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 19, 2026, 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
Travis McEwen	Secretary
Michael Kraus	Assistant Secretary
Robert Rafaneli	Assistant Secretary

Also Present were:

David McIntosh	District Manager/Executive Director
Janice Rustin	District Attorney
Rick Olson	District Engineer
Joe Stephens	Director of Utilities
Glen Hanks	Director of Engineering
Jimmy Harness	Director of Human Resources
Danielle Keira-Cancel	Procurement Manager (Via Teams)
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	Field Department (Via Teams)
Lester Roberts	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
Julio Tejeda	SFWMD
Curt Tiefenbrun	Resident

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.

SECOND ORDER OF BUSINESS **Audience Comments**

There being none, the next item followed.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the September 14, 2026 Meeting**

> On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the minutes of the September 14, 2026 meeting were approved as presented.

FOURTH ORDER OF BUSINESS **Financials for September 2026**

> On Motion by Mr. Ritter seconded by Mr. Groenevelt with all in favor the financials for September 2026 were accepted as presented.

FIFTH ORDER OF BUSINESS **Consideration of District Procurement Policy Amendment**

Ms. Rustin reviewed the proposed changes to address the purchase of used vehicles.

- The Executive Director will have discretion to assess the value of the property and make the purchase without competitively soliciting it. Purchases over $35,000 will still come before the Board for approval.
- There is no legal requirement to have terms in a contract; however, there is a requirement to have a termination clause. The amendment gives the Executive Director discretion to determine what an appropriate term is or whether it is an evergreen contract.
- All references for the District *Manager and/or Director of Operations* is changed to *Executive Director.*

> On Motion by Mr. Ritter seconded by Mr. Groenevelt with all in favor, the amendment to the District Procurement Policy was approved.

SIXTH ORDER OF BUSINESS **Authorization to Replace Ken Cassel as the Duly Authorized Representative to Sign for the District Permit Applications with the Florida Department of Environmental Protection with David McIntosh**

Mr. McIntosh explained this will allow him to sign FDEP permit applications for the District.

> On Motion by Mr. Ritter seconded by Mr. Groenevelt with all in favor Mr. David McIntosh replacing Mr. Ken Cassel as the duly authorized representative to sign for District permit applications with FDEP was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Employee Handbook Updates**

A. Resolution 2027-01, Recommending the Addition of One (1) Personal Day for District Employees

Mr. Harness reviewed the recommendation to add one personal day starting in calendar year 2027. He reviewed benefits from similar governmental entities and adding one day will keep the District at a competitive level to maintain quality employees.

> On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor, Resolution 2027-01, adding one personal day for District employees, was adopted.

B. Resolution 2027-02, Recommending the Establishment of an Annual Sick-Leave Buyback Program for Eligible District Employees

Mr. Harness reviewed the recommendation to establish an annual sick-leave buyback program. Other comparable cities and districts have a sick-leave payback program.

The Board discussed alternatives to the recommended program.

> On Motion by Mr. Kraus seconded by Mr. Groenevelt with all in favor, this item was tabled for further discussion.

EIGHTH ORDER OF BUSINESS **Staff Requests Board Consideration of a Proposal from Graymatter, LLC in the Amount of $48,450 to Provide Backup Systems and Services for the Water and Wastewater Plants Scada Systems, Piggybacking Off Contract 0025-24-GMS with the City of Fort Meyers**

On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor the proposal from Graymatter, LLC to provide backup systems and services for the water and wastewater plants' scada systems, piggybacking off the contract with the City of Fort Meyers, was approved at a total cost of $48,450.

NINTH ORDER OF BUSINESS **Staff Requests Board Consideration of a Proposal from C3 Complete for the Procurement and Installation of Security Cameras On Site, and Contract License and Storage for a Cost of $106,761.84 for Hardware and Software, and a Cost of $77,645 for Wiring and Installation**

On Motion by Mr. Ritter seconded by Mr. Groenevelt with all in favor the proposal from C3 Complete for the procurement and installation of on site security cameras, and contract license and storage for a total cost of $106,761.84 for hardware and software, and a total cost of $77,645 for wiring and installation, was approved.

TENTH ORDER OF BUSINESS **Staff Requests Board Consideration of a Quote in the Amount of $188,638.30 from Trio Development Corporation for Rehabilitation of Lift Station #11, Piggybacking Off the City of Pompano Beach**

Mr. Maloi reviewed the work associated with the proposal.

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the quote from Trio Development Corporation for rehabilitation of Lift Station #1, piggybacking off the City of Pompano Beach, at a total cost of $188,638.30 was approved.

ELEVENTH ORDER OF BUSINESS **Staff Requests Board Consideration to Purchase a Yard Dog in the Amount of $107,046 from Ottawa Trucks Center, Piggybacking Off the Florida Sheriff's Association**

Mr. Selvon reviewed the quote for a 2023 Yard Dog with a three-year warranty.

Mr. Stephens noted the District is saving $50,000 by purchasing this used yard dog. The lead time for a new one is excessively long, and the current truck needs major repairs.

> On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the purchase of a Yard Dog from Ottawa Trucks Center, piggybacking off the Florida Sheriff's Association, at a total cost of $107,046 was approved.

TWELFTH ORDER OF BUSINESS **Staff Requests Board Approval to Award ITB# 2026-03 for Cartridge Filter for Potable Water to Filtration Group, LLC (Agreement begins October 20, 2026 and expires on October 19, 2031, including any automatic extensions for two (2) additional one (1) year periods.)**

Mr. McShea stated the lowest bidder formally withdrew their bid. Filtration Group, LLC was the second lowest bidder.

