

**Coral Springs  
Improvement District**

**Agenda**

**November 26, 2018**



## Coral Springs Improvement District

November 19, 2018

Board of Supervisors  
Coral Springs Improvement District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District will be held on November 26, 2018 at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida. Following is the advance agenda for the meeting.

1. Roll Call
2. Approval of the Minutes of the October 15, 2018 Meeting
3. Audience Comments
4. Consideration of Encroachment Agreement for 488 NW 94<sup>th</sup> Way
5. Approval of Financial Statements for October 2018
6. Budget Amendment Resolutions
  - A. Resolution 2019-1, Amending the Fiscal Year 2018 General Fund Budget
  - B. Resolution 2019-2, Amending the Fiscal Year 2018 Water and Sewer Budget
7. Discussion and Consideration of Election Policy
8. Discussion and Consideration of Revised Employee Handbook
9. Consideration of Award of Contract F-2019-01 for the Purchase of a Portable Air Compressor for the Field Department
10. Consideration of Change Order #1 with AP Engineering, Inc. for a Decrease of \$176.52
11. Consideration of Truck Purchase for the Field Department
12. Consideration of Work Authorizations
  - A. Amendment #1 to Work Authorization #129 for the WTP Fluoride Storage and Feed Improvements for Reimbursement of Unspent Allowance of \$5,000
  - B. Work Authorization #151 for Deep Injection Wells Operating Permit Renewal for a Total Cost of \$24,570
  - C. Work Authorization #152 for Membrane Plant ORP Analyzer for a Total Cost of \$45,347
13. Staff Reports
  - A. Manager – Ken Cassel
  - B. Engineer – Rick Olson
  - C. Department Reports
    - Operations – Dan Daly
      - Utility Billing Work Orders
    - Utilities Update (David McIntosh)
    - Water – Joe Stephens (Report Included)
    - Wastewater – Tim Martin (Report Included)
    - Stormwater – Shawn Frankenhauser (Report Included)
    - Field – Curt Dwiggin (Report Included)
    - Maintenance Report – Pedro Vasquez (Report Included)



## Coral Springs Improvement District

- Human Resources – Jan Zilmer
  - Motion to Accept Department Reports
- D. Attorney
14. Supervisors' Requests
  15. Adjournment

Any supporting documents not included in the agenda package will be distributed at the meeting. If you have any questions prior to the meeting, please contact me.

Sincerely,

Kenneth Cassel/sd  
District Manager

cc: District Staff  
Terry Lewis  
Seth Behn  
Rick Olson  
Beverley Servé  
Stephen Bloom

## **Second Order of Business**

**MINUTES OF MEETING  
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, October 15, 2018 at 4:00 p.m. at the District Office, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Bill Capko	District Counsel
Dan Daly	Director of Operations
David McIntosh	Director of Utilities
Jan Zilmer	Human Resources
Marta Rubio	District Accountant
Rick Olson	District Engineer
Curt Dwiggin	Field Department
Pedro Vasquez	Maintenance Department
Tim Martin	Wastewater Department
Joe Stephens	Water Department
Shawn Frankenhauser	Stormwater Department
Glen Hanks	Glen Hanks Consulting Engineer

*The following is a summary of the minutes and actions taken during the October 15, 2018 CSID Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the September 17, 2018 Meetings**

Each Board member received a copy of the September 17, 2018 meeting and Dr. Shank requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the September 17, 2018 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Discussion of Tree on District’s Right-of-Way – 11500 NW 20<sup>th</sup> Drive**

Mr. Cassel reported the following:

- He sent the property owner two letters requesting the tree be removed. The property owner was also invited to attend the Board meeting.
- The property owner claims the tree was always there and he just stood it back up.
- Pictures were distributed of the same area on several dates, going back to July of 2016, and there was no tree in the District’s right-of-way. Copies of the pictures are attached hereto and made a part of the public record.
- Staff confirmed letters were sent certified return receipt regarding the tree.
- The Board directed staff to remove the tree in compliance with the District’s policy regarding plantings on District right-of-ways.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for September 2018**

The Board reviewed the financial statements for September 2018.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the financials for September 2018 were approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Variance Request – Atlantic Crossings**

Mr. Hanks reviewed the variance request by Atlantic Crossings to allow the 17 existing green buttonwood trees and existing sabal palms to remain where removal of vegetation except for grass and ground cover is required. These trees are part of the original landscape buffer installed 30 years ago. He recommends granting the variance subject to the special conditions outlined in his evaluation and recommendation letter, a copy of which is attached hereto and made a part of the public record.

Discussion ensued regarding the current landscape conditions at the canal bank and fees that must be collected from the applicant.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the variance request for Atlantic Crossings was approved contingent upon the current landscape being cleared up within 90 days and the execution of the required agreements, with appropriate payments submitted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #148 for Canal Bank Restoration at Three FEMA Sites for a Total Cost of \$88,123**

Mr. Olson reviewed Work Authorization #148 with regard to canal bank restoration.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #148 for canal bank restoration at three FEMA sites for a total cost of \$88,123 was approved.

**B. Work Authorization #149 for High Service Pump Building Valve Replacement for a Total Cost of \$129,747**

The Board reviewed Work Authorization #149. Mr. Olson indicated he worked with District staff on a plan to minimize disruption of the plant.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #149 for high service pump building valve replacement was approved for a total cost of \$129,747.

**C. Work Authorization #150 for RO Membrane Replacement for a Total Cost of \$168,999**

The Board reviewed Work Authorization #150. The membranes are designed to last three to five years. The current membranes lasted seven years, but need to be replaced now.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #150 for RO membrane replacement was approved for a cost of \$168,999 plus the cost of the membranes.

**D. Change Order #1 Non FEMA Eligible Tree Removal from 28 Sites Final Contract Value \$180,455.89**

Mr. McIntosh reviewed Change Order #1 with Phillips & Jordan for the removal of non FEMA eligible trees at a decrease of \$19,444.11.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with Phillips & Jordan for removal of non FEMA eligible trees was approved for a total decrease of \$19,444.11.

**E. Change Order #1 Hurricane Irma Disaster Debris Removal Final Contract Value of \$696,308.03**

Mr. McIntosh reviewed Change Order #1 with Phillips & Jordan for disaster debris removal at a total decrease of \$1,105,229.47.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Change Order #1 with Phillips & Jordan for disaster debris removal was approved for a total decrease of \$1,105,229.47.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

Mr. Cassel reported special counsel is in the process of reviewing documents sent by the defense in the litigation case with the City of Coral Springs.

**B. Engineer – Rick Olson**

Mr. Olson reviewed his status report, a copy of which was included in the agenda package and is a part of the public record.

**C. Department Reports**

- **Operations – Dan Daly**
  - **Utility Billing Work Orders**

This item is for informational purposes. Mr. Daly also provided an update on the utility billing issue with the Broward County School Board for Taravella High School.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported the FEMA process is still going on. All of the District’s documents have been submitted for evaluation. It will be a while before they inform the District of how much will be granted. He also reported the solid waste site license was approved and provided by the County. The District had to send out some additional notifications.

- **Water – Joe Stephens (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.



- **Wastewater – Tim Martin (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

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

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Curt Dwiggins (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Maintenance Report – Pedro Vasquez (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported he received evaluations. There is one open position in the Wastewater Department. Flu shots are scheduled for October 24, 2018 from 1:00 p.m. to 3:00 p.m.

- **Motion to Accept Department Reports**

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the department reports were accepted.

**D. Attorney**

- **Discussion and Consideration of Election Policy**

The Board reviewed the draft election policy and the following comments were made:

- Under *Notice of Landowner Meeting and Election of Supervisors*, change *May* to *April*.
- Remove *mailed to landowners* under *Ballots and Proxies*.

**NINTH ORDER OF BUSINESS**

**Supervisors’ Requests**

The following was discussed:

- Dr. Shank stated the District has to move along with identifying and hardening the structures that are critical to distributing water and processing sewage.

October 15, 2018

Coral Springs Improvement District

- Dr. Shank requested benches for the butterfly garden be installed in time for the Open House in April.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

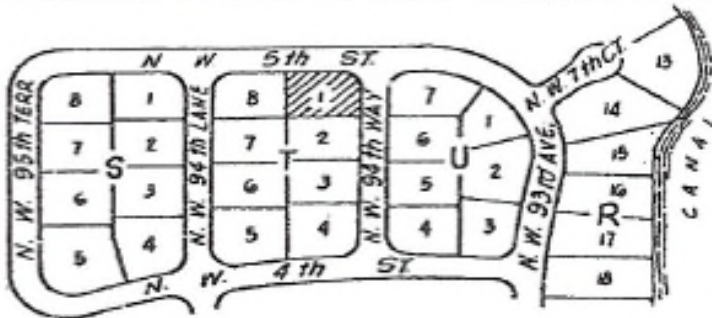
On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the meeting was adjourned.

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Kenneth Cassel  
Assistant Secretary

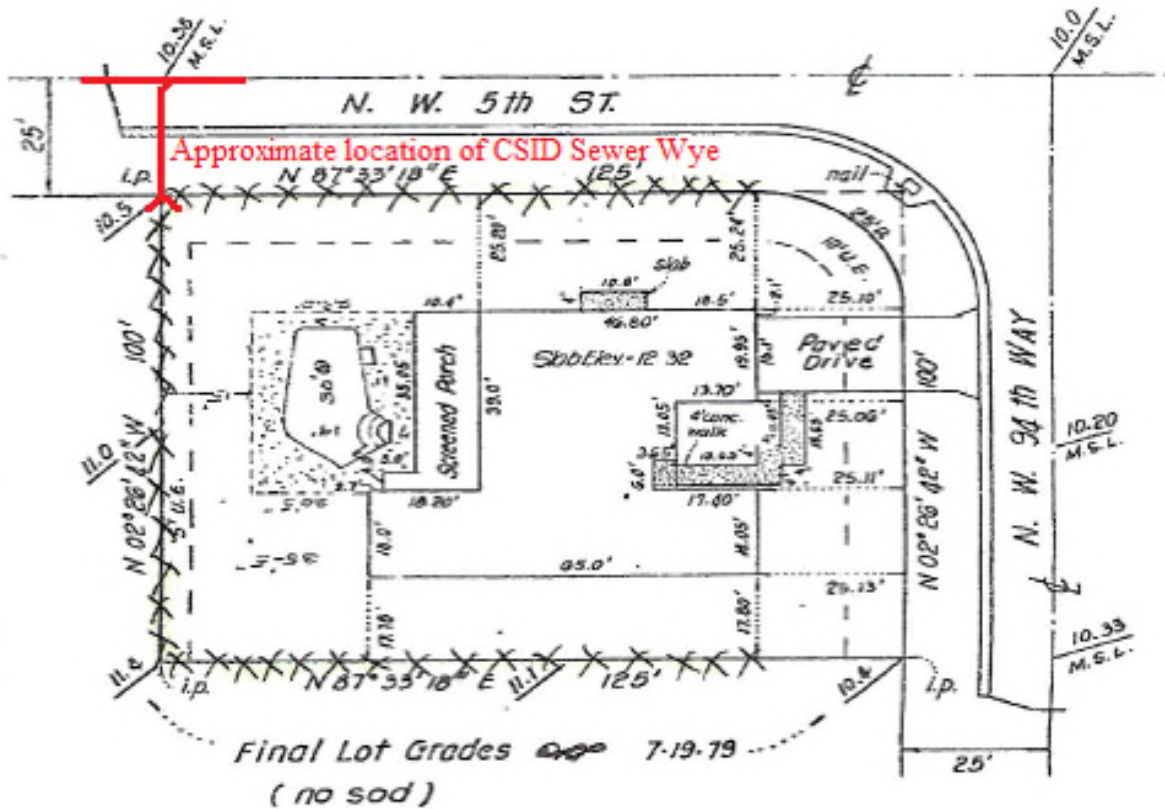
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Martin Shank  
President

## **Fourth Order of Business**

# SKETCH OF SURVEY



Scale: 1" = 30'



Final Lot Grades 7-19-79  
(no sod)

Unless otherwise stated, this instrument is not intended to reflect all matters pertaining to easements, agreements, right-of-way, set back lines, reservations, or similar matters which should be obtained and confirmed through qualified title verification.

FOR: M.A.P.

DESCRIPTION:  
 LOT 1 BLOCK T  
 SUBDIVISION: SHADOW WOOD  
 PLAT BOOK 80 PAGE 38 COUNTY BROWARD

DENNIS R. POORE, INC.  
 LAND SURVEYING & ENGINEERING  
 12201 N.W. 35th STREET  
 CORAL SPRINGS, FLORIDA, 33065  
 (305) 752-1300

CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE PLAT CORRECTLY REPRESENTS A SURVEY MADE UNDER MY DIRECTION AND THAT SAID SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

*Dennis R. Poore*  
 REGISTERED LAND SURVEYOR No. 2226

DATE JAN. 10, 1979  
 R.D. 186 PG. 48  
104 29

CHK'D.	REVISION	DATE	FILE No.
	SPOT SURVEY	3-11-79	79 8128
	FINAL SURVEY	7-19-79	79 3443

EMBOSSSED  
 SEAL  
 REQUIRED

79 7567

## **Fifth Order of Business**



# **CORAL SPRINGS IMPROVEMENT DISTRICT**

**FINANCIAL REPORTING – MEETING NOVEMBER 26, 2018**

# **CORAL SPRINGS IMPROVEMENT DISTRICT**

FINANCIAL REPORTING FOR OCTOBER 2018

NOVEMBER 26, 2018

Board of Supervisors Meeting

**CORAL SPRINGS IMPROVEMENT DISTRICT  
BALANCE SHEET  
All Fund Types and Account Groups**

**OCTOBER 31, 2018**

DESCRIPTION	GENERAL FUND	WATER & SEWER FUND	GENERAL FIXED ASSETS	TOTALS
<b>ASSETS</b>				
<b>Cash &amp; Cash Equivalents</b>				
Checking Accounts	\$ 469,562	1,148,108	\$ -	\$ 1,617,670
Cash on Hand	-	10,500	-	10,500
Money Market Accounts	2,130,128	7,258,686	-	9,388,814
Investments	2,238,510	10,547,294	-	12,785,804
Certificates of Deposit	-	-	-	-
<b>Restricted Cash</b>	-	-	-	-
<b>Restricted Investments</b>	-	5,012,567	-	5,012,567
<b>Accounts Receivable</b>	-	713,613	-	713,613
<b>Unbilled Utility Revenues Receivable</b>	-	767,049	-	767,049
<b>Accrued Interest Receivable</b>	-	-	-	-
<b>Due from Other Funds</b>	-	59,213	-	59,213
<b>Prepaid Expenses</b>	24,233	391,186	-	415,419
<b>Bond Costs-2016 Series</b>	-	-	-	-
<b>Deferred Outflow-2007 Series</b>	-	1,715,296	-	1,715,296
<b>Land</b>	-	361,739	553,200	914,939
<b>Easements</b>	-	394,998	-	394,998
<b>Meters in Field (Net)</b>	-	1,104,523	-	1,104,523
<b>Machinery &amp; Equipment (Net)</b>	-	311,125	690,470	1,001,595
<b>Imp. Other than Bldgs. (Net)</b>	-	51,093,888	6,653,990	57,747,878
<b>Buildings (Net)</b>	-	146,993	-	146,993
<b>Construction in Progress</b>	-	2,499,107	-	2,499,107
<b>TOTAL ASSETS</b>	<b>\$ 4,862,433</b>	<b>\$ 83,535,885</b>	<b>\$ 7,897,660</b>	<b>\$ 96,295,978</b>



**CORAL SPRINGS IMPROVEMENT DISTRICT  
BALANCE SHEET  
All Fund Types and Account Groups**

**OCTOBER 31, 2018**

<b>DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>WATER &amp; SEWER FUND</b>	<b>GENERAL FIXED ASSETS</b>	<b>TOTALS</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 19,287	\$ 92,833	\$ -	\$ 112,120
Contracts Payable	-	-	-	-
Retainage Payable	-	-	-	-
Accrued Int Payable-2016 Series	-	511,013	-	511,013
Accrued R & R Reserve	-	-	-	-
Accrued Wages Payable	24,591	114,739	-	139,330
Accrued Vac/Sick Time Payable	-	236,396	-	236,396
Pension Payable	-	-	-	-
Utility Tax Payable	-	50,405	-	50,405
Payroll Taxes Payable	-	-	-	-
Deposits	40,000	554,340	-	594,340
Deferred Revenues	-	-	-	-
Due to Other Funds	59,213	2,657	-	61,870
Net OPEB Obligation	-	255,067	-	255,067
Bonds Payable-2016 Series	-	40,210,000	-	40,210,000
<b>TOTAL LIABILITIES</b>	<b>\$ 143,091</b>	<b>\$ 42,027,450</b>	<b>\$ -</b>	<b>\$ 42,170,541</b>
<b>FUND BALANCE / NET POSITION</b>				
<b>Fund Balance:</b>				
Unspendable	24,233	-	-	24,233
Assigned	3,584,166	-	-	3,584,166
Unassigned	1,110,943	-	-	1,110,943
<b>Net Position</b>	<b>-</b>	<b>41,508,435</b>	<b>-</b>	<b>41,508,435</b>
Investment in GFA	-	-	7,897,660	7,897,660
<b>TOTAL FUND BALANCE/ NET ASSETS</b>	<b>\$ 4,719,342</b>	<b>\$ 41,508,435</b>	<b>\$ 7,897,660</b>	<b>\$ 54,125,437</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,862,433</b>	<b>\$ 83,535,885</b>	<b>\$ 7,897,660</b>	<b>\$ 96,295,978</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
Statement of Revenues, Expenditures and Change in Fund Balance  
For the Period Ending October 31, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 10/31/2018	ACTUAL 1 MONTH ENDING 10/31/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Assessments (Net)	\$ 3,849,956	\$ -	\$ -	\$ -
Permit Review Fees	1,000	500	500	-
Interest Income	20,000	7,012	7,012	-
Shared Personnel Revenue	33,896	2,821	2,821	-
Miscellaneous Revenue	-	-	-	-
Carry Forward Assigned Funds	92,885	90,488	90,488	-
<b>TOTAL REVENUES</b>	<b>\$ 3,997,737</b>	<b>\$ 100,821</b>	<b>\$ 100,821</b>	<b>\$ -</b>

**EXPENDITURES**

**ADMINISTRATIVE**

Supervisor Fees	\$ 7,200	\$ 600	\$ 600	\$ -
Salaries/Wages	133,908	15,451	15,864	(413)
Special Pay	238	-	-	-
FICA Taxes	10,796	1,246	1,261	(15)
Pension Expense	16,069	1,854	1,902	(48)
Health Insurance	54,611	4,551	5,017	(466)
Workers Comp. Ins.	379	32	47	(15)
Engineering Fees	30,000	2,500	-	2,500
Legal Fees	60,000	5,000	7,684	(2,684)
Special Consulting Services	100,000	8,333	8,576	(243)
Annual Audit	10,500	2,600	2,600	-
Actuarial Computation-OPEB	2,772	231	-	231
Management Fees	57,313	4,777	4,777	-
Telephone Expense	3,334	276	276	-
Postage	668	52	52	-
Printing & Binding	1,260	105	105	-
Administrative Building Cost	12,000	1,000	1,000	-
Insurance	1,179	98	68	30
Legal Advertising	2,000	167	-	167
Contingencies/Other Current Charges	1,000	81	81	-
Paver Incentive Program	12,500	1,042	-	-
Computer Expense/Technology	29,400	2,450	1,250	1,200
Digital Record Management	1,000	83	-	83
Office Supplies	7,125	591	591	-
Dues, Subscriptions, etal.	7,800	175	175	-
Promotional Expenses	8,400	-	-	-
Capital Purchases	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 571,452</b>	<b>\$ 53,295</b>	<b>\$ 51,926</b>	<b>\$ 327</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
Statement of Revenues, Expenditures and Change in Fund Balance  
For the Period Ending October 31, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 10/31/2018	ACTUAL 1 MONTH ENDING 10/31/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**FIELD OPERATIONS**

Salaries and Wages	\$ 278,553	\$ 32,141	\$ 31,182	\$ 959
Special Pay	813	813	-	813
FICA Taxes	21,309	2,459	2,350	109
Pension Expense	33,426	3,857	3,746	111
Health Insurance	88,849	7,404	6,839	565
Worker's Comp. Insurance	15,433	1,286	1,274	12
Water Quality Testing	3,000	250	-	250
Communications-Radios/Cellphones	1,872	156	99	57
Electric	1,411	118	56	62
Rentals & Leases	-	-	-	-
Insurance	14,845	1,237	816	421
R & M - General	54,010	4,501	1,317	3,184
R & M - Culvert Inspection & Cleaning	69,500	5,792	-	5,792
R & M - Canal Dredging & Maintenance	25,000	2,083	-	2,083
R & M - Vegetation Management	15,000	1,250	-	1,250
Operating Supplies - General	3,825	319	-	319
Operating Supplies - Chemicals	114,659	9,555	-	9,555
Operating Supplies - Uniform	1,823	152	131	21
Operating Supplies - Motor Fuels	51,705	4,309	852	3,457
Dues, Licenses, Schools	3,752	233	233	-
Capital Outlay-Equipment	27,500	-	-	-
Capital Improvements	1,000,000	-	-	-

<b>TOTAL FIELD</b>	<b>\$ 1,826,285</b>	<b>\$ 77,915</b>	<b>\$ 48,895</b>	<b>\$ 29,020</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$ 2,397,737</b>	<b>\$ 131,210</b>	<b>\$ 100,821</b>	<b>\$ 29,347</b>
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**RESERVES**

Reserved for 1st Qtr. Operating	350,000	29,167	-	29,167
Reserved for Projects & Emergencies	250,000	20,833	-	20,833
Storm Damages Reserves	1,000,000			

<b>TOTAL RESERVES</b>	<b>\$ 1,600,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>
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<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>\$ 3,997,737</b>	<b>\$ 181,210</b>	<b>\$ 100,821</b>	<b>\$ 79,347</b>
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<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES &amp; RESERVES</b>	<b>\$ -</b>	<b>\$ (80,389)</b>	<b>\$ -</b>	<b>\$ 79,347</b>
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<b>FUND BALANCE BEGINNING</b>			<b>\$ 4,719,342</b>	
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<b>FUND BALANCE ENDING</b>			<b>\$ 4,719,342</b>	
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets**

**For the Period Ending October 31, 2018**

ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 10/31/2018	ACTUAL 1 MONTH ENDING 10/31/2018	VARIANCE FAVORABLE (UNFAVORABLE)
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**REVENUES**

