest and Senior Staff. Mr. McIntosh stated he met with Quest last week and they are working on a crisis communication plan. He is also going to schedule a meeting to discuss a strategic plan for the District, which will be advertised as a workshop.
- Mr. Ritter noted every vote the Board took regarding the windstorm mitigation project was passed unanimously to move forward with the project. He thinks any Supervisor now expressing opposition is doing a disservice to the District and the Board.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor the meeting adjourned at 5:05 p.m.



Secretary/Assistant Secretary



Mark Ritter  
President