> On Motion by Mr. Ritter seconded by Mr. Kraus with all in favor ITB# 2026-03 agreement for cartridge filter for potable water was awarded to Filtration Group, LLC for a five (5) year term and any automatic extensions for two (2) additional (1) year periods.

THIRTEENTH ORDER OF BUSINESS **Consideration of Work Authorization #258 for Raw Waterline ORP Probe Installation at a Total Cost of $254,395 - Globaltech**

Mr. Olson reviewed the work associated with Work Authorization #258.

> On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor Work Authorization #258 was approved at a total cost of $254,395.

FOURTEENTH ORDER OF BUSINESS **Consideration of Work Authorization #259 for 20-Year Wastewater Needs Analysis at a Total Cost of $16,090 – Kimley-Horn**

Mr. Gerszuny reviewed the work associated with Work Authorization #259.

> On Motion by Mr. Kraus seconded by Mr. Ritter with all in favor Work Authorization #259 was approved a total cost of $16,090.

FIFTEENTH ORDER OF BUSINESS **Work Authorization #260 for 20-Year Stormwater Needs Analysis at a Total Cost of $10,145 – Kimley Horn**

Mr. Gerszuny reviewed the work associated with Work Authorization #257.

> On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor Work Authorization #260 was approved at a total cost of $10,145.

SIXTEENTH 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 #234 – Locating an acoustic contractor to test the valves.
- WA #244 – Pipe stand installed and above ground piping completed.
- WA #246 – First blower installed. Completion is expected within six to eight weeks.
- WA #247 – Membrane work is almost complete. Subcontractor addressing corrosion and coating issues.
- WA #252 – Waiting for gear drives to be delivered.
- WA #255 – Project is halfway complete.
- WA #256 – Anticipate work to begin in three weeks.
- He presented a slideshow of the different projects.

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 – Preparing a summary report.
- WA #251 – Waiting on comments from FDEP.

SEVENTEENTH ORDER OF BUSINESS Staff Reports

A. Executive Director – David McIntosh

Mr. McIntosh reported the following:

- RFQ #2027-01 for design build services was advertised and bids are due November 20, 2026.
- The consultant is looking at new software for accounting. The needs analysis was completed. The software selection has not been completed yet.
- As a follow up to strategic planning, he distributed a handout regarding the analysis of security on site. Strategies will be prioritized to be addressed in-house.
- He thanked Ms. Rustin for her assistance with the RFQ.

B. Department Reports

- **Utilities Update – Joe Stephens**

Mr. Stephens thanked Mr. Roberts and Ms. Demarco for assisting while Mr. Maloi and Ms. Kiera-Cancel are out.

- **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. He also reported 1,819 meters have been installed to date. Single family homes are expected to be completed in March of 2027.

- **Water – Rodger Dunbar (Report Provided)**

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He also reported Well #7 is getting rehabilitated by Florida Drilling.

- **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 the trainee, Mr. Soto, passed his Class C license exam. There is an FDEP inspection on October 21, 2026.

- **Stormwater – Shawn Frankenhauser (Report Provided)**

Mr. Frankenhauser reviewed his report; a copy of which is attached hereto as part of the public record.

- **Field – Lester Roberts (Report Provided)**

Mr. Roberts reviewed his report; a copy of which is attached hereto as part of the public record. Mr. Maloi reported the crane truck approved at the previous meeting is scheduled to be delivered in April of 2027.

- **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 work on the roof of the Administration Building is ongoing and the pool is almost complete.

- **Procurement Report - Report Provided)**

Mr. Stephens reported he is monitoring the contract spreadsheet. No contracts are expiring within the next few months.

- **Finance and Accounting – Sue Beyer**

The auditors will begin working October 20, 2026.

- **Human Resources**

Mr. Harness reported the following:

- Supervisors and managers participated in Prior Learning training on October 14, 2026.
- The holiday luncheon is scheduled for December 18, 2026.
- All employee evaluations were completed.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report; a copy of which is attached hereto as part of the public record. He also reported the pond liner project is moving ahead and he sent the fiberoptic companies memorandums regarding continuous errors he noticed in permit plans submitted for review to streamline the process.

- **District Clerk – Sandra Demarco**

Ms. Demarco reviewed her report; a copy of which is attached hereto as part of the public record. She reported nine additional work orders were issued since the report was distributed and she responded to two additional public records requests.

- **Motion to Accept Department Reports**

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

C. Attorney

Ms. Rustin stated regarding the security and modernization project, under Florida Law, security information related to critical infrastructure is confidential and exempt from public records disclosure. There is a Sunshine Law exemption for discussions relating to critical infrastructure and security. Anytime the Board wants to hold a meeting to discuss critical infrastructure and security that is closed to the public, the meeting must be recorded, but the recording and information discussed is exempt from public disclosure.

EIGHTEENTH ORDER OF BUSINESS Supervisors' Requests/Comments

- Mr. Ritter appreciates the outcomes of the strategic planning. He also noted regardless of the outcome of the elections, it is an honor to serve on the Board with Mr. McEwan and Mr. Kraus.
- Mr. Rafaneli discussed sick time buyback. He requested staff analyze the percentage of possible payroll buyback and how it would impact the budget. Mr. McIntosh stated Mr. Harness has that information, and he will send it to the Board.
- Mr. McEwan stated it is a pleasure serving the Board and he complimented staff.
- Mr. McIntosh stated it is a pleasure working with this Board.
- Mr. Kraus stated he enjoys working with everyone.

NINETEENTH ORDER OF BUSINESS Adjournment

There being no further business,

On Motion by Mr. Ritter seconded by Mr. McEwen with all in favor the meeting adjourned at 4:30 p.m.

David McIntosh
Assistant Secretary

Mark Ritter
President