Water Revenue	\$ 6,467,008	538,917	\$ 528,679	\$ (10,238)
Sewer Revenue	5,852,977	487,748	476,954	(10,794)
Standby Revenue	3,120	260	260	-
Processing Fees	12,000	1,000	1,500	500
Lien Information Fees	9,000	750	1,450	700
Delinquent Fees	290,000	24,167	27,875	3,708
Contract Utility Billing Services	59,620	4,972	4,972	-
Contract HR & Payroll Services	12,902	1,077	1,077	-
Facility Connection Fees	-	-	3,520	3,520
Meter Fees	-	-	2,231	2,231
Line Connection Fees	-	-	8,025	8,025
Interest Income-Restricted	-	-	7,689	7,689
Interest Income-Operations	65,000	5,417	28,441	23,024
Rent Revenue	63,304	5,279	5,279	-
Technology Sharing Revenue	15,000	1,250	1,250	-
Misc. Revenues	12,000	1,000	1,112	112
Renewal & Replacement	365,000	-	-	-
Carryforward Prior Yr. Fund Balance	4,372,639	163,251	163,251	-

<b>TOTAL REVENUES</b>	<b>\$ 17,599,570</b>	<b>\$ 1,235,088</b>	<b>\$ 1,263,565</b>	<b>\$ 28,477</b>
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**EXPENSES**

**ADMINISTRATIVE**

Salaries and Wages	\$ 1,002,793	\$ 115,707	\$ 105,589	\$ 10,118
Special Pay	2,252	-	-	-
FICA Taxes	76,713	8,852	8,013	839
Pension Expense	120,335	13,036	12,722	314
Health Insurance	199,390	16,616	13,974	2,642
Workers Comp. Insurance	2,707	226	179	47
Unemployment Compensation	4,000	333	-	333
Engineering Fees	33,600	2,800	-	2,800
Trustee/Other Debt Expenses	10,740	895	9,159	(8,264)
Legal Fees	36,000	3,000	2,580	420
Special Consulting Services	90,570	7,548	-	7,548
Travel & Per Diem (Board)	4,500	375	-	375
Annual Audit	12,000	3,900	3,900	-
Actuarial Computation - OPEB	2,700	225	-	225
Management Fees	85,973	7,203	7,203	-
Telephone Expense	12,810	1,068	1,016	52
Postage	36,200	3,017	2,334	683
Printing & Binding	21,970	1,831	2,317	(486)
Electric Expense	12,000	1,000	1,049	(49)
Rentals and Leases	3,075	256	167	89
Insurance	15,288	1,274	-	1,274
Repair and Maintenance	16,970	1,414	1,247	167
Legal Advertising	13,800	1,150	112	1,038
Other Current Charges	27,060	3,383	3,173	210
Merchant Fees	68,700	5,725	5,509	216
Computer/Technology Expenses	63,831	5,319	2,464	2,855
Employment Ads	18,840	1,570	440	1,130
Toilet Rebate	14,850	1,238	1,089	149
Office Supplies	4,000	658	658	-
Dues, Licenses, Schools & Permits	12,000	-	-	-
Promotional Expenses	18,310	2,160	2,160	-
Capital Outlay	50,000	-	-	-

<b>Total Administrative</b>	<b>\$ 2,093,977</b>	<b>\$ 211,779</b>	<b>\$ 187,054</b>	<b>\$ 24,725</b>
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**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
Statement of Revenues, Expenses and Change in Net Assets**

**For the Period Ending October 31, 2018**

	<b>ADOPTED BUDGET FY 2018-2019</b>	<b>PRORATED BUDGET THRU 10/31/2018</b>	<b>ACTUAL 1 MONTH ENDING 10/31/2018</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b><u>PLANT OPERATIONS</u></b>				
Salaries and Wages	\$ 1,715,618	\$ 197,956	\$ 167,014	\$ 30,942
Special Pay	2,702	-	-	-
FICA Taxes	131,244	15,144	12,670	2,474
Pension Expense	203,124	23,437	19,152	4,285
Health Insurance	334,514	27,876	23,554	4,322
Workers Comp. Insurance	59,877	5,489	5,127	362
Water Quality Testing	72,066	6,006	-	6,006
Telephone Expense	9,864	822	546	276
Electric Expense	678,409	56,534	55,062	1,472
Rentals and Leases	13,900	1,158	206	952
Insurance	158,849	13,237	9,744	3,493
Repair & Maint-General	694,656	57,888	43,352	14,536
Repair & Maint-Filters for Water Plant	705,050	275,521	275,521	-
Sludge Management - Sewer	150,000	12,500	9,943	2,557
Employment Ads	-	-	-	-
Office Supplies	2,765	230	166	64
Operating Supplies - General	95,675	7,973	2,762	5,211
Operating Supplies - Chemicals	408,767	34,064	18,222	15,842
Uniforms	9,255	771	532	239
Motor Fuels	81,756	6,813	503	6,310
Dues, Licenses, Schools & Permits	71,212	221	221	-
Capital Outlay	3,276,430	1,980	1,980	-
Renewal & Replacement	365,000	-	-	-
<b>TOTAL PLANT OPERATIONS</b>	<b>\$ 9,240,733</b>	<b>\$ 745,620</b>	<b>\$ 646,277</b>	<b>\$ 99,343</b>
<b><u>FIELD OPERATIONS</u></b>				
Salaries and Wages	\$ 748,175	\$ 86,328	\$ 72,097	\$ 14,231
Special Pay	1,459	-	-	-
FICA Taxes	57,235	6,604	5,447	1,157
Pension Expense	89,780	10,359	8,363	1,996
Health Insurance	206,450	17,204	12,282	4,922
Workers Comp. Insurance	34,864	2,905	3,525	(620)
Water Quality Testing	1,000	83	-	83
Naturescape Irrigation Service	4,679	390	-	390
Telephone Expense	10,800	900	1,360	(460)
Electric Expense	114,735	9,561	7,922	1,639
Rent Expense	17,480	1,457	-	1,457
Rent Expense - SCADA	56,040	4,670	4,670	-
Insurance	22,206	1,850	1,301	549
Repairs and Maintenance	97,468	8,122	3,672	4,450
R&M Vehicles	20,000	1,667	5,796	-
R&M Generators	26,083	2,174	2,128	46
R&M Lift Stations	168,850	14,071	6,582	7,489
Meters	49,340	4,112	3,040	1,072
Employment Ads	-	-	-	-
Office Supplies	1,680	140	169	(29)
Operating Supplies - General	61,295	5,108	5,097	11
Uniforms	5,820	485	342	143
Motor Fuels	28,580	2,382	2,743	(361)
Dues, Licenses, Schools & Permits	13,296	514	514	-
Capital Outlay	1,324,000	24,563	24,563	-
Renewal & Replacement	-	-	-	-
<b>TOTAL FIELD OPERATIONS</b>	<b>\$ 3,161,315</b>	<b>\$ 205,649</b>	<b>\$ 171,613</b>	<b>\$ 38,165</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 14,496,024</b>	<b>\$ 1,163,048</b>	<b>\$ 1,004,944</b>	<b>\$ 162,233</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND**  
Statement of Revenues, Expenses and Change in Net Assets

For the Period Ending October 31, 2018

	ADOPTED BUDGET FY 2018-2019	PRORATED BUDGET THRU 10/31/2018	ACTUAL 1 MONTH ENDING 10/31/2018	VARIANCE FAVORABLE (UNFAVORABLE)
<b>RESERVES</b>				
Required Reserve for R & R	-	-	-	-
<b>TOTAL OPERATING EXP &amp; RESERVE</b>	<b>\$ 14,496,024</b>	<b>\$ 1,163,048</b>	<b>\$ 1,004,944</b>	<b>\$ 162,233</b>
<b>AVAILABLE FOR DEBT SERVICE</b>	<b>\$ 3,103,546</b>	<b>\$ 72,040</b>	<b>\$ 258,621</b>	
<b>DEBT SERVICE</b>				
<b>Principal</b>				
2016 Series	1,595,000	132,913	132,913	-
<b>Interest</b>				
2016 Series	1,226,405	102,205	102,205	-
<b>Total Debt Service</b>	<b>\$ 2,821,405</b>	<b>\$ 235,118</b>	<b>\$ 235,118</b>	<b>\$ -</b>
<b>Excess Revenues (Expenses)</b>	<b>282,141</b>		<b>23,503</b>	
<b>TOTAL DEBT SERV &amp; RESERVES</b>	<b>3,103,546</b>		<b>258,621</b>	
<b>Net Assets Beginning</b>			<b>\$ 41,484,932</b>	
<b>Net Assets Ending</b>			<b>\$ 41,508,435</b>	

## SUMMARY OF OPERATIONS & DEBT SERVICE COVERAGE

	<b>AMOUNT</b>
<b>REVENUES</b>	<b>\$ 1,263,565</b>
<b>OPERATING EXENDITURES</b>	
Operating Expenditures-Admin	187,054
Operating Expenditures-Plant	646,277
Operating Expenditures-Field	171,613
<b>TOTAL OPERATING EXENDITURES</b>	<b>\$ 1,004,944</b>
Reserve Required for Future Debt Service	
<b>TOTAL OPERATING EXPEND &amp; RESERVES</b>	<b>\$ 1,004,944</b>
AVAILABLE FOR DEBT SERVICE	\$ 258,621
LESS: DEBT SERVICE	235,118
<b>EXCESS REVENUES (EXP)</b>	<b>\$ 23,503</b>
	<b>Debt Service Coverage 1.10</b>

## Coral Springs Improvement District

### Check Registers OCTOBER 2018

Fund	Check Date	Check No.	Amount
General Fund	10/01/2018 thru 10/31/2018	#4721 - #4774	\$197,368.91
<b>TOTAL</b>			<b>\$197,368.91</b>
Water and Sewer	10/01/2018 thru 10/31/2018	#26104 - #26294	\$1,873,480.33
<b>TOTAL</b>			<b>\$1,873,480.33</b>



## **CHECK REGISTER – GENERAL FUND**

CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/10/18	00237				ALLIGARE/GLYPHOSATE			2,250.00	004721
10/10/18	00023				ALLIGARE, LLC				
					12000 SW 1ST ST PS 2				
					121 NW 93RD TER PS 1			62.49	004722
10/10/18	00146				FLORIDA POWER & LIGHT CO.				
10/10/18	00248				DIQUAT 2L			5,400.00	004723
10/10/18	00217				HELENA AGRI-ENTERPRISES, LLC				
					LEGAL SERVICES 09/2018			5,707.69	004724
10/10/18	01163				LEWIS, LONGMAN & WALKER, P.A.				
					PS #2 BATTERY			256.50	004725
10/10/18	00008				MCGREGOR BATTERY & ELECTRIC, INC.				
					HYDROTHOL			14,710.00	004726
10/10/18	00284				NUTRIEN AG SOLUTIONS				
					LP FUEL PUMP STATION 1				
					LP FUEL PUMP STATION 2			1,693.71	004727
10/15/18	00127				SUNSHINE 50%				
					PINETREE 25%				
					CSID-GF 25%			1,415.99	004728
					WASTE PRO-POMPANO				
10/15/18	00060				SPRAYER PARTS				
					FREIGHT			113.11	004729
10/15/18	00118				ACTION SUPPLY				
					REIMB.TRAFFIC TICKET			115.00	004730
10/18/18	01164				GALOTTI, JASON				
					PLANS SCANNED-2018			18.00	004731
10/18/18	00267				MAXIGRAPHICS, INC.				
					MONITOR GF 10/1-12/31/18			81.00	004732
10/18/18	00267				CYPRESS TRACE SECURITY INC.				
					MISC SERVICES 9/2018			1,800.00	004733
10/18/18	00158				GLOBALTECH, INC.				
					WA 143 CANAL BANK-DESIGN			5,805.00	004734
10/18/18	01165				GLOBALTECH, INC.				
					SUPPLIES-BOAT			35.67	004735
10/23/18	01151				POMPANO BEACH MARINE CENTER, INC				
					COPIER LEASE #7232 10/18			14.50	004736
10/23/18	00257				XEROX				
					PARK PROPERTY 09/2018			8,706.26	004737
10/23/18	00257				BECKER & POLIAKOFF, P.A.				
					MISC SERVICES 6/2018			743.75	004738
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					RAMBLEWOOD SQUARE 6/2018			306.25	004739
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					MISC SERVICES 6/2018			1,268.75	004740
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					STEINMART-CLOSE OUT 6/18			218.75	004741
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					FIRE STATION 95 6/2018			87.50	004742
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					ANIMAL HOSPITAL 06/2018			1,968.75	004743
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					MISC SERVICES 06/2018			1,793.75	004744
10/23/18	00257				GLEN HANKS CONSULTING ENGINEERS				
					MISC SERVICES 7/2018			175.00	004745

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO... YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/23/18	00257				FIRE STATION 95 7/2018 GLEN HANKS CONSULTING ENGINEERS		87.50	004746	
10/23/18	00257				MISC SERVICES 7/2018 GLEN HANKS CONSULTING ENGINEERS		218.75	004747	
10/23/18	00257				STEINMART-CLOSE OUT 7/18 GLEN HANKS CONSULTING ENGINEERS		175.00	004748	
10/23/18	00257				MISC. SERVICES 07/2018 GLEN HANKS CONSULTING ENGINEERS		87.50	004749	
10/23/18	00257				ANIMAL HOSPITAL 7/2018 GLEN HANKS CONSULTING ENGINEERS		875.00	004750	
10/23/18	00257				RAMBLEWOOD SQUARE 7/2018 GLEN HANKS CONSULTING ENGINEERS		2,100.00	004751	
10/23/18	00257				OUR LADY OF HEALTH 8/2018 GLEN HANKS CONSULTING ENGINEERS		1,400.00	004752	
10/23/18	00257				ANIMAL HOSPITAL 8/2018 GLEN HANKS CONSULTING ENGINEERS		2,318.75	004753	
10/23/18	00257				ALE HOUSE 08/2018 GLEN HANKS CONSULTING ENGINEERS		481.25	004754	
10/23/18	00257				MISC SERVICES 8/2018 GLEN HANKS CONSULTING ENGINEERS		1,750.00	004755	
10/23/18	00257				MISC SERVICES 8/2018 GLEN HANKS CONSULTING ENGINEERS		787.50	004756	
10/23/18	00257				OUR LADY OF HEALTH 9/2018 GLEN HANKS CONSULTING ENGINEERS		350.00	004757	
10/23/18	00257				STEINMART-CLOSE OUT 9/18 GLEN HANKS CONSULTING ENGINEERS		131.25	004758	
10/23/18	00257				ATLANTIC CROSSINGS 09/18 GLEN HANKS CONSULTING ENGINEERS		481.25	004759	
10/23/18	00257				RAMBLEWOOD SQUARE 09/2018 GLEN HANKS CONSULTING ENGINEERS		1,400.00	004760	
10/23/18	00257				RAMBLEWOOD SQUARE 09/2018 GLEN HANKS CONSULTING ENGINEERS		2,712.50	004761	
10/23/18	00257				MISC SERVICES 09/2018 GLEN HANKS CONSULTING ENGINEERS		1,618.75	004762	
10/23/18	00257				MISC SERVICES 09/2018 GLEN HANKS CONSULTING ENGINEERS		3,543.75	004763	
10/23/18	00257				VERIZON 09/2018 GLEN HANKS CONSULTING ENGINEERS		393.75	004764	
10/23/18	00346				CAM-LOCKS-SPRAY HOSE INDUSTRIAL HOSE & HYDRAULICS, INC.		116.05	004765	
10/23/18	00099				BAL.DUE FYE 2018 AUDIT KEEFE, MCCULLOUGH & CO., LLP		2,600.00	004766	
10/25/18	00051				UNIFORM RENTAL 09/18 GASOLINE-GAS 09/18 GASOLINE-DIESEL 09/2018 SPRINT 09/18 SAM'S CLUB-FIELD SUP09/18 SUNSENTL-BUDGET HEARING SUNSENTL-AQUATIC WEED9/18		1,674.01	004767	
10/25/18	00080				AMT DUE WS 10/25/2018 CORAL SPRINGS IMPROVEMENT DIST WS		23,172.34	004768	
10/25/18	00257				ANIMAL HOSPITAL 09/2018 GLEN HANKS CONSULTING ENGINEERS		743.75	004769	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	YRMO	FND DPT ACCT# SUB	EXPENSED TO...	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/25/18	01159						MANAGEMENT FEES 10/2018	INFRAMARK, LLC		4,777.00	004770
10/25/18	01156						RETAINAGE & FINAL INVOICE				
							RETAINAGE & FINAL INVOICE				
							RETAINAGE & FINAL INVOICE				
							RETAINAGE & FINAL INVOICE	PHILLIPS AND JORDAN, INC.		.00	004771
10/25/18	01153						DEBRIS MONTIORING	ROSTAN SOLUTIONS, LLC		5,410.00	004772
10/26/18	01156						RETAINAGE & FINAL INVOICE	PHILLIPS AND JORDAN, INC.		69,630.79	004773
10/26/18	01156						RETAINAGE & FINAL INVOICE	PHILLIPS AND JORDAN, INC.		13,585.05	004774
							TOTAL FOR BANK G			197,368.91	
							TOTAL FOR REGISTER			197,368.91	

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## **CHECK REGISTER – WATER & SEWER**

CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/02/18	99999					VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026104
10/02/18	99999					VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026105
10/02/18	01130					AMAZON-CONDUIT FITTING EASTERN .MEMBRANES-TRANES ANTHONYS-DIGESTER 2 LUNCH FULLIDENTITY-REPLENISH ANTHONYS-MANAGERS MEETING CERTEX-CABLE-CRANE TRUCK SFAPMA-MEMBERSHIP 1 EE RUC-SEMINAR 1 EE SAME DAY .UNIT=045 WINDOW RUSTMASTER-CHLORINE PUMP ANTHONYS-MANAGERS MEETING PAYPAL-WELLS TIME DELAY PAYPAL-TABLET CASE LLPS/FL LABOR LAW POSTERS SOUTHLAND .SPARE BREAKER HOME DEPOT-POOL PAINT AMAZON-LAB EQUIPMENT SOFLO-IMPELLARS-REFURBISH HOME DEPOT-POOL PAINT PAYPAL-TABLET CASE GLOBAL .CONTAINMENT PLATF IX WEB HOSTING IX WEB HOSTING FLEETIO-MONTHLY FEE FRANCOYYP-POSTAGE-REFILL RED GINGER-MONTH LUNCHSEE WALMART-WASP SPRAY				
10/04/18	01194					AMERICAN EXPRESS		10,632.43	026106	
10/04/18	00005					AC=017 REPLACE BELT AIR AMERICA AIR CONDITIONING, LLC		224.40	026107	
10/04/18	01626					COT-SOD HYPO 58¢ COT-SOD HYPO 42¢ ALLIED UNIVERSAL CORP.		2,769.57	026108	
10/04/18	00352					ICE MACHINE REPAIR AX REPAIR INC.		185.00	026109	
10/04/18	01256					UTILITY TAXES 09/2018 CITY OF CORAL SPRINGS		51,680.11	026110	
10/04/18	01598					SOD SOD CORAL SPRINGS NURSERY, INC.		549.00	026111	
10/04/18	00621					VALVE REP KITS CORE & MAIN LP		108.30	026112	
10/04/18	01267					RO 1-VIBRATION TESTING CORNELL BALANCING CO., INC.		525.00	026113	
10/04/18	01155					UNIT=118 4 NEW TIRES CYPRESS MOBIL		698.00	026114	
						WC INS-GF ADM 10/2018 WC INS-GF FIELD 10/2018 WC INS-ADM 10/2018				

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/04/18	00999			WC INS-WS WTR 10/2018 WC INS-WS WW 10/2018 WC INS-WS MAINT 10/2018 WC INS-WS FIELD 10/2018	EGIS INSURANCE ADVISORS, LLC		121,758.00	026115	
10/04/18	00017			PRE-EMPL.CK - FIELD	FEDERAL BACKGROUND SERVICES, INC		65.00	026116	
10/04/18	00018			OVERNIGHT SERVICE	FEDEX		70.94	026117	
10/04/18	00020			WATER BREAK PARTS PIPE FITTINGS	FEI-POMPANO BEACH,FL WW # 125		2,091.31	026118	
10/04/18	01423			LAB CHEMICALS LAB CHEMICALS LAB CHEMICALS	FISHER SCIENTIFIC COMPANY LLC.		228.34	026119	
10/04/18	00056			ADMIN HLTH INS 10/18 WATER HLTH INS 10/18 WW HLTH INS 10/18 MAINT HLTH INS 10/18 FIELD HLTH INS 10/18 ADMIN HLTH INS-GF 10/18 FIELD HTH INS-GF 10/18 DUE FROM SHANK 10/18 DUE FROM PTREE 10/18	FLORIDA BLUE		58,102.14	026120	
10/04/18	01540			DISINFECTION 8090441 RO CONCEN 8090504 CBOD & TSS 8090533 CBOD & TSS 8090534 FLUORIDE 8090535 CBOD & TSS 8090548 CBOD & TSS 8090557 TOTAL P & N 8090558 CBOD & TSS 8090559	FLORIDA SPECTRUM ENV. SERVICES, INC		535.00	026121	
10/04/18	00063			GIS SERVICES GIS SERVICES	FLORIDA TECHNICAL CONSULTANTS		2,190.00	026122	
10/04/18	00179			FUSE-SURGE TANK BLWRS	GRAINGER, INC.		252.96	026123	
10/04/18	01535			LAB CHEMICALS FREIGHT LAB CHEMICALS	HACH COMPANY		714.39	026124	
10/04/18	01329			SULFURIC ACID MEMBRANE CLEANER SULFURIC ACID CREDIT ANTI-SCALANT SODIUM HYDROXIDE	HAWKINS, INC.		11,297.82	026125	
10/04/18	01345			IRA-10/02/18 PLAN 705880	VANTAGEPOINT TRANSFER AGENTS-705880		785.00	026126	
				PVC PARTS	LEHMAN PIPE & SUPPLY, INC.		5.15	026127	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO... YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/04/18	01302				LEGAL SERVICES 09/2018	LEWIS, LONGMAN & WALKER, P.A.		2,929.70	026128
10/04/18	01231				ADMIN LIFE INS 10/18 WATER LIFE INS 10/18 WW LIFE INS 10/18 MAINT LIFE INS 10/18 FIELD LIFE INS 10/18 LIFE INS W/H..WS 10/18 LIFE INS W/H..GF 10/18 LIFE INS.CSID-GF.ER 10/18 LIFE INS.PINETREE-ER10/18 LIFE INS.PINETREE-EE10/18	MUTUAL OF OMAHA	5,591.36	026129	
10/04/18	01150				2 BOXES CK ENVELOPES-DIAN 3 CASES COPY PAPER TAPE,LABEL-WHITE-GF 1 LEGAL COPY PAPER-GF PADS & PENS-GF	OFFICE DEPOT	194.01	026130	
10/04/18	00683				RO 1 GEN-BLK HEATER	OK GENERATORS	1,882.50	026131	
10/04/18	99999				VOID CHECK	*****INVALID VENDOR NUMBER*****	.00	026132	
10/04/18	00425				ADMIN-COFFEE SUPP 09/18 ADMIN-BOARD MTG ADMIN-FUNERAL-FOOD ASAD H WATER-COFFEE/GATORADE WATER-CLEANING SUPP WW-COFFEE/GATORADE WW-CLEANING SUPP MAINT-COFFEE/GATORADE MAINT-CLEANING SUPP FIELD-COFFEE/GATORADE FIELD-GF-CLEANING SUPP FIELD-GF-COFFEE/GATORADE FIELD-GF-CLEANING SUPP FIELD-PT-COFFEE SUPP FIELD-PT-CLEANING SUPP FIELD-SS-COFFEE SUPP FIELD-SS-CLEANING SUPP	SAM'S CLUB/SYNCHRONY BANK	441.21	026133	
10/04/18	00053				GST PAINT	SHERWIN-WILLIAMS	89.85	026134	
10/04/18	01581				STANTIC RATE STUDY 09/18	STANTEC CONSULTING SERVICES INC.	9,366.00	026135	
10/04/18	01253				REIMB MILE-DEP OPEN HOUSE	STEPHENS, JOSEPH	57.77	026136	
10/04/18	01175				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD 09/26/18 UNIFORMS-GF 09/26/18	UNIFIRST CORPORATION	194.96	026137	
10/04/18	01561				PRINCIPAL 2016 SER 10/18	US BANK	132,916.67	026138	

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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO	FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/04/18	01562				INTEREST 2016 SER 10/18 US BANK		102,200.42	026139	
10/04/18	01564				LEVY LOANS PER 10-04-2018 US DEPARTMENT OF EDUCATION		225.54	026140	
10/04/18	00441				GUAGE SUMP FREIGHT LAB EQUIPMENT FREIGHT PROBING VALVES FREIGHT	USA BLUEBOOK	330.34	026141	
10/04/18	01529				TRASH SERVICES-09/18 WASTE PRO-POMPANO		473.88	026142	
10/04/18	01264				ADMIN PHONE 10/18 WASTE PHONE 10/18 FIELD PHONE 10/18	WINDSTREAM COMMUNICATIONS, LLC	224.17	026143	
10/04/18	88888				500247208 BRECKENRIDGE PR BRECKENRIDGE PROP FUND 2016LLC		23.86	026144	
10/04/18	88888				510686506 CORDOVA HENRY HENRY CORDOVA		61.93	026145	
10/04/18	88888				510758704 JAZSAM HOMES LL JAZSAM HOMES LLC		58.38	026146	
10/04/18	88888				720017516 *LANDSGARD MELA *MELANY LANDSGARD		23.86	026147	
10/04/18	88888				720022115 *TALMADGE JUSTI *JUSTIN TALMADGE		61.93	026148	
10/04/18	88888				420432005 *CARTER MICHAEL *MICHAEL/KARLA CARTER		41.05	026149	
10/04/18	88888				530361405 KOPP MARGARET MARGARET KOPP		4.21	026150	
10/04/18	88888				930582206 FR 1 INVESTMENT FR 1 INVESTMENTS LLC		61.93	026151	
10/04/18	88888				130809903 VAZQUEZ PETER PETER VAZQUEZ		100.00	026152	
10/04/18	88888				840072914 *NOCERINO DANNY *DANNY NOCERINO		61.93	026153	
10/04/18	88888				440135111 *HUITT JOSEPH *JOSEPH HUITT		61.93	026154	
10/04/18	88888				540258705 FRANZESE WILLIA WILLIAM FRANZESE		6.01	026155	
10/04/18	88888				140737807 MACCIOLI GERALD GERALD/TRACY MACCIOLI		100.00	026156	
10/04/18	88888				650241811 *RINCON CAROLIN *CAROLINA RINCON		38.78	026157	
10/04/18	88888				750301807 AVIA CONTROL IN AVIA CONTROL INC		100.00	026158	
10/04/18	88888				050360803 BIANCO JOE/CYNT JOE/CYNTHIA BIANCO		29.32	026159	
10/04/18	88888				050627812 BENZIL LAGZEAL BENZIL LAGZEAL		138.86	026160	
10/04/18	88888				960448307 HALL JEFFREY/RA JEFFREY/RACHEL HALL		41.07	026161	
10/04/18	88888				460544807 *LUXE EXPRESS *LUXE EXPRESS		2.71	026162	

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CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/04/18	88888		370026809 CRS INVESTMENT	CRS INVESTMENT OF FL TRST LLC			23.86	026163
10/04/18	88888		370371205 GROUP 10 SE LLC	GROUP 10 SE LLC			61.93	026164
10/04/18	88888		370371307 *CAUDILL TERA	*TERA CAUDILL			3.98	026165
10/04/18	88888		090723305 BARTHELEMY BERN	BERNAPEAU BARTHELEMY			61.93	026166
10/04/18	88888		890911709 SYED SHAFI	SHAFI SYED			61.93	026167
10/09/18	01354		GAP INS-BOARD 09/30/2018	AMERICAN PUBLIC LIFE INSURANCE			2.88	026168
10/09/18	01155		LIAB/PROP-GF-ADMIN 2019 LIAB/PROP-GF-FIELD 2019 LIAB/PROP-WS-WATER 2019 LIAB/PROP-WS-WW 2019 LIAB/PROP-WS-MAINT 2019 LIAB/PROP-WS-FIELD 2019	EGIS INSURANCE ADVISORS, LLC			130,349.00	026169
10/09/18	01155		POLLUT INS/WTR POLLUT INS/WW POLLUT INS/FIELD	EGIS INSURANCE ADVISORS, LLC			15,348.00	026170
10/09/18	00018		HOSE NOZZLES-HYDRANTS WATER BREAK PARTS WATER BREAK PARTS WATER BREAK SUPPLIES	FEI-POMPANO BEACH,FL WW # 125			1,048.65	026171
10/09/18	00056		MONITORING WELLS 8090640 MONTHLY BACTIS 8090814	FLORIDA SPECTRUM ENV. SERVICES, INC			1,032.00	026172
10/09/18	00023		ADMIN ELECTRIC 09/18 PLT-WATER ELECTRIC 09/18 PLT-WASTE ELECTRIC 09/18 FIELD ELECTRIC 09/18	FLORIDA POWER & LIGHT CO.			58,930.78	026173
10/09/18	00377		CUTS SAWS-MAINTENANCE	GREEN THUMB LAWN & GARDEN LLC			118.28	026174
10/09/18	01506		STATOR REWIND-10 HP QTY 3 STATOR REWIND-10HP QTY 3 STATOR REWIND-20HP QTY 1	KAMAN INDUSTRIAL TECHNOLOGIES CORP.			6,345.00	026175
10/09/18	00925		RENEW FDEP WTR LIC-FRANK	KOZLOWSKI, FRANK			310.00	026176
10/09/18	01355		DR-OCT 2018-PREPAID SERVICES 09/26-10/25/2018	OFFICESTREAM, INC.			405.00	026177
10/09/18	00683		GENERATOR 7-OIL CHANGE HSP 7-OIL CHANGE	OK GENERATORS			1,084.87	026178
10/09/18	01434		1 BOX ACH AVOID PENALTIES # 10 ENVELOPES 1,000	MICHAEL PEAKE			243.00	026179
10/09/18	01419		REIMB TO \$7,000 9/30/2018	POSTMASTER			2,512.87	026180

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CHECK DATE	VEND#	INVOICE DATE	INVOICE NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/09/18	01416				UTIL STMTS 09/2018 ADD'L METERED POSTAGE	PRIDE ENTERPRISES		1,156.84	026181
10/09/18	01175				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 10/03/18	UNIFIRST CORPORATION		194.96	026182
10/11/18	99999				VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026183
10/11/18	99999				VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026184
10/11/18	00033				ADMIN-DOOR TRIM DIGESTER 2-SPRAY MAINT SUPPLIES TOOLS WW SUPPLIES ADMIN BLDG LIGHTS ADMIN LIGHTS RETURN 9" TRAY PLASTIC TRAY LINER TAX POOL-PAINT SUPPLIES POOL-PAINT POLE BOLTS-MAINT CART POOL-PAINT SUPPLIES PRESS BUILDING-FITTINGS MISC SUPPLIES OUTSIDE LIGHTS SUPPLIES BATTERY BULBS-CREDIT LIGHTING OUTSIDE CREDIT GARAGE LIGHTS SUPPLIES-POOL REFUND-POOL STRIPS 4X2 STRIPS TAX RETURN MAINT-SUPPLIES DOOR INSTALL PARTS DW BLDG MAINT-SHOP LIGHTS FLOOR DEGREASER DOOR INSTALL-DW BLDG DEEPWELL DOOR PARTS ADMIN-FENCE SUPPLIES MASK FILTERS REFUND-FENCE SUPPLIES PARTS DEEPWELL BLDG PAINT-WELLS GENERATOR 4-PAINT	HOME DEPOT		2,142.80	026185
10/11/18	01264				ADMIN PHONE 10/18				

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/11/18	01264			FIELD PHONE 10/18	WINDSTREAM COMMUNICATIONS, LLC		169.13	026186	
10/11/18	01264			FRONT GATE PHONE 10/2018	WINDSTREAM COMMUNICATIONS, LLC		73.27	026187	
10/12/18	00944			ADMIN PHONE 10/18 FIELD PHONE 10/18	WINDSTREAM COMMUNICATIONS, LLC		704.98	026188	
10/16/18	01578			OCTOBER NEWSLETTERS 8,561	US POSTMASTER		2,159.63	026189	
10/18/18	00822			INTERNET CONNECTION 10/18	BLUE STREAM		169.80	026190	
10/18/18	00005			AFLAC-W/H 10/18 AFLAC-PTREE 10/18	AFLAC		3,031.22	026191	
10/18/18	01577			COT-SOD HYPO 58% COT-SOD HYPO 42%	ALLIED UNIVERSAL CORP.		2,676.41	026192	
10/18/18	00694			WATER SVC REPLACE-PHASE 2	AP ENGINEERING INC.		107,023.95	026193	
10/18/18	01267			TECH SUPP 08/26-09/25/18	ASSOCIATED SYSTEMS, INC.		1,185.00	026194	
10/18/18	00174			UNIT=048 2 TIRES REAR	CYPRESS MOBIL		400.00	026195	
10/18/18	01452			MONITOR ADM 10/1-12/31/18	CYPRESS TRACE SECURITY INC.		81.00	026196	
10/18/18	01599			WELL 3-POWER SUPPLY WELL 2-FLOW METER TESTED INFLUENT BYPASS	DELTA CONTROLS		3,102.00	026197	
10/18/18	00018			JAN-DEC 2019 TOP HEALTH	EBIX, INC.		461.40	026198	
10/18/18	00056			WELL 2-PARTS FLOWMETER	FEI-POMPANO BEACH, FL WW # 125		274.20	026199	
10/18/18	01007			CBOD & TSS 8090620 CBOD & TSS 8090621 CBOD & TSS 8090703 CBOD & TSS 8090718 CBOD & TSS 8090719 PLATE COUNT 8090755 CBOD & TSS 8090936 CBOD & TSS 8090939 FLUORIDE 8090989 CBOD & TSS 8100024 CBOD & TSS 8100025 CBOD & TSS 8100026	FLORIDA SPECTRUM ENV. SERVICES, INC		790.00	026200	
10/18/18	01360			AD-TECHICIAN-WW	FLORIDA WATER RESOURCES JOURNAL		440.00	026201	
10/18/18	01360			WA 140 DUAL ZONE WELL 4	GLOBALTECH, INC.		446,826.69	026202	
10/18/18	01360			WA 133 ARC FLASH STUDY	GLOBALTECH, INC.		451.25	026203	
10/18/18	01360			WA 146 GST REPAIR/IMPROVE	GLOBALTECH, INC.		1,080.00	026204	
10/18/18	01360			WA 132 CSID WELL 6 VFD	GLOBALTECH, INC.		2,697.94	026205	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/18/18	01360				WA 141 WWTP PLANT D	GLOBALTECH, INC.		9,489.98	026206
10/18/18	01360				WA 142 LS 13 & 17	GLOBALTECH, INC.		49,247.19	026207
10/18/18	01360				WA 144 DIW MIT	GLOBALTECH, INC.		3,227.40	026208
10/18/18	01360				WA 147 ANTISCALANT METER	GLOBALTECH, INC.		1,443.96	026209
10/18/18	00514				SLUDGE MGMT SEWER 09/18	H & H LIQUID SLUDGE DISPOSAL, INC.		6,960.10	026210
10/18/18	01629				CEU-FARAZ H.	HOSEIN, FARAZ		221.00	026211
10/18/18	01329				IRA-10/17/18 PLAN 705880	VANTAGEPOINT TRANSFER AGENTS-705880		835.00	026212
10/18/18	01506				PLANT E - PARTS FREIGHT	KAMAN INDUSTRIAL TECHNOLOGIES CORP.		729.09	026213
10/18/18	00611				BLUE PRINTS-SCANNED	MAXIGRAPHICS, INC.		147.00	026214
10/18/18	01459				DRUG SCREEN-NEW EE/FIELD	MEDEXPRESS URGENT CARE OF BOYNTON		49.00	026215
10/18/18	00044				NEW CHAIR-DIANE DIVIDERS-MARTA NEW CHAIR-CREDIT ENVELOPES-CK PRINTER CREDIT-ENVELOPES CK PRINT	OFFICE DEPOT BUSINESS CREDIT		139.06	026216
10/18/18	01150				OFFICE SUPP-RIBON 60 GAL LINER BAGS-FIELD MISC OFFICE SUPP	OFFICE DEPOT		214.53	026217
10/18/18	00683				SVC AGREEMENT GEN. QTY 2 SVC AGREEMENT GEN. QTY 3 SVC AGREEMENT GEN. QTY 8	OK GENERATORS		1,835.00	026218
10/18/18	00045				UNIT-003 SPARK PLUGS	PEP BOYS		210.88	026219
10/18/18	01613				CONVERT VHS TO CD'S CONVERT VHS TO CD'S	MARTHA RUBIO, PA		490.00	026220
10/18/18	01632				CEU-KARL S.	SMITH, KARL		203.65	026221
10/18/18	00200				2019 BUDGET HEARING NOTICE OF MEETINGS	SUN-SENTINEL (SOUTH FLORIDA)		286.00	026222
10/18/18	01042				19" SCISSOR LIFT-RENTAL	SUNBELT RENTALS		837.16	026223
10/18/18	00782				LOCATE TICKETS-9-2018	SUNSHINE STATE ONE CALL OF FLA.		211.19	026224
10/18/18	01175				UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD				

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/18/18	01564			UNIFORMS-GF 10/10/18	UNIFIRST CORPORATION			200.13	026225
10/18/18	00441			LEVY LOANS PER 10-18-2018	US DEPARTMENT OF EDUCATION			225.54	026226
10/18/18	01011			WW LAB SUPPLIES FREIGHT	USA BLUEBOOK			366.63	026227
10/22/18	01373			COPIER LEASE #7835PT09/18 COPIER READS #7835PT09/18 COPIER READS # 7535P 9/18 COPIER READS #7835P 09/18	XEROX CORPORATION			220.47	026228
10/22/18	01374			ADMIN DENTAL 11/18 WATER DENTAL 11/18 WW DENTAL 11/18 MAINT DENTAL 11/18 DENTAL..CSID-GF 11/18 DENTAL..PINETREE 11/18	AMERITAS LIFE INSURANCE CORP-DENTAL			4,702.36	026229
10/22/18	01610			VISION..CSID-GF 11/18 VISION..PINETREE 11/18 ADMIN VISION 11/18 WATER VISION 11/18 WW VISION 11/18 MAINT VISION 11/18 FIELD VISION 11/18	AMERITAS LIFE INSURANCE CORP-VISION			953.68	026230
10/22/18	01610			RAMBLEWOOD SQUARE 06/2018	GLEN HANKS CONSULTING ENGINEERS			306.25	026231
10/22/18	01610			HARBOR INN 07/2018	GLEN HANKS CONSULTING ENGINEERS			218.75	026232
10/22/18	01610			OUR LADY OF HEALTH 07/18	GLEN HANKS CONSULTING ENGINEERS			893.75	026233
10/22/18	01610			MISC SERVICES 8/2018	GLEN HANKS CONSULTING ENGINEERS			87.50	026234
10/22/18	01610			STEINMART 08/2018	GLEN HANKS CONSULTING ENGINEERS			393.75	026235
10/22/18	01610			MISC SERVICES 09/2018	GLEN HANKS CONSULTING ENGINEERS			262.50	026236
10/22/18	01610			RAMBLEWOOD SQUARE 09/2018	GLEN HANKS CONSULTING ENGINEERS			175.00	026237
10/22/18	01406			BAL.DUE FYE 2018 AUDIT	KEEFE, MCCULLOUGH & CO., LLP			3,900.00	026238
10/22/18	01175			SAMPLES TO AWC SAMPLES TO AWC	PAKMAIL			152.44	026239
10/25/18	01630			UNIFORMS-WATER UNIFORMS-WW UNIFORMS-MAINT UNIFORMS-FIELD UNIFORMS-GF 10/17/18	UNIFIRST CORPORATION			200.13	026240
10/25/18	00169			GAS FOR TORCHES	AIRGAS USA, LLC			58.17	026241
				WELL MAINT-WELLS 4-11	AQUIFER MAINT & PERFORMANCE SYSTEMS			4,142.50	026242

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/25/18	01089			PLANT PHONE WATER 10/2018	AT & T			69.13	026243
10/25/18	01256			SOD	CORAL SPRINGS NURSERY, INC.			185.00	026244
10/25/18	01327			RENTAL-CENTRAL 10-2018 RENTAL-LS 10-2018	DATA FLOW SYSTEMS, INC			4,670.00	026245
10/25/18	00018			WATER BREAK PARTS	FEI-POMPANO BEACH, FL WW # 125			1,972.28	026246
10/25/18	01423			ADMIN HLTH INS 11/18 WATER HLTH INS 11/18 WW HLTH INS 11/18 MAINT HLTH INS 11/18 FIELD HLTH INS 11/18 ADMIN HLTH INS-GF 11/18 FIELD HTH INS-GF 11/18 DUE FROM SHANK 11/18 DUE FROM PTREE 11/18	FLORIDA BLUE			59,663.00	026247
10/25/18	01535			CALCIUM HYPO GRAN FLUORIDE AMMONIUM SULFATE CITRIC ACID	HAWKINS, INC.			3,269.63	026248
10/25/18	00346			SEWER MACHINE HOSE	INDUSTRIAL HOSE & HYDRAULICS, INC.			82.22	026249
10/25/18	01605			MANAGEMENT FEE 10/18 COPIES 10/18	INFRAMARK, LLC			7,203.05	026250
10/25/18	01427			CRANE INSPECTION CRANE INSPECTION	J.HERBERT CORPORATION			625.00	026251
10/25/18	01093			MONTHLY MAINT-OCTOBER	JLS LANDSCAPE SERVICES, INC.			3,901.41	026252
10/25/18	01486			UNLEADED FUEL	LANK OIL COMPANY			5,382.34	026253
10/25/18	01345			MEMBRANE PROBING VALVE	LEHMAN PIPE & SUPPLY, INC.			299.82	026254
10/25/18	01231			ADMIN LIFE INS 11/18 WATER LIFE INS 11/18 WW LIFE INS 11/18 MAINT LIFE INS 11/18 FIELD LIFE INS 11/18 LIFE INS W/H..WS 11/18 LIFE INS W/H..GF 11/18 LIFE INS.CSID-GF.ER 11/18 LIFE INS.PINETREE-ER11/18 LIFE INS.PINETREE-EE11/18	MUTUAL OF OMAHA			5,518.36	026255
10/25/18	01150			2 BOXES OF LABELS-SHAWN FOLDERS-ANA/MISC SUPP	OFFICE DEPOT			95.90	026256
10/25/18	00683			GENERATOR 5 OIL CHANGE					

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO... YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/25/18	01628			GENERATOR 4-OIL CHANGE GENERATOR 6- OIL CHANGE	OK GENERATORS		4,522.23	026257	
10/25/18	00351			UNIT-028 SERVICES	POPS GARAGE		298.40	026258	
10/25/18	00053			SAFETY SUPPLIES FIRST AID-REFILLS SAFETY SUPPLIES	RITZ SAFETY EQUIPMENT, LLC		635.04	026259	
10/25/18	00155			BLOWERS 1,2 & 3-PAINT HSP ROOM-PAINT HSP ROOM-PAINT	SHERWIN-WILLIAMS		155.91	026260	
10/25/18	01622			ADMIN SPRINT 10/18 PLANT-WATER SPRINT 10/18 PLANT-WASTE SPRINT 10/18 PLANT-MAINT SPRINT 10/18 FIELD SPRINT 10/18 SPRINT 10/18 DUE SUNSHINE SPRINT 10/18 DUE CSID GF	SPRINT		2,025.03	026261	
10/25/18	01465			NORTH BLOWER RM-RE-ROOF	THERMA SEAL ROOF SYSTEMS, LLC		16,975.00	026262	
10/25/18	01011			WELL 2-FLOW METER	WORLD ELECTRIC SUPPLY, INC.		46.43	026263	
10/26/18	01581			COPIER READS #7232 09/18	XEROX CORPORATION		1.89	026264	
10/29/18	00056			STANTEC RATE STUDY 09/18	STANTEC CONSULTING SERVICES INC.		2,935.00	026265	
10/31/18	00340			CBOD & TSS 8090937 CBOD & TSS 8100170 CBOD & TSS 8100171 CBOD & TSS 8100173 CBOD & TSS 8100185 CBOD & TSS 8100230	FLORIDA SPECTRUM ENV. SERVICES, INC		350.00	026266	
10/31/18	00005			POOL-CHEMCIALS	ALLBRITE POOLS		207.00	026267	
10/31/18	01383			COT-SOD HYPO 42% COT-SOD HYPO 58%	ALLIED UNIVERSAL CORP.		2,540.24	026268	
10/31/18	00017			ANNUAL CERT-FUEL TANK-4 ANNUAL CERT-FUEL TANK-1	CYPRESS CONSTRUCTION GROUP, LLC		3,000.00	026269	
10/31/18	00018			OVERNIGHT SERVICE	FEDEX		35.53	026270	
10/31/18	01603			WATER BREAK PARTS	FEI-POMPANO BEACH,FL WW # 125		362.50	026271	
10/31/18	01631			CLEAN INT & EXT. ADM BLDG CLEAN INT & EXT. WTR BLDG CLEAN INT & EXT. FLD BLDG CLEAN INT & EXT. GF BLDG	FISH WINDOW CLEANING		1,087.00	026272	
				REPLACE DIESEL PUMP-GAS	FLORIDA PUMP & METER		1,452.57	026273	

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CHECK DATE	VEND#	INVOICE DATE	NUMBER	EXPENSED TO YRMO FND DPT ACCT# SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/31/18	00063				BELT PRESS-PARTS GENERATOR 4-FUSES	GRAINGER, INC.		106.54	026274
10/31/18	01535				SULFURIC ACID	HAWKINS, INC.		3,269.82	026275
10/31/18	01506				PLANT E-RAS PUMP PLANT E-RAS PUMP	KAMAN INDUSTRIAL TECHNOLOGIES CORP.		148.58	026276
10/31/18	01345				MEMBRANE PARTS MEMBRANE PARTS	LEHMAN PIPE & SUPPLY, INC.		105.07	026277
10/31/18	01341				LS 2-PROJECT 1	LMK PIPE RENEWAL LLC		31,610.00	026278
10/31/18	01341				LS 2-PROJECT 1	LMK PIPE RENEWAL LLC		24,563.00	026279
10/31/18	01150				OFFICE SUPP-MISC PKG LABELS	OFFICE DEPOT		72.32	026280
10/31/18	01355				DR-NOV 2018-PREPAID SERVICES 09/26-10/25/2018	OFFICESTREAM, INC.		705.00	026281
10/31/18	00045				UNIT=011 & 028 TERMINALS	PEP BOYS		10.44	026282
10/31/18	01628				UNIT=030 OIL CHANGE UNIT=04 SPARK PLUGS UNIT=117 RADIATOR	POPS GARAGE		1,805.36	026283
10/31/18	00066				DISTILLED WATER	READYREFRESH		97.87	026284
10/31/18	00351				SAFETY SUPPLIES	RITZ SAFETY EQUIPMENT, LLC		185.63	026285
10/31/18	01239				SEMI-TRUCK-AIR LINE	RUSS DIESEL, INC.		271.01	026286
10/31/18	99999				VOID CHECK	*****INVALID VENDOR NUMBER*****		.00	026287
10/31/18	00425				ADMIN-COFFEE SUPP 10/18 ADMIN-BOARD MTG ADMIN-FYE2019 LUNCH WATER-COFFEE/GATORADE WATER-CLEANING SUPP WW-COFFEE/GATORADE WW-CLEANING SUPP MAINT-COFFEE/GATORADE MAINT-CLEANING SUPP FIELD-COFFEE/GATORADE FIELD-CLEANING SUPP FIELD-GF-COFFEE/GATORADE FIELD-GF-CLEANING SUPP FIELD-PT-COFFEE SUPP FIELD-PT-CLEANING SUPP FIELD-SS-COFFEE SUPP FIELD-SS-CLEANING SUPP	SAM'S CLUB/SYNCHRONY BANK		558.04	026288
10/31/18	00053				HSP ROOM-PAINT				

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CHECK DATE	VEND#	INVOICE DATE	INVOICE NUMBER	EXPENSED TO YRMO	FND DPT ACCT#	SUB	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
							GENERATOR 4-PAINT				
10/31/18	01627						TRAY LINER-GENERATOR 4 SHERWIN-WILLIAMS		480.82	026289	
10/31/18	01175						MEMBRANES-QTY 702 TORAY MEMBRANE USA, INC.		259,740.00	026290	
							UNIFORMS-WATER				
							UNIFORMS-WW				
							UNIFORMS-MAINT				
							UNIFORMS-FIELD				
10/31/18	01564						UNIFORMS-GF 10/24/18 UNIFIRST CORPORATION		205.30	026291	
10/31/18	00441						LEVY LOANS PER 10-30-2018 US DEPARTMENT OF EDUCATION		225.54	026292	
							LAB CHEMICALS				
							FREIGHT				
10/31/18	01450						LAB CHEMICALS USA BLUEBOOK		765.31	026293	
							FILTER CARTRIDGES-QTY 540				
							FILTER CARTRIDGES-QTY 120 WACO FILTERS CORPORATION		5,910.60	026294	
									TOTAL FOR BANK H	1,873,480.33	
									TOTAL FOR REGISTER	1,873,480.33	

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## **Sixth Order of Business**

**6A.**

**RESOLUTION 2019-1**

A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE CORAL SPRINGS IMPROVEMENT DISTRICT  
AMENDING THE GENERAL FUND BUDGET  
FOR FISCAL YEAR 2017 – 2018

WHEREAS, the Board of Supervisors, hereinafter referred to as the “Board,” of the Coral Springs Improvement District, hereinafter referred to as the “District,” adopted a General Fund Budget for Fiscal Year 2017 - 2018, and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT THE FOLLOWING:

1. The Coral Springs Improvement District General Fund Budget is hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 26th day of November, 2018 and be reflected in the Fiscal Year Ended September 30, 2018 Financial Statements and Audit Report of the District.

Coral Springs Improvement District

By: \_\_\_\_\_

Dr. Martin Shank, President

Attest: \_\_\_\_\_

Duane Holland, Vice President

**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND**

**AMENDED BUDGET**

For the Period Ending September 30, 2018

ADOPTED BUDGET FY 2018	NET CHANGES	AMENDED BUDGET FYE 2018
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**REVENUES:**

Assessments (Net)	\$ 1,781,819		\$ 1,781,819
Permit Review Fees	1,000		1,000
Interest Income	12,000		12,000
Shared Personnel Revenue	32,909		32,909
Miscellaneous Revenue	-		-
Carry Forward Assigned Funds	187,850	1,097,850	1,285,700

<b>Total Revenues</b>	<b>\$ 2,015,578</b>	<b>\$ 1,097,850</b>	<b>\$ 3,113,428</b>
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**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$ 7,200		\$ 7,200
Salaries/Wages	145,441		145,441
Special Pay	266		266
FICA Taxes	11,678		11,678
Pension Expense	15,999		15,999
Health Insurance	56,377	(8,000)	48,377
Workers Comp. Ins.	410		410
Engineering Fees	30,000	9,000	39,000
Attorney Fees	36,000	32,000	68,000
Special Consulting Services	56,887	69,900	126,787
Annual Audit	7,850		7,850
Actuarial Computation-OPEB	435		435
Management Fees	55,644		55,644
Telephone Expense	3,175		3,175
Postage	636		636
Printing & Binding	1,200		1,200
Building Rent	12,000		12,000
Insurance	1,123		1,123
Legal Advertising	2,000	1,000	3,000
Contingencies/Other Current Charges	-		-
Computer/Technology Expense	29,400		29,400
Digital Record Management	1,000		1,000
Office Supplies	7,125		7,125
Dues, Subscriptions	8,300	(4,000)	4,300
Promotional Expenses	4,800	(4,800)	-
Capital Outlay	-		-

<b>Total Administrative</b>	<b>\$ 494,946</b>	<b>\$ 95,100</b>	<b>\$ 590,046</b>
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	<b>ADOPTED BUDGET FY 2018</b>	<b>NET CHANGES</b>	<b>AMENDED BUDGET FYE 2018</b>
<b>Field Operations</b>			
Salaries and Wages	\$ 257,579		\$ 257,579
Special Pay	813		813
FICA Taxes	19,704		19,704
Pension Expense	28,334		28,334
Health Insurance	81,220	5,150	86,370
Worker's Comp. Insurance	14,270		14,270
Water Quality Testing	2,400		2,400
Communications-Radios/Cellphones	1,272		1,272
Electric Expense	1,411		1,411
Rentals & Leases	-		-
Insurance	13,372		13,372
Hurricane Irma	-	1,170,000	1,170,000
R & M - General	53,410	(31,800)	21,610
R & M - Culvert Inspection & Cleaning	69,500	(50,000)	19,500
R & M - Canal Dredging & Maintenance	-		-
R & M - Vegetation Management	15,000	(8,600)	6,400
Operating Supplies - General	1,025	1,500	2,525
Operating Supplies - Chemicals	113,346	(13,500)	99,846
Operating Supplies - Uniforms	1,760		1,760
Operating Supplies - Motor Fuels	54,694	(23,700)	30,994
Dues, Licenses & Subscriptions	3,672	1,700	5,372
Capital Outlay-Equipment	47,850	31,000	78,850
Capital Improvements	140,000	(79,000)	61,000
<b>Total Field</b>	<b>\$ 920,632</b>	<b>\$ 1,002,750</b>	<b>\$ 1,923,382</b>
<b>Total Expenditures</b>	<b>\$ 1,415,578</b>	<b>\$ 1,097,850</b>	<b>\$ 2,513,428</b>
<b>Reserves:</b>			
Reserved for 1st Qtr Operating	\$ 350,000		\$ 350,000
Reserved for Projects & Emergencies	250,000		250,000
<b>Total Reserves</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 600,000</b>
<b>Total Expenditures &amp; Reserves</b>		<b>\$ 1,097,850</b>	<b>\$ 3,113,428</b>
<b>Excess Revenues Over (Under) Expenditures &amp; Reserves</b>		<b>\$ -</b>	<b>\$ -</b>

**6B.**



**RESOLUTION 2019 - 2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE CORAL SPRINGS IMPROVEMENT DISTRICT  
AMENDING THE WATER/SEWER FUND BUDGET  
FOR FISCAL YEAR 2017- 2018**

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board," of the Coral Springs Improvement District, hereinafter referred to as the "District," adopted a Water/Sewer Fund Budget for Fiscal Year 2017- 2018, and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT THE FOLLOWING:

1. The Coral Springs Improvement District Water/Sewer Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 26th day of November, 2018 and be reflected in the Fiscal Year Ended September 30, 2018 Financial Statements and Audit Report of the District.

Coral Springs Improvement District

By: \_\_\_\_\_

Dr. Martin Shank, President

Attest: \_\_\_\_\_

Duane Holland, Vice President

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER**

**AMENDED BUDGET**

For the Period Ending September 30, 2018

ADOPTED BUDGET FY 2018	NET CHANGES	AMENDED BUDGET FYE 2018
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**REVENUES:**

Water Revenue	\$ 6,467,008		\$ 6,467,008
Sewer Revenue	5,852,977		5,852,977
Standby Revenue	3,120		3,120
Processing Fees	12,000		12,000
Lien Information Fees	9,000		9,000
Delinquent Fees	45,000		45,000
Contract Utility Billing Services	56,782		56,782
Contract HR & Payroll Services	12,526		12,526
Facility Connection Fees	-		-
Meter Fees	-		-
Line Connection Fees	-		-
Interest Income-Restricted	-		-
Interest Income-Operations	30,000		30,000
Rent Revenue	61,810		61,810
Technology Sharing Revenue	15,000		15,000
Misc. Revenues	12,000		12,000
Grant Revenue - Fluoride			-
Renewal & Replacement	248,000	(2,798)	245,202
Carryforward Prior Yr Fund Balance	6,702,033	(4,286,450)	2,415,583
<b>Total Revenues</b>	<b>\$ 19,527,256</b>	<b>\$ (4,289,248)</b>	<b>\$ 15,238,008</b>

**AMENDED BUDGET**  
For the Period Ending September 30, 2018

<b>ADOPTED BUDGET FY 2018</b>	<b>NET CHANGES</b>	<b>AMENDED BUDGET FYE 2018</b>
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**EXPENSES:****Administrative**

Salaries/Wages/Overtime	\$ 950,246		\$ 950,246
Special Pay	2,311		2,311
FICA Taxes	72,693		72,693
Pension Expense	114,030		114,030
Health Insurance	184,003	(7,000)	177,003
Workers Comp. Insurance	2,564	(1,600)	964
Unemployment Comp	1,000	2,300	3,300
Engineering Fees	24,000	(1,100)	22,900
Trustee Fees/ Other Debt Exp.	14,211	(4,500)	9,711
Attorney Fees	12,000	21,000	33,000
Special Council Services	59,750	(11,000)	48,750
Travel & Per Diem	4,500	(2,000)	2,500
Annual Audit	11,850		11,850
Actuarial Computation-OPEB	3,315		3,315
Management Fees	83,469		83,469
Telephone	11,640		11,640
Postage	36,800	(7,500)	29,300
Printing & Binding	21,160		21,160
Electric	11,881		11,881
Rentals and Leases	2,850		2,850
Insurance	14,007		14,007
Repair and Maintenance	34,710	(21,000)	13,710
Legal Advertising	3,000	5,200	8,200
Other Current Charges	27,060	(3,000)	24,060
Credit Card Merchant Fees	63,600	1,700	65,300
Computer/Technology Expense	74,640	(23,000)	51,640
Digital Record Management	-		-
Toilet Rebate	14,850	(4,000)	10,850
Office Supplies	6,000	(5,000)	1,000
Dues, Memberships, Etc	11,500	(9,000)	2,500
Promotional Expenses	16,170		16,170
Capital Outlay	50,000	(50,000)	-
<b>Total Administrative</b>	<b>\$ 1,939,810</b>	<b>\$ (119,500)</b>	<b>\$ 1,820,310</b>

**AMENDED BUDGET**  
For the Period Ending September 30, 2018

	<b>ADOPTED BUDGET FY 2018</b>	<b>NET CHANGES</b>	<b>AMENDED BUDGET FYE 2018</b>
<b><u>Plant Operations</u></b>			
Salaries and Wages	\$ 1,625,499		\$ 1,625,499
Special Pay	2,865		2,865
FICA Taxes	124,352		124,352
Pension Expense	192,414		192,414
Health Insurance	307,878	(33,000)	274,878
Worker's Comp. Insurance	56,731	3,950	60,681
Water Quality Testing	74,066	(15,000)	59,066
Telephone	8,592		8,592
Electric Expense	669,233	(19,000)	650,233
Rentals & Leases	13,400	(5,000)	8,400
Insurance	153,710		153,710
Repair & Maint-General	873,007	(201,000)	672,007
Repair & Maint-Filters for Water Plant	41,300	(11,000)	30,300
Sludge Management-Sewer	189,124	(61,000)	128,124
Advertisement (Employment)	6,000		6,000
Office Supplies	2,265		2,265
Operating Supplies-General	54,175	5,600	59,775
Operating Supplies-Chemicals	421,102	(181,000)	240,102
Operating Supplies-Uniforms	8,065		8,065
Operating Supplies-Motor Fuels	144,504	(120,000)	24,504
Dues, Licenses, Etc.-Other	38,319	(20,000)	18,319
Capital Outlay	3,232,934	(1,600,000)	1,632,934
Renewal & Replacement Expense	248,000	(2,798)	245,202
<b>Total Plant Operations</b>	<b>\$ 8,487,535</b>	<b>\$ (2,259,248)</b>	<b>\$ 6,228,287</b>

**AMENDED BUDGET**  
For the Period Ending September 30, 2018

	<b>ADOPTED BUDGET FY 2018</b>	<b>NET CHANGES</b>	<b>AMENDED BUDGET FYE 2018</b>
<b>Field Operations</b>			
Salaries/ Wages/Overtime	\$ 719,367		\$ 719,367
Special Pay	1,405		1,405
FICA Taxes	55,034		55,034
Pension Expense	86,321		86,321
Health Insurance	190,622	(22,000)	168,622
Worker's Comp. Insurance	33,522	2,400	35,922
Water Quality Testing	1,000		1,000
Naturescape Irrigation Serv	4,679		4,679
Telephone	10,800	1,500	12,300
Electric	105,259	(7,000)	98,259
Rent Expense	13,500	4,500	18,000
Rent Expense-SCADA	56,040		56,040
Insurance	20,016		20,016
Repair and Maintenace	305,830	(90,000)	215,830
Meters-Replacement Program	8,031	30,000	38,031
Meters-New Connections	4,632	(4,000)	632
Meters-Supplies	6,708	(3,000)	3,708
Advertising Employment	440	2,500	2,940
Office Supplies	1,680		1,680
Operating Supplies-General	98,795	(36,000)	62,795
Operating Supplies-Uniforms	5,810		5,810
Operating Supplies-Motor Fuels	23,504	6,600	30,104
Dues, Licenses, Etc	12,536	(6,000)	6,536
Capital Outlay	3,233,999	(1,790,000)	1,443,999
Renewal & Replacement	-		-
<b>Total Field Operations</b>	<b>\$ 4,999,530</b>	<b>\$ (1,910,500)</b>	<b>\$ 3,089,030</b>
<b>Total Operating Expenses</b>	<b>\$ 15,426,875</b>	<b>\$ (4,289,248)</b>	<b>\$ 11,137,627</b>
<b>Reserves:</b>			
Required Reserve for R & R	-		-
Reserve for Future Debt Service Obligation:	\$ 1,000,000		\$ 1,000,000
<b>Total Operating Exp &amp; Reserve</b>	<b>\$ 16,426,875</b>	<b>\$ (4,289,248)</b>	<b>\$ 12,137,627</b>
<b>Available for Debt Service</b>	<b>\$ 3,100,381</b>	<b>\$ -</b>	<b>\$ 3,100,381</b>

**AMENDED BUDGET**  
For the Period Ending September 30, 2018

<b>ADOPTED BUDGET FY 2018</b>	<b>NET CHANGES</b>	<b>AMENDED BUDGET FYE 2018</b>
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**DEBT SERVICE**

**Principal**

2016 Series	\$	1,545,000		\$	1,545,000
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**Interest**

2016 Series		1,273,528			1,273,528
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<b>Debt Service</b>	<b>\$</b>	<b>2,818,528</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>2,818,528</b>
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<b>Reserves</b>		281,853			281,853
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<b>Total Debt Service plus Reserve</b>	<b>\$</b>	<b>3,100,381</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>3,100,381</b>
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## **Seventh Order of Business**

## **CORAL SPRINGS IMPROVEMENT DISTRICT ELECTION POLICY**

This policy is adopted by the Coral Springs Improvement District to govern the election of members of the Board of Supervisors of the Coral Springs Improvement District which shall take place in the month of June, every four (4) years beginning in June, 2019. To the extent this policy conflicts with any prior election policy adopted by the Board of Supervisors of the District, this policy shall supersede any prior policy.

**Notice of Landowner Meeting and Election of Supervisors.** During the months of April, May and June in election years, notice of a landowner meeting for the purpose of election of three (3) members to the District Board of Supervisors shall be published in a newspaper of general circulation in Broward County, Florida with the last publication not less than fourteen (14) days nor more than twenty-eight (28) days prior to the election. Notice of the landowners meeting shall also be posted on the District website.

**Board of Supervisors Candidates.** Any person desiring to run as a candidate for the position of supervisor and have their name appear on the proxy must submit a written statement to that effect including his/her name, address, and telephone number and reciting that he/she is an owner of land within the District, is a resident of Broward County and is not a party to any written or oral agreement which would require him/her to transfer that land owned upon the expiration of his/her term as supervisor, if elected. The statement must be submitted to the District Manager of the Coral Springs Improvement District, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida no later than forty-five (45) days prior to the landowner meeting. The names of all candidates complying with these requirements shall appear on the proxy form prepared by the Coral Springs Improvement District.

Each qualifying candidate may submit a written statement of fifty (50) words or less with their statement of interest as to their qualifications and positions they support. Such statements shall be posted on the District website.

**Proxies.** The proxy form shall be in substantially the form attached. Instructions and procedures for voting shall be posted on the District website no later than sixty (60) days prior to the landowners' meeting. Proxy forms will also be available at the Office of the Coral Springs Improvement District, 10300 NW 11th Manor, Coral Springs, Florida no later than

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**Voters' Roll Closing.** The voters' roll closing for purpose of any election shall be the Broward County tax roll as current as is reasonably possible. Pursuant to Section 298.12, Florida Statutes, landowners whose assessments have not been paid for the previous year are not entitled to vote.

**Establishment of Quorum.** The quorum for the landowners meeting will be established by the landowners represented at the meeting in person or by proxy.



Election. Proxies shall be cast at the landowners meeting after the landowners meeting quorum is established. Pursuant to Section 298.11, Florida Statutes, landowners owning less than one assessable acre in the aggregate shall be entitled to one vote. Landowners with more than one assessable acre are entitled to one additional vote for any fraction of an acre greater than ½ acre when all the landowner's acreage has been aggregated.

Tabulation and Review of Proxies. At the June landowner meeting, all proxies shall be cast at the meeting location from 4:00 P.M. until the Chair of the annual landowners meeting declares the polls closed after all landowners present have been given an opportunity to vote but no later than 5:00 P.M. The District Manager and District Attorney will review and tabulate the proxies, which process shall include rejection of irregular, ineligible or conflicting proxies. While landowners may observe during the process, they may not intervene in the process. Upon completion of the tabulation, the Chair of the landowners meeting shall announce the result.

The person or persons reviewing the proxies cannot pass upon the genuineness of the proxies, but must accept those proxies which appear to be authentic and complete on their face. Their discretion extends primarily to irregularities appearing on the face of the proxies unidentifiable names of landowners or conflicting proxies and does not include the authority to admit extrinsic evidence to resolve conflicting or irregular proxies.

The following policies shall be applied in reviewing the proxies:

1. If two or more proxies are submitted from the same individual, the proxy with the latest date will be accepted and earlier proxy rejected.
2. If two or more proxies are submitted from the same individual and it cannot be determined for whatever reason which is the latest, both proxies will be rejected.
3. An undated proxy where no others are submitted will be accepted.
4. If the name on the proxy is substantially similar or recognizable compared to that on the tax roll such as initials instead of a full name, it should be accepted.

[Remainder of page intentionally left blank, signature page follows]

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District on November \_\_\_\_\_, 2018.

\_\_\_\_\_  
Martin Shank, President

\_\_\_\_\_  
Kenneth Cassel, Assistant Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Terry E. Lewis, District Attorney

## **Eighth Order of Business**

# Coral Springs Improvement District

## Employee Handbook



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11/09/2018

# HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Coral Springs Improvement District. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Coral Springs Improvement District adheres to the policy of employment at will, which permits the District or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No District representative other than Director of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate District documents. These District documents are always controlling over any statement made in this handbook or by any member of management.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will.

This handbook states only general District guidelines. The District may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Director of Human Resources.

This handbook supersedes all prior handbooks.

Approved by the Coral Springs Improvement District Board of Supervisors, November 19, 2018.

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## Section 1 - Governing Principles of Employment

### 1-1. Introduction

For employees who are commencing employment with Coral Springs Improvement District ("Coral Springs Improvement District" or the "District"), on behalf of Coral Springs Improvement District, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Coral Springs Improvement District. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Dr. Martin Shank, President

### 1-2. Equal Employment Opportunity

Coral Springs Improvement District is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, gender identity, pregnancy, childbirth or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The District will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Head of Human Resources know.

The District will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the District's operations. If you wish to request such an accommodation, please speak to the Head of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Head of Human Resources. The District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Head of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### 1-3. Non-Harassment

It is Coral Springs Improvement District's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, political affiliation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Director of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Director of Utilities. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the District will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

### 1-4. Sexual Harassment

#### **Introduction:**

It is the goal of the Coral Springs Improvement District to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the District's goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because the District takes allegations of sexual harassment seriously, prompt response to complaints of sexual harassment will be investigated. The District will act promptly to eliminate the conduct and impose such corrective action as it is necessary, including disciplinary action where appropriate.

#### **Definition of Sexual Harassment:**

The legal definition for sexual harassment is described as sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

### **Complaints of Sexual Harassment:**

If any District employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint within our organization. This complaint may be done in writing or orally.

All employees should take note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

If you would like to file a complaint you may do so by contacting your Human Resources Manager, District Manager, Director of Operations, District legal counsel or the appropriate supervisory manager. These people are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### **Sexual Harassment Investigation:**

When the District receives a complaint it will be promptly investigated in a fair and expeditious manner by the Director of Human Resources. The investigation will be conducted in such a way as

to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with the witnesses. We will also interview the person alleged to have committed sexual harassment. When the investigation has been completed, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

### **Disciplinary Action:**

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

## **1-5. Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect District property, and to ensure efficient operations, the District has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the District.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on District premises, while on District business (whether or not on District premises) or while representing the District, is strictly prohibited. Employees and other individuals who work for the District also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. You should notify your supervisor if you are taking prescription medication in order to evaluate your safety. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The District maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any District employee, including themselves.

If you are involved in a vehicular accident regardless of the cause in every case you will be expected to immediately be tested for drugs and alcohol. If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause. Your immediate supervisor or next level of management will promptly escort you to the

assigned drug testing facility.

Any employee who is determined to be under reasonable suspicion of alcohol use will be relieved of all duties immediately and will not be allowed to return to work for 24 hours unless an alcohol test shows a concentration below .02%.

Reasonable suspicion may include alone or any combination of the following:

- Abnormal or unusual behavior
- A work-related accident (Mandatory)
- Direct observation of substance possession and/or use
- Presence of physical symptoms of substance abuse
- Mood swings and/or increased hostility
- Increased inattentiveness and absent-mindedness
- Increased disciplinary incidents or hostility
- Substandard work and/or increased absenteeism
- Admission of usage of illegal substances

## 1-6. Workplace Violence

Coral Springs Improvement District is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to District and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in District policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally. Other common causes of workplace anger and hostility may include:

- General harassment, whether sexual or some other form.
- Favoritism of one employee over another
- Rejection (whether arbitrary or for good reason) of a proposal or project in which an employee has a significant emotional investment.
- Insensitivity by managers
- Criticisms of employees in front of staff or clients.
- Depersonalized workplace environment.

- Unfair(or tardy) performance appraisals or criticism.
- Lack of resources for the employee to meet his/her objectives.
- Inadequate training.
- Lack of teamwork.
- Withdrawal of earned benefits.
- Betrayal of trust extended to managers
- Unreasonable demands on employees.
- Lack of flexibility on part of managers.
- Poor communication.
- Feedback is wholly or primarily negative in tone.
- Absentee leadership (such as instances wherein needed disciplinary action is absent).
- Micromanagerial environment in which staff decision making opportunities are limited.

#### Prohibited Conduct:

Threats, threatening language or any other acts of aggression or violence made toward or by any District employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto District premises.

#### Procedures for Reporting a Threat:

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the District determines, after an appropriate good faith investigation, that someone has violated this policy, the District will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## 1-7. Nature of Employment

This handbook is intended to provide you with a general understanding of the personnel policies of the District and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at the District is based on mutual consent and is at will pursuant to Florida Law, either you or the District have the right to end the employment

relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will.

## 1-8. Employee Relations

We believe that the work conditions, wages, and benefits we offer to the District employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor in a professional manner.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the District amply demonstrates its commitment to employees by responding effectively to employee concerns,

## 1-9. Customer Relations

Customers are among the District's most valuable assets. Each of you represents the District to our customers and the public. The way we do our jobs presents an image to our customers and the general public. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to the Director of Operations or the District Manager for appropriate action. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but the District as a whole. Positive customer relations will enhance the public's image of the District, and pay off in greater customer loyalty.

## 1-10. Immigration Law compliance

The District is committed to employing only United States citizens and resident aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with the District within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At the District you can raise questions or complaints



about immigration laws compliance without fear of reprisal.

## 1-11. Conflicts of Interest

District employees are prohibited from accepting gifts, gratuities or entertainment from individuals or firms doing business with the District. Receiving gifts or other items places the employee in a difficult position which could create embarrassment or a conflict of interest for the employee and the District. Therefore, all gifts of this nature must be courteously refused.

All employees shall behave in a completely ethical, truthful, and honorable manner in all dealings with the public and other District employees. To avoid misunderstandings and conflicts of interest, the following policies are adopted in accordance with Chapter 112, Florida Statutes, Code of Ethics for Public Officers and Employees.

1. No employee acting in his or her official capacity shall either directly or indirectly purchase, rent or lease any realty, goods, or services for the District from business entity in which he or his spouse or any of the children, parents, grandparents or grandchildren of the employee or his spouse is an officer, partner, director, or proprietor or in which the employee or his spouse or any of the children, parents, grandparents or grandchildren of the employee or his spouse, or any combination of them has a financial interest.
2. No employee acting in a private capacity, shall rent, lease or sell any realty, goods, or service to the District.
3. No employee shall use or attempt to use his or her position, or any property or resource which may be within his or her trust, to secure special privileges, benefits or exceptions for himself, herself or others.
4. No employee shall have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of, or is doing business with the District.
5. No employee shall accept employment or engage in any business or professional activity which he might reasonably expect would require him or her to disclose confidential information acquired by him or her by reason of his or her official position.
6. No employee shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of another person or business entity.

## 1-12. Disability Accommodation

The District is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures provide meaningful employment opportunities for persons with disabilities. Pre-employment inquiries are made only in regard to an applicant's ability to perform the duties of the position. Post-offer medical exams are required only for the positions with a bona fide job-related



physical requirement. Any exam given is only after a conditional job offer has been made. Medical records shall be maintained in compliance with Federal Law.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation to meet the accommodation and not the disability of the individual. All individuals who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with ADA and all other applicable federal, state, and local laws.

### 1-13. Life-Threatening Illness in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life threatening illness to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

If you have a question or concern about life-threatening illnesses, we encourage you to contact the Human Resources Administrator for information and referral to appropriate services and resources.

## Section 2 - Operational Policies

### 2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Understanding the definitions of the employment classifications at the District is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with the District is based on mutual consent, either you or the District have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by the District management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

**Regular Full-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work at least 40 hours per week and is hired for an indefinite period of time. Generally, regular full-time employees are eligible for all the District benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**Regular Part-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week. Regular part-time employee are eligible for some District benefit programs, such as health insurance, subject to the terms, conditions, limitations of each benefit program some of which are mandated by the state of Florida and the Federal Government under the guidelines of the Patient Protection and Affordable Care Act. Regular part-time employee will receive paid leave benefits on a pro-rated basis.

**Part-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 30 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for other District benefit programs.

**Introductory Employees** - are employees whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**Temporary Employees** - are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance) they are ineligible

for all other District benefit programs.

## 2-2. Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with Coral Springs Improvement District. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the District provided their last day of service was within 6 months days of again becoming an active employee. Human Resources will discuss this issue with any rehired employee upon hire.

## 2-3. Your Employment Records

At the District we maintain a personnel file on each employee that includes the job application, related hiring documents, training records, performance documentation, salary history, advancement, promotions, leave, absence, commendation/reprimands and other employment records.

### **Employees should be made aware of the following:**

- The importance of keeping their personnel record current.
- The need to promptly notify Human Resources of any change of address, phone numbers, number of dependents, etc.
- That the need to keep the personnel file current is the employee's responsibility and failure to do so may result in loss of benefits.

### **Request for information:**

That the employee should always advise Human Resources of any special training courses completed, and that copies of diplomas or certificates should be forwarded to Human Resources to become a permanent part of the personnel file.

## 2-4. Working Hours and Schedule

Because of the nature of our operations, your defined work week may vary, depending on your job or department assigned. The standard work week is a seven day period beginning at 12:01 A.M. Wednesday and ending at 12:00 P.M. the following Tuesday. Overtime will be paid to non-exempt employees for hours worked in excess of 40 hours in a work week.

Work schedules for the District vary throughout. The normal schedule for all employees is 8 hours a day, 5 days a week. Your supervisor will advise you of the times your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending

times, as well variations in the total hours that may be scheduled each day and week. Schedules may change depending on staffing needs. There is no guaranteed work schedule, nor does the District make any such guarantee of schedule assignment based upon any certificate or license held or to accommodate outside employment or personal issues.

Any deviation from the work hours established for your area must be pre-approved by your supervisor. The scheduled normal work day should not be construed as a guarantee of hours nor a limitation on the assignment of hours worked. You will be expected to work all assigned or scheduled work hours.

In some cases, we may offer flexible scheduling, or flextime, to allow employees to vary their starting and ending times each day within established limits. We make flextime possible if a mutually workable schedule can be negotiated with the supervisor involved. In no circumstance is a flexible schedule guaranteed. However, such issues as staffing needs, your performance, and the nature of your job will be considered before approval of flextime. You should consult your supervisor to request participation in the flextime program.

## 2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. You always need to receive advance supervisory approval before working any overtime hours.

We consider attempts to falsify time keeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employees time record.

If you are a nonexempt employee, you should not start working more than 5 minutes before your scheduled starting time. You should also not continue working more than minutes after your scheduled ending time. The only time you can start earlier or work later is with prior authorization from your supervisor.

All employees are required to submit time sheets on the form provided by your Human Resources department regardless of whether you are exempt or nonexempt. Exempt employees only need to report exception time other than work time such as vacation, sick, or personal leave.

You are responsible for signing your time record to certify the accuracy. Your supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

## 2-6. Overtime

There may be times when the District cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We strive to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absences is not considered hours worked for the purpose of calculating overtime pay. The FLSA forbids employers from granting compensatory time off to their employees in lieu of overtime compensation.

Failure to work scheduled overtime, emergency overtime, or overtime worked without prior authorization from the supervisor will result in disciplinary action, up to and including possible termination of employment.

## 2-7. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Coral Springs Improvement District. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- half day absences for personal reasons;
- half day absences for sickness or disability;
- half day disciplinary suspensions for infractions of our written policies and procedures;
- family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact Director of Human Resources or any other supervisor in Coral Springs Improvement District with whom the employee feels comfortable.

## 2-8. Your Paycheck

The employee will be paid bi-weekly for all the time worked during the past pay period.

Paydays are Friday, (26 times annually). Each paycheck includes earnings for all work performed through the end of the payroll period.

If a regularly scheduled payday falls on a day off, such as a legal holiday, you will be paid on the last work day before the regularly scheduled payday.

Payroll stubs itemize deductions made from gross earnings. By law, the District is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of your Supervisor immediately so the District can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

## 2-9. Direct Deposit

For your convenience the District has elected the process of direct deposit into your authorized account/accounts. When you select direct deposit, you receive an itemized statement of wages on pay days instead of a paycheck.

## 2-10. Salary Advances

Coral Springs Improvement District does not permit advances on paychecks or against accrued paid time off.

## 2-11. Performance Review

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. Formal written performance evaluations are conducted at the end of your initial time, or introductory period, in any new position. The introductory period gives you and your supervisor the opportunity to evaluate job performance, standards, and performance requirements. In addition, the District wants to ensure that you and your supervisor have scheduled, formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees is generally evaluated on an ongoing 6 month cycle, beginning at the end of the fiscal year.

The District awards merit-based pay adjustments in recognition of employee performance, however, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

## 2-12. Job Postings

Coral Springs Improvement District is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The District reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.



We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employee's efforts to gain experience and advance within the District.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

## 2-13. Employment Applications

The District relies on the accuracy of the information provided on the employment application, as well the accuracy of other data presented during the hiring process and employment. If there are any material misrepresentations, falsifications, or material omissions, in any of this information, we shall exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

## 2-14. Job Descriptions

The District makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities, qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Administrator and the hiring department manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. In no way can a written job description completely outlay all of the duties that you may be requested to perform. You can contact the Human Resources Administrator if you have any questions or concerns about your job duties.



## 2-15. Salary Administration

The salary administration program at the District was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. We periodically review our salary administration program and restructure it as necessary. We may award merit-based pay adjustments in conjunction with superior employee performance as documented by our performance evaluation process.

If you have any questions about pay practices for your department, you can talk with your supervisor. The Human Resources Department is also available to answer questions about the District's salary administration program.

## 2-16. Employment Reference Checks

To help select the best person for the job, the District checks the employment references of job candidates.

The Human Resources Department will respond in writing when we receive a written request for a reference check. We will confirm only employment dates, salary information, and the positions held.

## 2-17. Outside Employment

Outside employment is any paid employment performed by an employee in addition to his-her employment with the District. The following criteria shall apply to outside employment:

- Such employment shall not interfere with the efficient performance of the employee's duties.
- Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- Such employment shall not involve the performance of duties which the employee should perform as part of his-her employment with the District.
- Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on vacation leave.
- No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his-her request for permission to engage in such employment or beyond that period approved by the District whichever is less. The District reserves the right to revoke approval of outside employment if it later determines that such outside employment poses a conflict with or is incompatible with District employment.
- Any employee accepting outside employment under the terms of these provisions shall make arrangements with the outside employer to be relieved from his-her outside duties if when called for emergency service by the District.

- Request for approval of outside employment must be reviewed and approved by an employee's supervisor and the Director of Operations or the District Manager.

## 2-18. Non-Disclosure

It is vital to the interests and success of the District that we protect our confidential business information and trade secrets.

All documents exempt from public records review pursuant to Chapter 119, Florida Statutes or Federal Law will be maintained as confidential records.

You may be asked to sign a non-disclosure agreement as a condition of your employment.

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

## 2-19. Application of Transfer to Other Departments

The District Offices provides employee an opportunity to indicate their interest in open positions and advance withing the District according to their skills and experience.

To be eligible to apply for a position within another department you must have performed competently for at least 365 calendar days in your current position. If you have a written warning on file, or on a probation or suspension, you may not be eligible to apply for the available position. You may only apply for a position for which you possess the required skill, competencies, and qualifications. In addition to the above we use your attendance as a measure to determine job transfers. Poor attendance may result in a missed opportunity to seek a job transfer.

To apply for an open position, submit your application to the Human Resources Department listing your job-related skills and accomplishments. You should also describe how your current experience with the District and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within the District.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is the best interest of the District.

## 2-20. Administrative Pay Corrections

The District takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of the pay you receive, you should promptly advise your Supervisor so that the discrepancy can be corrected as quickly as possible.

## 2-21. Pay Deductions and Setoffs

The District is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." The District contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

The District offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary to take "pay setoffs" as a result of a court order from your paycheck. Pay setoffs are pay deductions taken by the District, usually to help pay off a debt or obligation to us or to others.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor.

## 2-22. Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the District has established a workplace safety program. This program is a top priority at the District. The Safety Director is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include, but not limited to, supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. The District also has a safety group and has regular consultation assistance with our risk management that assists in these activities and helps facilitate effective communication between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or

suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor, another supervisor, or the Safety Director. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish and you can make a report without fear of reprisal.

You are required to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate District safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify your supervisor or the Safety Director. Prompt reporting can ensure legal compliance and prompt and proper initiation of insurance and worker's compensation benefits procedures.

In any accident/injury a post-accident drug test is mandatory.

### 2-23. Emergency Closings

There could be times when emergencies, such as severe weather, fires, power failures, or hurricanes, may disrupt out normal business operations. In extreme cases, these circumstances may require that we close the work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid. The closing will be mandated by management decision. You will be required to call the main number of your facility for a recorded message, or call your manager and will be given sit-specific emergency closing procedures prior to any foreseeable event for instruction in such cases where there is a possibility of a facility closing.

If the District is not officially closed during an emergency, you are expected to report to work. If you do not report to work, you will not be paid for the time off. You must contact your supervisor every day prior to your normal work shift to learn the most current and up to date information regarding District operation. If you do no report to work or fail to notify your supervisor after three days we will assume you have abandoned your job.

In some instances you may request unused paid leave such as vacation or personal time.

### 2-24. Rest and Meal Periods

In most cases full-time employees are provided one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

Employees that work within a 24 hour shift operation (plant operators and trainees), meal breaks are not scheduled. Plant staff are allowed meal breaks only when the time does not conflict with plant operation. Because of the monitoring requirements associated with plant operations, operators are encouraged to bring their lunch to work. Plant operators must have permission from their supervisor to leave the facility at all times and under no circumstances shall the operator leave when he/she is by themselves on any given shift.

In cases where there is more than one plant operator on duty, takeout food is allowed at the sole discretion of the Department Manager. In such cases a reasonable amount of time to obtain food and immediately return to the plant facility is expected. A reasonable amount of time allows travel to and from and should never exceed 15 minutes. In every case personal transportation must be used when leaving the facility for your own personal business. District provided vehicles are to be used for business purposes only.

The District allows meals to be delivered to the facility but they may only be accepted at the front gate. Food service associates or any other vendors are not permitted on District grounds.

## Section 3 - Benefits

### 3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is Coral Springs Improvement District's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Coral Springs Improvement District provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Coral Springs Improvement District (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the District intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. For the purpose of this policy the District offers no post-retirement benefits.

If employees have any questions regarding benefits, they should contact the Director of Human Resources.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- AFLAC
- Direct Deposit
- 401 (a) Defined Contribution Plan
- 457 (b) Savings Plan
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Employee Health Program

- Family Leave
- Flextime Scheduling
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability Insurance
- Medical Insurance
- Medical Leave
- Military Leave
- Personal Leave
- Short-Term Disability Insurance
- Sick Leave Benefits
- Supplemental Life Insurance
- Supplemental Short-Term Disability Insurance
- Uniform Provisions and Maintenance
- Vacation Benefits
- Vision Care Insurance
- Voting Time Off

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by the District.

### 3-2. Paid Holidays

Full-time, Part-time employees will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

If a recognized holiday falls during the eligible employee's paid absence (such as vacation or sick

leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have been applied.

If eligible non-exempt employees work on a recognized holiday, the employee will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 2 personal holidays in a calendar year. To be eligible employees must complete 90 calendar days of service in an eligible employment classification. To use a personal holiday, you should first request advance approval from your supervisor.

Paid time off for holidays will be counted as hours worked for the purposes of determining holiday pay.

### 3-3. Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Employees accrue paid vacation time as follows:

- Regular full-time employees
- Regular part-time employees (pro-rated rate depending on length of service)

The amount of paid vacation time you receive each year increases with the length of your employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued biweekly at the rate of 3.0770 hours.
- After the completion of five (5) years of eligible service the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 4.6154 hours.
- After the completion of fifteen (15) years of eligible service the employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 6.1539 hours.
- After 20 years of eligible service the employee is entitled to twenty-two (22) vacation days each year, accrued at the rate of 6.7693 hours.
- After 25 years of eligible service the employee is entitled to twenty-five (25) vacation days each year, accrued biweekly at the rate of 7.6923 hours.

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except a military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in the policy. However, before you may use vacation time, you must complete a waiting period of 365 calendar days. After the waiting period, you may request to use earned vacation time including vacation time that accrued during the waiting period.

With prior approval, hourly employees may use vacation time in minimum increments of one hour.



Salaried employees may take vacation in half-day increments. To schedule vacation time, you should first request advance approval from your supervisor, a minimum of 30 days prior request is expected for vacation leave. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. Emergency vacation requests will be viewed on an individual case basis depending on scheduling requirements.

Vacation time off will be calculated as hours worked for the purpose of determining overtime pay.

We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of each benefit year, you may carry over the unused the time to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to two times the annual vacation amount, your vacation accruals will stop. When you use vacation time again and the available amount falls below the cap, your vacation accruals will resume.

Vacation benefits may not be applied to run concurrent with any form of disciplinary reprimand. You **MUST** work the day before and the day after any disciplinary action for benefits to apply.

Full time employees are eligible to convert accrued vacation time to cash at a rate of 100% of the employee's hourly pay rate at the time of cash out on a District determined annual basis provided:

- A. The employee must have been employed at the District for more than one year.
- B. All vacation converted to cash shall be eliminated at the time of payment and the employee is only eligible for paid vacation for the number of hours left in the accrual (and thereafter accrued) after payment.

All regular full time employees will have payment made at the specified rate below:

120 Accrued Vacation Hours or more available = eligibility of 40 hour cash out.

200 Accrued Vacation Hours or more available = eligibility of 80 hour cash out.

Conversions must be done in increments of eight (8) hours.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

### 3-4. Paid Personal Days

Full-time employees are eligible to accrue up to two (2) paid personal days per calendar year on a pro-rata basis. However, during the calendar year in which a full-time employee is first hired, those full-time employees hired after June 30 will be eligible to accrue personal days on a pro-rata basis and to use up to one (1) paid personal days. Any additional personal time that must be taken by eligible employees generally will be unpaid.

Part-time employees accrue personal days in a similar manner, except on a pro-rated basis depending upon the number of hours they work.

Accrued, unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

Personal days must be used in at least half-day increments.

Personal days must be scheduled at least two weeks in advance. Management reserves the right in its sole discretion to deny any requests.

Advanced but unaccrued personal days will be deducted from your final paycheck, to the extent permitted by law.

### 3-5. Sick Days

The District provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment classifications are eligible for sick leave.

- Regular full-time employees
- Regular part-time employees (1/2 rate)

Sick leave benefits accrue at the rate of 10 days per year (3.0770 hours per bi-weekly pay period), beginning upon the date of employment. Eligibility for Sick leave benefits are calculated on the basis of a "benefit year." This is the 12 month period that begins when you start earning sick leave. Sick leave accrual will cap at 960 hours or a maximum of 24 weeks.

Employees can request use of paid sick leave after completing a waiting period of 6 months (182 calendar days) from the beginning of your accrual. Paid sick leave can be used in minimum increments of **one** hour. Salaried employees may take sick leave in increments of one half day (4 hours) or a full day (8 hours). You may use sick leave benefits for an absence due to your own illness or injury, or that of your spouse, child, parent, domestic partner, same-sex partner, or their parent, or child.

If you are unable to report to work due to illness or injury, you are required to verbally notify your supervisor before the scheduled start of your workday if possible. If your supervisor is not available or you receive a voice message you **must** continue to contact the next level of management until you have verbally notified your employer of your intended absence. **Voice mail messages of your absence are not considered acceptable notification.** Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, you must provide a physician's verification that you may safely return to work.

If an employee uses more than five (5) sick days per year without a doctor's written excuse he/she will be ineligible for promotion or transfer or ineligible for merit based pay increases.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differential.

As an additional condition of eligibility for sick leave benefits, an employee on an extended leave (30 calendar days or more) must apply for any other available compensation and benefits, such as

workers compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the District provided disability insurance program. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

All regular employees (or their beneficiaries in the case of death) will have payment made for unused sick leave at the rate specified in the table below for the total number of hours accumulated, but not taken, upon resigning, retirement or death but at a rate not to exceed 480 hours.

<u>Continuous Years of Service</u>	<u>Percent of Accumulated Sick Leave</u>
Less than 5 full years	0%
More than 5 full years, but less than 15 full years	25%
More than 15 full years	50%

Routine dental and medical appointments must be scheduled in advance with your supervisor. All efforts should be made to schedule such appointments before or after working hours.

Sick leave benefits may not be applied to run concurrent with any form of disciplinary reprimand. You must work the day before and the day after disciplinary action for sick leave benefits to apply.

Sick paid time off will **not** be counted as hours worked for the purpose of determining overtime.

### 3-6. Maternity Benefits

The District will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. We will evaluate such leave requests according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

If you request time off for a pregnancy or childbirth reason (such as bonding or child care) that is not related to a medical disability for those conditions, we will treat the request in the same way as we would consider a request for unpaid Family Medical Leave (FMLA).

### 3-7. Workers' Compensation

The District provides a comprehensive workers' compensation insurance program to train our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither the District or our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

### 3-8. Jury Duty

The District encourages you to fulfill your civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one (1) week of paid jury duty leave over any one (1) year period.

If you are eligible for paid jury duty leave, you will be compensated a your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury leave:

- Regular full-time employees

If you remain on jury duty beyond the period of paid jury duty leave, you may use any available paid time off, such as vacation time, or request an unpaid jury duty leave of absence.

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

Either you or the District may request you be excused from the jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for the District.

Subject to the terms, conditions, and limitations of the applicable plans, the District will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

### 3-9. Bereavement Leave

In the event that you need to take time off due to the death of an immediate family member, the District provides bereavement leave. To request bereavement leave, see your supervisor. Immediate notification to your supervisor for scheduling purposes is expected.

We grant up to 3 days of paid bereavement leave to eligible employees who require local participation and up to 5 days for employees who require out of state participation in the following employment classifications:

- Regular full-time employees
- Regular part-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives commissions, bonuses,

or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also with supervisory approval, use any available paid leave benefits, such as vacation, sick leave, or FMLA (not paid) for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, domestic partner, same-sex partner, parent, child, or sibling; your domestic partner's, or same-sex partner's parent, child, or sibling; your child's spouse, domestic partner's, or same-sex partner's child, or that of grandparents or grandchildren.

### 3-10. Voting Leave

The District encourages you to fulfill your civic responsibilities by voting in elections. Generally, we expect that you will be able to vote either before or after work hours, request an absentee ballot, or participate in early morning. However, if you cannot vote during your nonworking hours, we will grant up to 2 hour of paid time off to vote.

In order to accommodate your absence, you should request the time off from your supervisor at least two working days prior to an election day.

To qualify for the paid time off, we ask that you show your voter's receipt to your supervisor for the first working day after the election.

### 3-11. Insurance Programs

The health insurance plan at the District offers employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following classifications are eligible to participate in the health insurance plan upon satisfactory completion of your 60 day introductory period and first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the District and the insurance carrier. Proof of dependent relationship will be required.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy in this handbook for more information.

When you become eligible, you will receive an Summary Plan Description (SPD) and rate information prior to the enrollment date. For questions about health insurance and the most current available plan information contact the Human Resources Department.

### 3-12. Short-Term Disability

The District provides short-term disability (STD) benefits to eligible employees who are unable to work because of a qualifying disability resulting from an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan upon completion of your 90 day introductory period and the first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

If the disability condition arises from pregnancy or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working. If the disability is covered by workers' compensation, it is excluded from STD coverage.

You will find details about the STD benefits plan including benefit amounts in the Summary Plan Description. If you have questions about STD benefits, contact the Human Resources Director for more information.

### 3-13. Salary Continuation

Coral Springs Improvement District provides enhanced monetary short-term and long-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by Coral Springs Improvement District. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

### 3-14. 401 (a) Money Purchase Pension Plan & Trust

The District has adopted a 401 (a) Money Purchase Pension Plan & Trust ("Plan") administered through Nationwide Financial Trust Company, FSB. The Plan has been adopted for the purpose of encouraging and rewarding long and loyal service to the District by providing employees additional financial security at retirement and to provide funds for their beneficiaries in the event of their death.

To be eligible to join the 401 (a) Money Purchase Pension Plan you must have completed 3 months (90) days of service and be 18 years of age or older. The District will begin making bi-weekly contributions of 6% based upon your gross earnings upon the first day of the "Plan" year quarter coinciding with or next following the date on which such requirements are met.

Eligibility requirements of 70 annual hours excluding leased employees or part time/temporary, seasonal employees whose regularly scheduled service is less than 70 hours of service in the

relevant eligibility compensation period.

These contributions will vest (your ownership rights) in accordance with a five year vesting schedule. Please see "Retirement Benefits" in the SPD. Participants must complete one year of service in the plan to receive a vested allocation.

To obtain detailed information regarding eligibility, Plan benefits, and distribution options you may obtain a copy of the Summary Plan Description from the Human Resources department.

Normal Retirement Age (NRA) means the date of a Participants 55th birthday.

### 3-15. Witness Duty

We provide witness duty time off to employees who receive a subpoena to testify in court on District related matters. If you are summoned or otherwise requested to testify as a witness by the District, you will receive paid time off for the entire period of witness duty. If you are summoned to testify in connection with District related duties, you will receive paid time off for the entire period of witness duty.

If you are summoned to testify in any other court proceedings, you may use accrued vacation time during the period of witness duty.

If you are granted leave for court attendance in any of the instances stated above, you must report to your official place of duty, whenever the interruption in witness duty will permit, when excused by the proper court authority.

### 3-16. 457 (b) Deferred Compensation Plan

The District has established a 457 (b) Deferred Compensation Plan administered through Nationwide Financial Trust company, FSB to provide employees with the ability to invest pre tax dollars for retirement.

To be eligible to join our 457 (b) Deferred compensation Plan, you must be 18 years of age or older. You may join the plan upon initial qualification (90) days or there-after only upon open enrollment periods. Eligible employees may participate in the 457 (b) deferred compensation Plan subject to all of the terms and conditions of the plan.

The 457 (b) Deferred Compensation Plan allows you to elect how much money you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. The District also contributes an additional match amount of up to 6%, currently, to each employee's 457(b) contribution.

Eligibility requirements are those employees who work a minimum of 25 hours per week, excluding leased employees or part time/temporary, seasonal employees whose regularly scheduled service is less than 25 hours per week.

Because your contribution to a 457 (b) Deferred Compensation Plan is automatically deducted from your pay before federal withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally



distributed, favorable tax rules typically apply to 457 (b) distributions.

Complete details of the 457 (b) Deferred Compensation Plan savings plan are described in the Summary Plan Description. You can obtain information on this plan by contacting your Human Resources Administrator for more information.

### 3-17. Long-Term Disability

The District provides long-term disability (LTD) benefits to eligible employees who have an illness or injury that results in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan and upon the completion of your 90 day introductory period and first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between "The District" and its insurance carrier. Once you become eligible, you may begin LTD coverage after you have completed 13 weeks of short term disability benefits.

The LTD benefits will be offset by any amounts you receive under Social Security or workers' compensation for the same time period.

You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. And if you have questions, the Human Resources Administrator can provide more information.

### 3-18. Educational Assistance

We recognize that our employees' skills and knowledge are critical to the success of the District. Therefore, we created our educational assistance program to encourage employees to maintain and improve their job-related skills through formal education. We also want to help employees enhance their potential to compete for reasonably attainable jobs at the District.

Our educational assistance program is available to all eligible employees who have completed 365 calendar days of service in an eligible employment classification. Once you begin receiving educational assistance, to remain eligible, you must stay on the active payroll and perform your job satisfactorily as you complete each course. Employees in the following employment classifications are eligible for educational assistance:

- Regular full-time employees

To be eligible for educational assistance, individual courses or course that are part of a degree,



licensing, or certification program must be related to your current job duties or to a position you might have at the District in the foreseeable future. Prior to beginning course work, it is your responsibility to submit a formal request to your supervisor. When it comes to determining if a course or program is related to your current job or one that you might hold in the foreseeable future, that decision will be made by the Director of Operations or the District Manager. Once the course has been approved or disapproved you will be notified.

In order to participate in the program the employee's course of study must meet the following requirements:

- Must be related to your present job or related to a logical future job in keeping with District needs.
- Must be regular offerings from an accredited educational institution.
- Must be a part of required District approved degree curriculum.

Payments for the courses under this policy will be based on the following:

- Successful completion of the course(s) with a "C" grade or better.
- Reimbursements must be requested within 60 days of successful completion.
- Class times to not obligate employer to grant time off or leave from work.
- Presentation of final grade report.
- Employees are not permitted to utilize any space, personnel, equipment, or supplies of the District by which he or she is employed in the process of fulfilling any of the requirements imposed by the course work for which he or she is being reimbursed.
- Presentation of tuition receipt showing full payment to the institution.

Limitations:

Courses are to be taken outside your normal working hours unless instructed by District Administration.

Courses enrolled in and not completed prior to the date of hire will not be approved for refund.

Employees studying under a cooperative education program will not be eligible under the policy.

Employees who are on a leave of absence, resign, or are terminated before a course is completed are not eligible for reimbursement.

Employees who voluntarily terminate employment within one (1) year of receiving their last educational assistance reimbursement must repay "The District" and/all funds received within their last twelve (12) months of employment. For purposes of calculating reimbursement eligibility the District uses a "rolling" schedule from the date of the last reimbursement. Such payments may be withheld from any money due for salary, commission, or expense reimbursement to satisfy the pay back obligation.

While we expect educational assistance to enhance your performance and professional abilities, we do not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.

### 3-19. Life Insurance

Life Insurance offers you and your family important financial protection. The District provides a basic life insurance plan for eligible employees. You may also purchase supplemental and/or dependent life insurance.

The basic life insurance plan includes Accidental Death and Dismemberment (ADD&D) insurance, which provides benefits if a serious injury or death results from an accident.

Employee in the following employment classifications are eligible to participate in the life insurance plan upon satisfactory completion of your 90 day introductory period and first of each month entry:

- Regular full -time employees
- Regular part-time employees

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

You will find details about the basic life insurance plan including benefit amounts in the Summary Plan Description. If you have questions, contact the Human Resources Department for more information.

## Section 4 - Leaves of Absence

### 4-1. Personal Leave

The District will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request a personal leave only after completing 365 calendar days of service. In order for us to give you your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 30 calendar days of personal leave every 2 years. With supervisory approval, you may include available accrued paid time off, such as vacation, as part of our personal leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, you are responsible for the full cost of health care benefits in order for coverage to continue. When you return from personal leave, the District will resume providing those benefits according to the applicable plans.

Benefit accrual, such as vacation, sick leave, or holiday benefits, will be suspended during a personal leave and will resume when you return to active employment.

Upon completion of the personal leave of absence, the District will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the District will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any District-provided Short-Term Disability Leave of Absence.

### 4-2. Military Leave

The District will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive full pay if you are on leave for a two-week training assignment or shorter absence. The portion of any military leave of absence in excess of two weeks will be unpaid. However, you may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during a military leave and will resume when you return to active employment.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have any questions about military leave, contact the Human Resources department for more information.

### 4-3. Family and Medical Leave

#### **The Leave Policy**

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Director of Human Resources.

#### **I. Eligibility**

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the District for at least 12 months (which need not be consecutive); 2) have been employed by the District for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

#### **II. Entitlements**

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

#### **A. Basic FMLA Leave Entitlement**

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave

may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, same sex partner, domestic partner, son, daughter, or for children of a same sex partner, children of a domestic partner or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

## **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the District substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The District will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the District telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) District's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The District may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the District's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the District and employee can mutually agree that leave be retroactively designated as FMLA leave.

## **III. Employee FMLA Leave Obligations**

### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the District of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform Director of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the District to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the District's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the District has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the District notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the District and make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operations, subject to the approval of an employee's health care provider. Employees must consult with the District prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the District and the employees, subject to the approval of an employee's health care provider . If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the District may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the District may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and

which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the District of the reason why such leave is medically necessary. In such instances, the District and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the District's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the District with timely, complete and sufficient medical certifications. Whenever the District requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the District's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The District will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The District will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the District (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the District with authorization allowing it to clarify or authenticate certifications with health care providers, the District may deny FMLA leave if certifications are unclear.

Whenever the District deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on a "rolling" basis for serious medical conditions lasting beyond a single leave year.

If the District has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the District's expense. If the opinions of the initial and second health care providers differ, the District may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the District and the employee.

#### **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the District may require employees to provide recertification of medical conditions giving rise to the need for leave. The District will notify



employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the District with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The District may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the District may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the District may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the District may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

#### **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the District will allow employees to use accrued paid time to supplement any paid disability benefits.

#### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the District notifies employees of other arrangements, whenever employees are receiving pay from the District during FMLA leave, the District will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

The District's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the District will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the District for the cost of the premiums the District paid for maintaining coverage during their unpaid FMLA leave.

#### **IV. Exemption for Highly Compensated Employees**

The District may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the District. (This fact-specific determination will be made by the District on a case-by-case basis.) The District will notify employees if they qualify as a "highly compensated", if the District intends to deny reinstatement, and of an employee's rights in such instances.

#### **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact the Director of Human Resources. The District is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Director of Human Resources immediately. The District will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the District's other leave policies in this handbook or contact Director of Human Resources.

#### **4-4. Domestic Violence Leave**

An employee who has worked for the District for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence.

Leave may be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in

- cases of repeat violence, dating violence or sexual violence;
- obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
  - obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
  - make their home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
  - seek legal assistance in addressing issues arising from the act of domestic violence.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of an employee or his or her family or household member, three (3) days advance notice of the need for leave is required. Sufficient documentation of the act of domestic violence, such as a restraining order, police report or order to appear in court, is also required. Requests for leave and documents in connection with this leave will be kept confidential to the extent permitted by law.

All paid time off available must be exhausted before receiving this leave.

## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

Coral Springs Improvement District endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the District's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Coral Springs Improvement District property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Coral Springs Improvement District's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Coral Springs Improvement District's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on District property.
11. Willful or careless destruction or damage to District assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Coral Springs Improvement District's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Coral Springs Improvement District reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The District will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Coral Springs Improvement District will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## 5-2. Punctuality and Attendance

Employees are hired to perform important functions at Coral Springs Improvement District. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Calls left on voice mail are not acceptable as final notification. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the District.

## 5-3. Use of Communications and Computer Systems

Coral Springs Improvement District's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other District policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Coral Springs Improvement District systems.

Coral Springs Improvement District may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the District deems it appropriate to do so. The reasons for which the District may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.

Further, Coral Springs Improvement District may review Internet usage to ensure that such use with District property, or communications sent via the Internet with District property, are appropriate. The reasons for which the District may review employees' use of the Internet with District property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.

The District may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The District's policies prohibiting harassment, in their entirety, apply to the use of District's

communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, sexually explicit images, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the District's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

You should notify your supervisor, the Systems Manager, or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

#### 5-4. Use of Social Media

Coral Springs Improvement District respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect District interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with District equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the District and also expresses either a political opinion or an opinion regarding the District's actions that could pose an actual or potential conflict of interest with the District, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the District's position. This is necessary to preserve the District's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. District policies apply equally to employee social media usage.

Coral Springs Improvement District encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

### 5-5. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on company property or while performing work for the District.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on District property, including to record conversations or activities of other employees or management, or while performing work for the District, is also strictly prohibited, unless the device was provided to you by the District and is used solely for legitimate business purposes.

### 5-6. Inspections

Coral Springs Improvement District reserves the right to require employees while on District property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on District or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the District or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

### 5-7. Smoking

In keeping with the Districts' intent to provide a safe and healthful work environment, smoking, including the use of e-cigarettes is prohibited in any District building in accordance with Chapter 386.204. This statute prohibits smoking in public places.

In addition, any kind of smoking in company vehicles is strictly prohibited.

### 5-8. Personal Visits and Telephone Calls

The District telephones are intended for business use and employees are not permitted to make long-distance or toll calls from our phones unless authorized.

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. In addition the use of personal cellular telephones during working hours is restricted unless for the intent of an emergency.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.



To protect the safety and security of employees as well as District property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

For safety and security reasons, we ask that you discourage family and friends from visiting. If you do have a visitor, you should obtain prior approval of the visitation from your supervisor and instruction for the location of your meeting.

All visitors should enter the District at the main entrance. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety.

If you see an unauthorized person on our premises, please notify your supervisor immediately or stop and ask the visitor who they are and the nature of their business.

### 5-9. Solicitation and Distribution

In an effort to minimize disruptions and maintain a harmonious environment, we prohibit people who are not District employees from either soliciting or distributing literature in the workplace at any time for any purpose.

We recognize that our employees are often active and have interest in events and organizations outside work. However, it is also our policy that employees may not solicit for or distribute literature about these activities during working time. (Working time excludes lunch periods, work breaks, or any other time when an employee is not "on duty" or scheduled to be working.)

Posting notices and solicitation on our bulletin boards is also limited to only certain types of information. The District uses these bulletin boards to display information we think is important to employees. We suggest that you check them frequently to see:

- Employee announcements
- Internal memorandums
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If you have a message of interest to the workplace that you want to post, you may submit it to the Department Manager for approval. Approved messages will be posted by the Department Manager.

### 5-10. Business Ethics

It is Coral Springs Improvement District's policy that all employees avoid any conflict between their personal interests and those of the District. The purpose of this policy is to ensure that the District's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the District.



The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a commitment to the District and our customers to act in ways that will merit the continued trust and confidence of the public.

As an organization the District will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice and you may not divulge or use such information acquired in the course of your duties of confidential nature for the benefit of yourself or others.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the District, by any employee who is in a position to directly or indirectly influence either the District's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the District;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the District or which competes with the District; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the District.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the District.

## 5-11. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their Supervisor if any equipment, machines, or tools appear to be

damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the District's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the District is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## 5-12. Health and Safety

The health and safety of employees and others on District property are of critical concern to Coral Springs Improvement District. The District intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the District's premises, or in a product, facility, piece of equipment, process or business practice for which the District is responsible should be brought to the attention of management immediately.

Periodically, the District may issue rules and guidelines governing workplace safety and health. The District may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

## 5-13. Employee Dress and Personal Appearance

- We want all District employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.
- During business hours or whenever representing the District, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors. If you are provided uniforms they must be clean and properly worn at all times.
- The Director of Operations or District Manager is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal

appearance is appropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make a reasonable accommodation in the personal appearance policy for a person with a disability.

- Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect District employees to follow the personal appearance guidelines below:
- Shoes must provide safe, secure footing, and offer protection against hazards.
- Canvas or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstance.
- Uniforms must be worn properly with shirts tucked in and belts worn.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair may not present an appropriate professional appearance to the public.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance and kept in such a manner that it does not distract or impose a safety hazard.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and after shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not present a safety hazard.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs is not professionally appropriate and must not be worn during business hours.
- Body hardware other than ear piercings are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must be worn during business hours.
- Visible excessive tattoos and similar body art should be covered during business hours.

#### 5-14. Publicity/Statements to the Media

All media inquiries regarding the position of the District as to any issues must be referred to the Director of Utilities. Only the Director of Utilities is authorized to make or approve public statements on behalf of the District. No employees, unless specifically designated by the Director of Utilities, are authorized to make those statements on behalf of District. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the District must first obtain approval from the Director of Utilities.

## 5-15. Operation of Vehicles

All employees authorized to drive District-owned or leased vehicles or personal vehicles in conducting District business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on District property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

District-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving:**

Employees who drive on District business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

### **Regulations:**

- Never transport unauthorized passengers or cargo.
- Never allow any unauthorized person to drive the vehicle.
- Never drive the vehicle under the influence of any alcohol or drugs, including medications which may cause impairment.
- No District vehicles are to be taken out of the District city limits without prior approval from your supervisor.
- District vehicles are for work usage only. No vehicles shall be assigned for personal use of any kind. Commuting and recreational usage to and from work are strictly forbidden.

### **Safety Guidelines:**

- Avoid conditions that lead to loss of control-driving while sleepy or inattentive, or driving too fast

for road conditions. If weather is inclement see your supervisor for further safety instruction.

- Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate the vehicle with deficiencies that may make it unsafe to operate.
- Participate in any required driver safety training.
- Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching a DVD player, cell phone usage, or any other distracting activity while driving.
- Never place a vehicle in motion until the driver and all occupants are appropriately wearing seat belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.

## 5-16. Business Expense Reimbursement

To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, provisions of per diem and travel expenses are consistent with Florida Statutes 112.061.

Contact your accounting department for further clarification of standard travel reimbursements and rates with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

## 5-17. References

Coral Springs Improvement District will respond to reference requests through the Human Resources Department. The District will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

**Only the Human Resources Department may provide references.**

## 5-18. District Cell Phone Policy

### **Cell Phone:**

For the purpose of this policy, the term Cell Phone is defined as any handheld electronic device with the ability to receive and /or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular phones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers), Personal digital assistants with wireless communications capabilities (PDAs), or Research in Motion (RIM) wireless devices. The District reserves the right to modify or update these policies at any time.

### **Use of Cell phones or Similar Devices:**

1. General Use at Work - While at work, employees are expected to exercise the same discretion is

using personal cell phones as they use with District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to other employees. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The District is not liable for the loss of personal cell phones brought into the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

2. Unsafe work situation - The District prohibits employee use of cell phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harms way at such work environments.

3. Use While Driving - An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the District; or any other District or personally related activities not named here while driving.

#### **District issued Cell Phones:**

The District may issue phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the District are District property. Employees must comply with District requests to make their District-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the District for any reason must return their District issued cell phone.

#### **Employee owned Cell Phones:**

Some companies reimburse employees for both purchase of cell phones and monthly bills. Employees must obtain approval and confirmation that the cell phone and the service plan are needed for the job. An employee may pay to purchase a phone or service exceeding the approved limits. Employees are reimbursed only for authorized expenses; reimbursement is considered part of the employees' wage and is taxable. Cell phone agreements for employee-owned phones do not require documentation or call records for income tax purposes. To document District expenses, however, the agreement requires keeping forms, agreements and bills for audit or review purposes.

#### **Personal Cell Phones at work:**

The District allows the employees to bring their personal cell phones to work. We expect employees to keep personal conversation to a minimum. While occasional, brief personal calls are acceptable, employees must turn off the ringers on their cell phones while away from their cell phones. Employees must turn off the ringers on their cell phones or leave elsewhere while in meetings, or training.

### Security of District Issued Cell Phones:

Employees are responsible for the security of District-issued cell phones and the information stored on them. Always carry it with you; never leave the cell phone unattended. If lost or stolen you must immediately notify the District.

### Review on Monthly Charges:

A review of calling activity will be conducted on a monthly basis by the Director of Operations and the cellular device user. The user must document the business purpose of each call activity item that is not a call to the District number or a call to other District required or purchased cellular devices. The documentation for these calls must include who was called and for what business purpose. Any calls that cannot be documented as to its business purpose will be treated as a personal (unauthorized) cell and must be reimbursed to the District.

### Special Responsibilities of Managerial Staff:

It is important for management to provide a good example of mobile/cellular phone use and to guard against excessive or inappropriate use of personal/mobile/cellular phones by their officers.

### Reminder:

The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. While the District cannot force you to adhere to these rules when you are not on duty, we strongly urge you to do so for your own safety and well-being and that of family, friends, and third parties on the roadways.

## 5-19. Progressive Discipline

This policy describes the practice for administering equitable and consistent discipline for unsatisfactory conduct at the District. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of the District to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent both you and the District have the right to terminate employment at will, with or without cause or advance notice, the District may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will



normally be followed: a first offense may call for a verbal warning; an next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be considered a serious offense, Section 701 (Employee Conduct and Work Rules) includes examples of problems that may result in immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and the District.

## 5-20. Problem/Grievance Resolution

The District is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the District supervisors and management.

The District strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for using the problem resolution procedures.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the matter to the next level of management or the Human Resources Administrator.
2. The supervisor shall respond to the problem during the discussion or after consulting with the appropriate management, when necessary. The supervisor shall document the discussion.
3. You present the problem to the Human Resources Administrator if the problem is unresolved.
4. The Human Resources Administrator counsels and advises you, assists in putting the problem in writing, visits with your managers, if necessary.
5. The Human Resources Administrator reviews and considers the problem. The Human Resources Administrator informs you of the decision and forwards a copy of the written response to your supervisor or manager for your file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each



other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

## 5-21. Workplace Etiquette

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The District encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact your Department Manager.

- Throw away old or unwanted food you may be storing in the refrigerator.
- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in copy machine and printer trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workplace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Refrain from inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid banter which might have sexual or racial overtones.

## 5-22. Computer and Email Usage

The District may provide employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer email usage may be monitored. No computer should be password protected without an approved password.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Displaying, downloading, or emailing sexually explicit images, messages, and cartoons is prohibited. Other examples of unacceptable computer usage include (but not limited to) ethnic slurs, racial comments, off-colored jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters. Your business email address is for business purposes only.

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Systems Manager or any member of management if you learn about a violation of this policy of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## 5-23. Internet Usage

The District may provide employees with Internet access to help them with the execution of their work. This policy explains our guidelines for using the Internet. responsibly and productively. Internet usage is intended for job-related activities, personal use should be avoided.

All Internet data that is composed, transmitted, or received via our computer systems to Florida Public Records Law and considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of the District. Therefore, the District reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online

connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The District does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trade marked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. The District requires that all downloaded files be checked for viruses. All composed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or District policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action"

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

## 5-24. Workplace Monitoring

The District may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. We use telephone monitoring to identify and correct performance problems with targeted training. We are always striving for improved performance to enhance our customers' image of the District as well as customer service satisfaction.

The computer equipment and systems and Internet access that employees may use are always the property of the District. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

We may conduct video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

## 5-25. Drug and Alcohol Use

The District wants to provide a drug-free healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

Drugs, for the purpose of this policy, include alcohol, legal and illegal controlled substances, narcotics, hallucinogens, depressants, stimulants, inhalants and other substances capable of creating or maintaining effects on one's physical, emotional or mental state, such as marijuana, cocaine, opiates, phencyclidine and amphetamines. Any such drugs may be included in the testing program. While on District premises or while conducting business-related activities off District premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others. You should notify your supervisor if you are taking prescription in order to evaluate your safety.

If you are involved in a vehicular accident regardless of the cause in every case you will be expected to immediately be tested for drugs and alcohol. If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause. You immediate supervisor or next level of management will promptly escort you to the assigned drug testing facility.

Any employee who is determined to be under reasonable suspicion of alcohol use will be relieved of

all duties immediately and will not be allowed to return to work for 24 hours unless an alcohol test shows a concentration below .02%.

In accordance with this policy, the District reserves the right to conduct drug testing with just cause or reasonable suspicion ( see 702 for probable reasoning). Before any testing is done you will be asked to sign a consent form authorizing the test and permitting release of the results to the District. We reserve the right to random drug test.

Reasonable suspicion may include alone or any combination of the following:

- Abnormal or unusual behavior
- A work-related accident (Mandatory)
- Direct observation of substance abuse
- Mood swings and/or increased hostility
- Increased inattentiveness and absent-mindedness
- Increased disciplinary incidents or hostility
- Substandard work and/or increased absenteeism
- Admission of usage of illegal substances

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences. Furthermore, any employee found to be involved in the sale, storage, or distribution of illegal drugs on District or customer property will be subject to immediate termination.

An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if the employee's substance abuse problem has not already resulted in disciplinary action and the employee is not currently subject to immediate disciplinary action. This time off may be granted if the employee agrees to abstain from using the problem substance; abides by all District policies, rules, and prohibitions relating to conduct in the workplace; and if granting the time off will not cause the District any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity. The report must be made within five days of the conviction.

The District reserves the right at its discretion to consider past service, future value, and company commitment in accordance with the following guides. If an employee agrees to an immediate five-day suspension without pay, and additional 30-day working probation period concluded with an additional drug test and an additional two year probation period after that at which time the District has the right to require a drug test at any time during this period, then the District may consider the continued employment of said employee.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Administrator without fear of reprisal.

## 5-26. Termination of Employment

Termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

## 5-27. Concealed Weapons

Employees may not, at any time while on District property possess or use any weapon except when in compliance with Section 790.251, Florida Statutes.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether an employee possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited within the District buildings.

### Vehicle carry:

Handguns must be "securely encased". Securely encased means in a glove compartment, whether or not locked; snapped in a holster; in a gun case, whether or not locked; in a zippered gun case; or in a closed box or container which requires a lid or cover to be opened for access. Carry of a handgun on one's person inside a vehicle without a license is not permitted (except in the case of open carry in accordance with the law outlined above). Once a handgun is securely encased, it can be stored anywhere inside the vehicle and is not limited to just the glove compartment/center console.

## General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with Coral Springs Improvement District. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the District's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of Coral Springs Improvement District's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the District at any time.**

**I further understand that my employment is terminable at will, either by myself or the District, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Coral Springs Improvement District other than Director of Human Resources may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the District's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

### **Introduction:**

It is the goal of the Coral Springs Improvement District to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the District's goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because the District takes allegations of sexual harassment seriously, prompt response to complaints of sexual harassment will be investigated. The District will act promptly to eliminate the conduct and impose such corrective action as it is necessary, including disciplinary action where appropriate.

### **Definition of Sexual Harassment:**

The legal definition for sexual harassment is described as sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity,



- deficiencies or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

**Complaints of Sexual Harassment:**

If any District employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint within our organization. This complaint may be done in writing or orally.

All employee should take not that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

If you would like to file a complaint you may do so by contacting your Human Resources Manager, District Manager, Director of Operations, District legal counsel or the appropriate supervisory manager. These people are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

**Sexual Harassment Investigation:**

When the District receives a complaint it will be promptly investigated in a fair and expeditious manner by the Director of Human Resources. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with the witnesses. We will also interview the person alleged to have committed sexual harassment. When the investigation has been completed, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

**Disciplinary Action:**

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

I have read and I understand Coral Springs Improvement District's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Non-Harassment Policy

It is Coral Springs Improvement District's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, political affiliation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Director of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Director of Utilities. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the District will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Coral Springs Improvement District's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## **Ninth Order of Business**



11/14/18

Subject: Portable Air Compressor Bid # F-2019-01

Department: Field

By: Curt Dwiggins

Staff Requested Action: Award Bid to A & E Equipment Services

Budgeted: Yes

Amount: \$14,565.00

Two responsive bids were submitted by the deadline of the advertised invitation to bid # F-2019-01- for the purchase of a 80- 125 CFM @ 90 PSI Portable Air Compressor for the Field Department. The two bids were reviewed and both satisfied the bid specifications and identified the same product to be supplied, an Atlas Copco XAS 110 Portable air compressor. The bid tabulation shows that A & E Equipment Services has provided the low bid.

I recommend awarding this bid in the amount of \$14,565.00 to A & E Equipment Services- the low bidder for this project

## BID TABULATION SHEET

Bid Number: F-2019-01	<i>Failure to file within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All bids accepted by the District are subject to the District's terms and conditions. Any and all terms and conditions submitted by bidders will be rejected and shall have no force and/or effect.</i>	Opened By: Curt Dwiggin
Bid Title: One 80-125 CFM @90 PSI Portable Air Compressor		Tabulated By: Robin Dvorshak
Open Date: 11/08/2018		Verified By: Curt Dwiggin
Opening Time: 11:00AM		
Buyer: Coral Springs Improvement Dist.		

One 80-125 CFM @ 90 PSI Portable Air Compressor	Quantity	NAME OF BIDDER(S)			
		H & E Equipment	Technology International		
	1	\$14,565.00	\$16,495.00		
<b>TOTAL</b>		<b>\$14,565.00</b>	<b>\$16,495.00</b>		



## Coral Springs Improvement District

10300 N.W.11<sup>th</sup> manor coral Springs, Fl. 33071

Invitation to Bid

10/29/18

One (1) 80-125 CFM @90 PSI Portable Air Compressor

Bid Number: F-2019-01

Bid Representative: Curtis Dwiggin

Advertisement published: 10/29/18

Advertisement published: 11/05/18

**Invitation to bid****(1) 80-125 CFM Portable Air Compressor**

Requested by the Coral Springs Improvement District

This invitation for bid is requested by the Coral Springs Improvement District (the "District") to purchase, under fair bidding procedures, (1) 80-125 CFM Portable Air Compressor, from the lowest bidder, who meets or exceeds the minimum requirements specified below. All quotes are to be in a lump sum figure and include the product plus delivery cost to our District office located at 10300 N.W. 11<sup>th</sup> manor Coral Springs, Fl. 33071.

The District requires 3 completed signed sets of bid documents be submitted. Sealed bids will be received until **11:00 A.M.**, Eastern Time on **November 8, 2018** at the office of Coral Springs Improvement District, 10300 N.W. 11<sup>th</sup> Manor, Coral Springs, FL 33071. The outside of the envelope or box containing **THREE (3) COPIES** of the bid with original signatures must clearly state **"BID NUMBER F-2019-01, (1) 80-125 CFM Portable Air Compressor"** Late submittals will not be accepted. Bid price shall be guaranteed, as specified by the District, for 45 days after bid award is announced.

Bidders may obtain complete sets of bidding documents from the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, FL 33071, (954) 753-0380, or [www.csidfl.org](http://www.csidfl.org). Partial sets of Bidding Documents will not be available. For information, you may contact Curtis Dwiggin, District Representative at 954-796-6608.

The Owner reserves the right to reject any or all Bids with or without cause, to waive technical errors and informalities, and to accept the Bid, which best serves the interest of the Owner.

**Instructions to bidders:**

Fill out the forms below with your company information, product description and bid quote. Please include all applicable manufacturer information of the item you are quoting, along with safety and warranty information. All inquiries and technical questions are to be made to the Bid Representative listed below.

If the vendors bid quote is a discounted rate of an MSRP, please provide the actual lump sum price after the discounted rate is applied. Please note that the District is tax exempt. If the Vendors quote is based on a current State, County or local government contract price, Please include a copy of the contract.

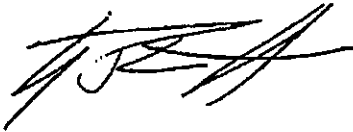
The vendor shall submit (3) three copies of the entire bid document, mailed it to the District Office in a sealed box or envelope, received before the deadline to our address located at 10300 NW 11<sup>th</sup> manor Coral Springs, FL 33071

The outside of this document should clearly state

**"Bid Number: F-2019-01 (1) 80-125 CFM Portable Air Compressor"**

**Attn: Curtis Dwiggin**

Thank you and good luck,



Curtis Dwiggin

E-Mail: [curtd@csidfl.org](mailto:curtd@csidfl.org)

Phone: 954-796-6608

## Compressor specifications:

### Minimum standard criteria

(1) 80-125 CFM Portable Air Compressor Revised 10/23/18

General Specifications: Compressor shall be Highway towable by manufacturers design, and not custom Modified to fulfill this specification.



Spec. Group	Amount	Description	meet	Exceed
Engine				
	1	Diesel operated		N/A
Wheels/Tires				
	2	Load Range C, White OR Galvanized 5 Lug Wheel		
Brakes/Hitch				
	set	Emergency break away stopping with military hitch		N/A
Jack				
	1	Heavy Duty swing up tongue jack		N/A
Electrical				
	set	LED Brake/Running lights, DOT approved		N/A
Enclosure				
	N/A	Compressor must have a weather Proof enclosure		N/A
Compressor				
	1	Capable of an output rating 80-125 CFM @90 PSI		

Please indicate if the product being quoted meets or exceeds these specifications in the box provided in the two right columns above. Please include any and all supporting product information applicable to the item being bid with this bid package



Coral Springs Improvement District  
 12900 N.W. 11TH Meador Coral Springs, FL 33071

Vendor quote submittal form

BID Number 2019-01, (1) 80-125 CFM Portable Air Compressor

Date: 11/1/18

Vendors Billing Address:	Dealership Address (if applicable):
--------------------------	-------------------------------------

H & E Equipment Services  
 1021 NW 12 Terrace  
 Pompano Beach, FL 33069

Same

Phone number: (954) 781 3099	Email address: H Sepulveda @ HG - Equipment - 104
model/brand: Atlas Copco XAS110PE	Actual Dimensions: 79" length 48" Width 51" Height

Item number	Description	Unit Cost
8162061042	Air Compressor	\$14,565.00

Total price to include shipping and delivery to the District Office 10300 NW 11<sup>th</sup> Manor Coral Springs, Fl. 33071

Total Price \$ 14,565.00

By virtue of submitting this quote, Vendor agrees to all terms, conditions and specifications attached hereto

Henry Sepulveda  
 Signature of authorized representative

Henry Sepulveda  
 Name of authorized representative (type or print)



Coral Springs Improvement District  
 10300 N.W. 11TH Manor Coral Springs, Fl. 33071

Award of Bid or RFQ's

Board meeting date: \_\_\_\_\_

BID Number 2019-01, (1) 80-125 CFM Portable Air Compressor

Bid awarded to:

---

Signature of Witness

---

Signature of President

---

Printed Name of Witness

---

Dr. Martin Shank

Printed Name of President

## **Tenth Order of Business**



October 19, 2018

Coral Springs Improvement District  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, FL 33071

Att Curt Dwiggins  
Supervisor of Field Services

The present is to confirm that October 17, 2018 AP Engineering Inc., has completed the Water Loss Reduction Program, Water Service Replacement Project 2.

. Please consider this letter as our request for deductive change order #1 as follows:

- **Change Order #1 decreases the original contract value of \$738,000.00 by \$(176.52) resulting in a final contract value of \$737,823.48**

The last invoice (Number 66), of this project is being submitted to CISD this week. We certified after that invoice, no other invoice will be submitted, the project will be closed.

Do not hesitate to contact me, if you need any additional information.

Cordially,

Elvin Pagan  
President

www.apengfl.com  
954-603-4122  
1621 SW 119<sup>th</sup> Ter  
Davie FL 33325  
LIC. CUC1225362

## **Eleventh Order of Business**





Pricing Tabulation of the 2018-19 FSA Cooperative Bid Purchasing Program (FSA Spec# 61)  
 for the Field Department to purchase one (1) 3/4 ton utility Truck (SPEC ID: 3/4T-2WDEC-UTB)

Vehicle Type	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	2019 Ford F-250 Super Duty SRW XL (F2A)	2019 Ford F-250 Super Duty SRW XL (F2A)	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)
Dealer Name	Alan Jay Chevrolet Buick GMC Cadillac	Alt:Auto Nation Chevrolet Pembroke Pines	Coggin Auto (Ford)	Alt:Duval Ford LLC	Alan Jay Chevrolet Buick GMC Cadillac	Alt: Garber Chevrolet Buick GMC, Inc.
Base Price	\$25,284.00	\$25,393.00	\$23,308.00	\$23,505.00	\$25,384.00	\$25,978.00
Utility Bed Type	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading	Knapheide, Reading
Utility Bed Price	6,885.00	6,478.00	\$7,500.00	\$7,800.00	\$6,885.00	\$5,796.00
Tow Package	\$785.00	\$100.00	\$1,125.00	\$1,125.00	\$785.00	\$98.00
Back up Alarm Dealer installed	\$179.00	\$179.00	\$125.00	\$125.00	\$179.00	\$138.00
Tag (state)	\$248.33	\$116.55	\$230.00	\$215.00	\$248.33	\$116.55
traction control	STANDARD	STANDARD	STANDARD	STANDARD	STANDARD	STANDARD
Limited slip differential	STANDARD	STANDARD	\$389.00	NOT AVAILABLE	STANDARD	STANDARD
other see note (2)			\$315.00	\$215.00		
<b>Total Delivery Est:</b>	<b>\$33,133.00</b>	<b>\$32,266.55</b>	<b>\$32,992.00</b>	<b>\$32,770.00</b>	<b>\$33,481.33</b>	<b>\$32,126.55</b>
After delivery Add-ons estimate						
Spray-on Bed Liner						
Headache Rack						
Reflective Striping	500	500	500	500	500	500
<b>Grand total</b>	<b>\$33,633.00</b>	<b>\$32,766.55</b>	<b>\$33,492.00</b>	<b>\$33,270.00</b>	<b>\$33,981.33</b>	<b>\$32,626.55</b>

Ram does not offer FSA Spec# 61 product. All other vendors who do, and that are not listed, do not offer a utility bed  
 Note: Chevy and GMC do NOT offer a "standard cab" specification #61, they are Specification #59  
 also note: GMC Comes standard with power windows and door locks which is extra on ford  
 Ford cost to add power windows and doorlocks





# FLORIDA SHERIFFS ASSOCIATION

2617 Mahan Drive, Tallahassee, Florida 32308  
P.O. Box 12519 • Tallahassee, Florida 32317-2519

p: (850) 877-2165  
f: (850) 878-8665  
[www.flsheriffs.org](http://www.flsheriffs.org)  

Date: October 1, 2018

To: All Perspective Participants

From: Steve Casey, Executive Director  
Sarrah Glassner, Deputy Executive Director  
Annette Grissom, CPP Manager  
Lisa Gregor, CPP Coordinator

Re: Contract Number FSA18-VEL26.0 Police Rated, Administrative, Utility Vehicles, Trucks and Vans

We are pleased to announce that the Florida Sheriffs Association has successfully completed its 26th nationwide cooperative bid for vehicles. This contract is in effect beginning October 1, 2018 through September 30, 2019.

This year's bid includes 70 specifications and 265 makes and models. It offers police rated, special service, administrative, hybrid vehicles, pick-up trucks, vans, mobility transport and police motorcycles.

The competitive process for this award began in February 2018, when stakeholders were surveyed regarding procurement needs. Specifications were developed based on prior year activity and new additions were added based on survey results and the Fleet Advisory Committee's review of commodities.

On May 8, 2018, a direct notification was sent to 521 prospective bidders to register for qualification to participate in the bid process. An advertisement of the Invitation to Bid was placed within the Florida Administrative Weekly on May 14, 2018 and again on May 29, 2018. From this ITB, 62 bidders responded to the pre-bid meeting registration. Of these respondents, 30 submitted bids and 28 qualified, responsive bidders were awarded after a review by the FSA Fleet Advisory Committee.

The Florida Sheriffs Association Cooperative Purchasing Program has followed the Contract Terms and Conditions to procure this contract.

Contract prices are extended and guaranteed to any local government or political subdivision of the state, public educational institutions, other public agencies or authorities with the State of Florida, and entities approved by the manufacturer to participate in this contract.

Out of state sales are permitted under this contract. All purchasers are bound by their local governing purchasing ordinances, rules and regulations.

All awarded vendors are governed by their manufacturer agreements and the Contract Terms and Conditions.

List of Awards for FSA18-VEL26.0 Police Rated, Administrative, Utility Vehicles, Trucks and Vans:

Alan Jay Chevrolet Buick GMC Cadillac  
Alan Jay Chrysler Jeep Dodge of Wauchula

Alan Jay Ford Lincoln  
Alan Jay Nissan, Inc.  
Alan Jay Toyota  
Alligator Alley Harley Davidson  
Auto Nation Chevrolet Pembroke Pines  
AutoNation CDJR Pembroke Pines  
Beck Auto Sales  
Beck Chevrolet Buick GMC  
Beck Nissan  
Big Bend Chevrolet Buick  
Bozard Ford  
Bruce Rossmeyer's Daytona Harley-Davidson  
Coggin Chevrolet  
Coggin Ford  
Coggin Nissan  
Coggin Toyota  
Duval Ford LLC  
Garber Chevrolet Buick GMC  
Garber Chrysler Dodge Truck  
Garber Ford Inc  
Orlando Freightliner  
Prestige Ford  
Stingray Chevrolet  
Terry Taylor DeLand Nissan  
Weston Nissan

Notice of Bid/Request for Proposal

**OTHER AGENCIES AND ORGANIZATIONS**  
**FLORIDA SHERIFFS ASSOCIATION**

**FSA18-VEL26.0 Police Rated, Administrative, Utility Vehicles, Trucks and Vans**

**FLORIDA SHERIFFS ASSOCIATION**

P.O. BOX 12519

TALLAHASSEE, FLORIDA 32317-2519

**Invitation to Bid**

**Cooperative Purchasing Program Bid FSA18-VEL26.0**

Bid Number: FSA18-VEL26.0

Bid Title: Police Rated, Administrative, Utility Vehicles, Trucks & Vans

**Mandatory** Pre-Bid Meeting July 10, 2018, 9:00 a.m., ET

Pre-Bid Meeting to be held at: Falkenberg Road Jail Assembly Room

520 North Falkenberg Road, Tampa, Florida 33619

Electronic Responses Due: August 20, 2018, 11:30 p.m., ET

Digital Bid Documents (*sealed bids*) Due: August 24, 2018, 5:00 p.m., ET

Sealed Bid Submittal Received at: FLORIDA SHERIFFS ASSOCIATION

Attn: Cooperative Bid Coordinator

2617 Mahan Drive

Tallahassee, FL 32308

The Florida Sheriffs Association and the Florida Association of Counties invite interested vendors, including Motor Vehicle Manufacturers and Dealers/Certified Representatives to submit responses in accordance with these solicitation documents. The Florida Sheriffs Association will serve as the "Contract Administrator" in the solicitation process and the administration of the resulting contract. The purpose of this bid is to establish a twelve (12) month contract, beginning October 1, 2018 and ending September 30, 2019, with manufacturer's authorized dealers for the purchase of 2018-2019 vehicles, trucks and heavy equipment on a "no trade-in basis".

**All prospective bidders are required to attend the MANDATORY Pre-Bid Meeting.**

**ADVERTISEMENT**

**Police Rated, Administrative, Utility Vehicles, Trucks & Vans**

BID NUMBER: FSA18-VEL26.0

The Florida Sheriffs Association and Florida Association of Counties invite interested bidders to submit bid proposals for 2018-2019 Police Rated, Administrative, Utility Vehicles, Trucks & Vans.

This contract shall be awarded to the lowest and second lowest and best responsive bidder by specification, by manufacturer, by zone.

No bidder may withdraw his bid for a period of sixty (60) calendar days after the date set for the posting thereof.

Bidders are hereby advised that the Florida Sheriffs Association reserves the right to reject any and all bids, or separate portions thereof, and to waive any irregularity, technicality or omission if the FSA determines that doing so will serve in the FSA's best interest. The FSA may also reject any Response not submitted in the manner specified by the solicitation documents.

FLORIDA SHERIFFS ASSOCIATION

By:

Steve Casey

FSA Executive Director



## FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

Name of Dealership	Type of Vehicle	Zone	Base Unit Price
<a href="#"><u>3/4 TON EXTENDED CAB PICKUP TRUCK - 4X2 (Specification #61)</u></a>			
Alan Jay Chevrolet Buick GMC Cadillac	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Western	\$25,434.00
ALT - Garber Chevrolet Buick GMC, Inc.	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Western	\$25,699.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Northern	\$25,284.00
ALT - Garber Chevrolet Buick GMC, Inc.	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Northern	\$25,499.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Central	\$25,284.00
ALT - Auto Nation Chevrolet Pembroke Pines	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Central	\$25,593.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Southern	\$25,284.00
ALT - Auto Nation Chevrolet Pembroke Pines	2019 Chevrolet Silverado 2500HD Double Cab 1WT (CC25953)	Southern	\$25,393.00
Duval Ford LLC	2019 Ford F-250 Super Duty XL (X2A)	★ Western	\$23,308.00
ALT - Coggin Auto (Ford)	2019 Ford F-250 Super Duty XL (X2A)	Western	\$23,405.00
Duval Ford LLC	2019 Ford F-250 Super Duty XL (X2A)	★ Northern	\$23,308.00
ALT - Coggin Auto (Ford)	2019 Ford F-250 Super Duty XL (X2A)	Northern	\$23,400.00
Duval Ford LLC	2019 Ford F-250 Super Duty XL (X2A)	★ Central	\$23,308.00
ALT - Coggin Auto (Ford)	2019 Ford F-250 Super Duty XL (X2A)	Central	\$23,405.00
Duval Ford LLC	2019 Ford F-250 Super Duty XL (X2A)	★ Southern	\$23,308.00
ALT - Coggin Auto (Ford)	2019 Ford F-250 Super Duty XL (X2A)	Southern	\$23,505.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Western	\$25,534.00
ALT - Garber Chevrolet Buick GMC, Inc.	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Western	\$25,978.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Northern	\$25,384.00

ALT - Garber Chevrolet Buick GMC, Inc.	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Northern	\$25,778.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Central	\$25,384.00
ALT - Garber Chevrolet Buick GMC, Inc.	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Central	\$25,878.00
Alan Jay Chevrolet Buick GMC Cadillac	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Southern	\$25,384.00
ALT - Garber Chevrolet Buick GMC, Inc.	2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)	Southern	\$25,978.00
Terry Taylor DeLand Nissan	2019 Nissan Titan XD King Cab S 2WD (52119)	Western	\$26,371.00
	2019 Nissan Titan XD King Cab S 2WD (52119)	Western	-- NB --
Terry Taylor DeLand Nissan	2019 Nissan Titan XD King Cab S 2WD (52119)	Northern	\$26,311.00
	2019 Nissan Titan XD King Cab S 2WD (52119)	Northern	-- NB --
Terry Taylor DeLand Nissan	2019 Nissan Titan XD King Cab S 2WD (52119)	Central	\$26,197.00
	2019 Nissan Titan XD King Cab S 2WD (52119)	Central	-- NB --
Terry Taylor DeLand Nissan	2019 Nissan Titan XD King Cab S 2WD (52119)	Southern	\$26,150.00
	2019 Nissan Titan XD King Cab S 2WD (52119)	Southern	-- NB --



**FLORIDA SHERIFFS ASSOCIATION  
& FLORIDA ASSOCIATION OF COUNTIES**

**3/4 TON EXTENDED CAB PICKUP TRUCK - 4X2  
SPECIFICATION #61**

**2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)**

The GMC Sierra 2500HD Double Cab 1SA (TC25953) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	Western	Northern	Central	Southern
BASE PRICE:	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

Order Code	Delete Options	All Zones
	6' cargo box in lieu of 8'	NA
	AM/FM stereo radio	NA
	Air conditioning	NA
ZW9 ZQH <sup>1</sup>	Cargo box and rear bumper <i>Pickup box, tailgate, rear bumper, and rear vision camera delete. (Z82) trailering equipment not available with this option, requires a long box model. Includes ZHQ - LT245/75R17E all season spare tire &amp; carrier with base tire selection. - or - (ZW9 ZXT - Pickup box, tailgate, rear bumper, and rear vision camera delete. (Z82) trailering equipment not available with this option, requires a long box model. Includes ZXT - LT265/70R17E all terrain spare tire &amp; carrier with A/T tire selection.) ** requires further manufacture and certification by a final stage manufacturer. <sup>1</sup></i>	NC <sup>1</sup>
9L3 5Z4 <sup>1</sup>	Full size spare tire and rim <i>Deletes full size spare tire, wheel, and carrier <sup>1</sup></i>	(\$50.00) <sup>1</sup>
D - PDD <sup>1</sup>	Power Windows & Door Locks <i>Deletes Sierra Convenience Package (Double Cab Only), includes (AQQ) Remote Keyless Entry, (A91) remote locking tailgate, (K14) 110-volt AC power outlet, (UF2) LED cargo box lighting, (AKO) deep tinted glass and (DPN) trailering mirrors <sup>1</sup></i>	(\$500.00) <sup>1</sup>
	Keyless Entry	NA
	Programmed Key Fobs	NA

Order Code	Add Options	All Zones
	Engine upgrade - specify	NA
	Bi-fuel model - specify	NA
	CNG model - specify	NA
	CNG conversion (discuss with dealer)	NA
	LPG conversion (discuss with dealer)	NA
K4B <sup>1</sup>	Battery, auxiliary HD <i>auxiliary 730CCA HD battery. - or - (DRYCELL - Dealer provided Optima RED TOP drycell battery replaces factory lead acid battery \$379, each.) <sup>1</sup></i>	\$134.00 <sup>1</sup>
	Increase to 9,200 lbs. GVWR <i>Included and only available with diesel engine upgrade. <sup>1</sup></i>	NA <sup>1</sup>
JL1 <sup>1</sup>	Electric brake controller <i>Standard with Pick Up Bed, Charge Option when ordered in conjunction with option ZW9 <sup>1</sup></i>	\$274.00 <sup>1</sup>
	Traction control	Std
	Limited slip differential	Std
SLE TC25#53 <sup>1</sup>	Manufacturer's model upgrade package (specify pkg. bid) <i>SLE package includes: factory trailer hitch and brake controller, 17" Aluminum wheels with steel spare, body colored body side moldings, LED cargo box lighting, power heated body colored side mirrors, rear deep tint glass, body colored door handles, EZ-lift/lower remote locking tailgate, 8" color touch screen radio AM/FM/CD/USB/HD with bluetooth, OnStar w/ 4G LTE capability, cloth 40/20/40 front bench seat, leather wrapped wheel with audion controls, carpet flooring with rubberized mats, 4.2" DIC, power windows w/ express up/down, remote keyless entry, vanity mirrors. <sup>1</sup></i>	\$5,360.00 <sup>1</sup>
	Speed control/tilt steering wheel	Std

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

	<p><b>Bucket seats in lieu of bench seat</b>  <i>AZ3 Seats, front 40/20/40 split-bench, 3-passenger. Includes driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Includes manually adjustable driver lumbar, lockable storage compartment in seat cushion, and storage pockets. (Includes (AG1) driver 10-way power seat adjuster and requires (H2R) Dark Ash -Base Model Only- \$434 -or- (DRC - Dealer remove center section leaving bare floor ADD \$110 ) - add - (CC-MC-14 - Troy Products 14" console with vehicle specific floor plate, 4" dual internal cupholder, 3" shallow console tray, (3) 12V DC outlets, height adjustable 5"x8" armrest, and blank filler plates. \$740) - or - (CC-WBOS-20 - Troy Products 20" wide body console with vehicle specific floor plate, 4" dual internal cupholder, 3" shallow console tray, (3) 12V DC outlets, height adjustable 5"x8" armrest, and blank filler plates. \$915) - or - (CC-WBOS-16-FB - Troy Products 16" wide body console with vehicle specific floor plate, 4" dual internal cup holder, 3" shallow console tray, (3) 12V DC outlets, 9" lidded file box at rear console with large leather pad, and blank filler plates. \$1075.) ***Specify agency radio for faceplate(s)***</i> <sup>1</sup></p>	NA <sup>1</sup>
H2Q <sup>1</sup>	<p><b>40/20/40 seat in vinyl</b>  <i>Dark ash with jet black interior accents, vinyl seat trim, base model only.</i> <sup>1</sup></p>	Std <sup>1</sup>
H2R <sup>1</sup>	<p><b>40/20/40 seat in cloth</b>  <i>Dark ash with jet black interior accents, cloth seat trim.</i> <sup>1</sup></p>	NC <sup>1</sup>
B30 <sup>1</sup>	<p><b>Carpet in lieu of rubber floor covering</b>  <i>Color-Keyed carpeting w/ rubberized floor mats.</i> <sup>1</sup></p>	\$99.00 <sup>1</sup>
VAV <sup>1</sup>	<p><b>Floor mats</b>  <i>All weather floor mats, requires B30. - or - (WTF DBL - WeatherTech HD molded floor liner system includes freight and installation \$299.)</i> <sup>1</sup></p>	\$159.00 <sup>1</sup>
	<p><b>Deep tinted glass</b>  <i>Factory Deep Tint Rear Windows Only - or - (DT2 - Dealer installed SolarGuard deep tint film on driver and pass doors \$149) - or - (DTF 4 TRK - Dealer installed SolarGuard deep tint film on all door and rear window glass \$279) - and - (WSTP - add \$49 for SolarGuard windshield strip).</i> <sup>1</sup></p>	Incl. <sup>1</sup>
PDD <sup>1</sup>	<p><b>Sliding rear window</b>  <i>SLE Convenience Package (Double Cab Only), includes (JF4) power-adjustable pedals, (UD7) Rear Park Assist, (A48) power sliding rear window and (C49) rear-window defogger (If (ZW9) pickup box delete or (9J4) rear bumper delete is ordered (UD7) Rear Park Assist will be deleted. When (TRW) provision for cab roof-mounted lamp or (VYU) Snow Plow Prep Package are ordered (A48) sliding rear window will not be included.) **requires 1LT or SLE upgrade** - or - (C49 - Rear Window Defogger \$224)</i> <sup>1</sup></p>	\$889.00 <sup>1</sup>
	<p><b>AM/FM radio with single CD</b>  <i>Included and only available with manufacturers upgrade package.</i> <sup>1</sup></p>	NA <sup>1</sup>
UE1 <sup>1</sup>	<p><b>On-Star</b>  <i>OnStar Guidance plan for 6 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling minutes) (Retail orders receive limited service trial. Visit <a href="http://www.onstar.com">www.onstar.com</a> for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.)</i> <sup>1</sup></p>	\$174.00 <sup>1</sup>
	<p><b>Satellite radio</b></p>	NA
	<p><b>Side air bags</b></p>	Std
RVS <sup>1</sup>	<p><b>Cab steps</b>  <i>LPO assist steps, 4" black round. - or - (VXJ - LPO assist steps, 4" chrome round \$684.) -or- (VXH - LPO assist steps, 6" chrome rectangular \$749.) - or - (Step3 DUB - Dealer provided Aries 3" black round cab steps for double cab pickup \$525.00)</i> <sup>1</sup></p>	\$629.00 <sup>1</sup>
L-SPOT <sup>1</sup>	<p><b>Left-hand pillar mounted 6" spotlight with clear halogen bulb, dealer installed</b>  <i>Unity incandescent left hand spot lamp. - add - (LED - Add \$225 for dealer installed LED bulb)</i> <sup>1</sup></p>	\$520.00 <sup>1</sup>
LR-SPOT <sup>1</sup>	<p><b>Left &amp; right-hand pillar mounted 6" spotlight with clear halogen bulb, dealer installed</b>  <i>Unity incandescent left and right hand hand spot lamp.- add - (LED2 - Add \$450 for dealer installed LED bulbs)</i> <sup>1</sup></p>	\$1,050.00 <sup>1</sup>
RS 4 <sup>1</sup>	<p><b>Vent visors - stick-on style</b>  <i>Weather Tech stick on vent visors, four doors. (\$145 for front driver/passenger door glass only)</i> <sup>1</sup></p>	\$189.00 <sup>1</sup>



<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

RSF 4 <sup>1</sup>	Rainshields - flange style <i>Weather Tech flange style rainshields, four doors. (\$145 for front driver/passenger door glass only)</i> <sup>1</sup>	\$189.00 <sup>1</sup>
BS <sup>1</sup>	Bug shield <i>Dealer installed Weather Tech bug shield hood protector.</i> <sup>1</sup>	\$189.00 <sup>1</sup>
WGG <sup>1</sup>	Trailer tow mirrors Wrap-around grille guard <i>Westin Sportsman / Sterling vehicle specific wrap around grille guard, add \$300 for Winch Mount Plate.</i> <sup>1</sup>	Incl. \$995.00 <sup>1</sup>
ATB-LP-18 <sup>1</sup>	Heavy duty aluminum tool box <i>Dealer provided HD American Aluminum diamond plate low pro tool box 18" Depth.- OR - (FNT85 - 85 gallon UWS fuel n tool combo with L-shaped fuel tank, tool box, 13GPM Fill-Rite fuel transfer pump, filter, hose, nozzle, and GPI inline digital flow meter for use in short bed PU or Utility body \$2025.) - and - (SAFE-T - Amerex 5lb Fire extinguisher, First Aide Only first aid kit, and King James &amp; Co road triangles \$359) - or - (3BOX SWB - Includes UWS standard height 18" depth saddle box with single lid and (2) bed rail mounted UWS standard height side tool boxes \$ 1354).</i> <sup>1</sup>	\$509.00 <sup>1</sup>
VZX <sup>1</sup>	Bedliner <i>Factory ordered dealer installed plastic insert bedliner - or - (DBL - Dealer provided GM bedliner \$325.)</i> <sup>1</sup>	\$354.00 <sup>1</sup>
CGN <sup>1</sup>	Spray-on bedliner for pick-up truck (Rhino, Line-X or approved equivalent) <i>Factory ordered only thin spray liner. -or- (SOB - Scorpion HD dealer installed spray on bedliner \$579) - add - (UBC - TiteSeal autobody rubberized underbody coating \$650)</i> <sup>1</sup>	\$494.00 <sup>1</sup>
QXT <sup>1</sup>	All terrain tread tires <i>LT265/70R17E All-Terrain tires. - or - (PYQ - Upgrade to 17" Aluminum wheel \$499) - or - (PYT QGM - Upgrade to 18" painted steel wheel with LT265/70R18E all-terrain tires \$493.)</i> <sup>1</sup>	\$199.00 <sup>1</sup>
N2 HD <sup>1</sup>	Nitrogen filled tires including spare tire	\$209.00 <sup>1</sup>
LEER DCC <sup>1</sup>	Steel truck cap <i>Leer Deluxe Aluminum Commercial Topper (WHITE), 23" High, with codable locks, front picture window, full length side soors with driver and passenger side tool boxes including 1 vertical and 1 horizontal divider, rear lift up door with picture window, ladder rack, 20" 12v LED interior light bar, LED brake light - and - (SWING - Upgrade to double swing barn doors w/ vertical glass on rear in lieu of standard lift up door \$449 **aluminum tops only**)</i> <sup>1</sup>	\$3,480.00 <sup>1</sup>
	Tow hooks	Std
G2-1300-PU <sup>1</sup>	1,200 lb. lift gate <i>Tommy Gate G2-1300 LB for pickup application. (Add \$200 for 2 piece gate) - or - (G2-1300-UB - Tommy Gate G2-1300 lb for utility body application \$3765, add \$200 for 2 piece gate.) - or - (TTL15ET - Thieman 1500lb liftgate Steel \$3595) - or - (TTL15ET AL - Thieman 1500lb liftgate Aluminum \$3945.) - or - (C2-1300-PU - Maxon C2-1300 LB lift gate for pickup application \$3560, Add \$200 for 2 piece gate.) - or - (C2-1300-UB - Maxon C2-1300 LB lift gate for utility body application \$3560, Add \$200 for 2 piece gate.)</i> <sup>1</sup>	\$3,605.00 <sup>1</sup>
10KW <sup>1</sup>	8,000 lb. winch with remote <i>VR10000 Warn 10,000lb recovery winch with remote. (Requires Wrap around grill with winch mount plate).</i> <sup>1</sup>	\$1,195.00 <sup>1</sup>
CLIVWC D2B <sup>1</sup>	Trailer towing package, to include heavy duty flashers, wiring for trailer plug (7 prong round), and class IV frame mounted trailer hitch with 2" square removable receiver, 1" shank with 2" ball. Does not include trailer tow mirrors. May be dealer installed. <i>(Factory Receiver Standard on Pick Up Truck, this option is for use in conjunction with aftermarket body applications.) HD Class IV Titan 2.5" Receiver, 7 Pin Wire Harness, solid steel shank Rigid draw bar, 2 &amp; 5/16" Ball, pin &amp; Clip \$725.) - Add- (PTL - Upgrade from standard draw bar &amp; ball to 2" ball-pintle hook combo \$169) - Add - (PTL2 - Upgrade from standard draw bar &amp; ball to 2-5/16" ball-pintle hook combo \$169).</i> <sup>1</sup>	\$785.00 <sup>1</sup>
USOB <sup>1</sup>	Spray-on bedliner for utility body <i>Scorpion HD spray on bed liner for cargo area of utility body only. - or - (USOB-T - Scorpion HD spray on bed liner for cargo area including tops of boxes \$1026) - or - (USOB-T-RB - Scorpion HD spray on bed liner for cargo area including tops of boxes and rear bumper \$1101)</i> <sup>1</sup>	\$747.00 <sup>1</sup>

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

K696J <sup>1</sup>	Knapheide, Reading or approved equivalent utility body - specify <i>Knapheide 8' SRW utility body painted to match cab, (includes ZW9/66D). - or - (K696FJ - Knapheide 8' SRW flip top utility body painted to match cab, (includes ZW9/66D) \$7740.)***Knapheide Upgrades: (KT89 - T-handles for \$390) - and - (K-MLS - Master Locking System \$555) - and - (KnapLock - pair of Knaplock padlocks keyed to factory ignition key \$159.) - and - (RKE - Knapheide remote keyless entry programmed to vehicle remote where applicable \$1370.) **All Bodies Include complete vehicle certification from final stage manufacturer **</i>	\$6,885.00 <sup>1</sup>
P-WS298 SW <sup>1</sup>	Manufacturer's standard service unibody, 14 gauge construction - specify. May be dealer installed. (NOTE: If you are ordering a service body, we are advising you to contact the awarded vendor.) <i>Warner Select 8' SRW utility body factory powder coated white, (includes ZW9/66D). - or - (P-WS298 MSW UFT - Warner Select 8' SRW flip top utility body powder coated white, (includes ZW9/66D) \$7745.)***Warner Upgrades: (WT89 - T-Handles \$665) - and - (W-MLS - Master Locking System \$575) - and - (W-BB - Brooklyn Bars \$825) **All Bodies Include complete vehicle certification from final stage manufacturer **1</i>	\$6,905.00 <sup>1</sup>
SLU98ASW <sup>1</sup>	Manufacturer's standard service modular body, 18 gauge construction - specify. May be dealer installed. (NOTE: If you are ordering a service body, we are advising you to contact the awarded vendor.) <i>Reading Standard Line 8' SRW utility body factory powder coated white, (includes ZW9/66D). - or - (SLU98ASW-SML Reading Standard Line 8' SRW utility body with space maker lids factory powder coated white, (includes ZW9/66D) \$8240.) - or - (U98ASW - Reading Classic II Series SRW utility body factory powder coated white, (includes ZW9/66D) \$8265.) - or - (U98ASW-SML - Reading Classic II Series SRW utility body with space maker lids factory powder coated white, (includes ZW9/66D) \$9265.)***Reading Upgrades: (R-MLS - Master Locking System \$535) - and - (R-LMRLS - Latch-matic remote locking system \$1225.) **All Bodies Include complete vehicle certification from final stage manufacturer **</i>	\$7,135.00 <sup>1</sup>
	Powder coating for utility body <i>Included and Only available with Warner and Reading Service Bodies Above<sup>1</sup></i>	NA <sup>1</sup>
FTC <sup>1</sup>	Fiberglass tonneau cover (painted to match) <i>Dealer provided Ranch Sport Wrap fiberglass tonneau cover. - add - (BSL1200 - 1,200lb capacity Cargo Ease bed slide with rubber mat and 4" Sides \$1338) - or - (BSL1500 - 1,500lb capacity Cargo Ease bed slide with rubber mat and 4" Sides \$1776) - or - (R-N-L - Roll-N-Lock vehicle specific lockable cover \$1795.)<sup>1</sup></i>	\$1,695.00 <sup>1</sup>
ECHO <sup>1</sup>	Fiberglass cab high topper with front, side and rear windows (painted to match) <i>Ranch Echo topper with fixed framed picture windows. - or - (ECHO-WD - Ranch Echo topper with side access windows \$2070.) - or - (SIERRA-SS - Ranch Sierra topper with solid sides \$2180.) - add - (FCH-LR - TracRac aluminum roof rack system with two cross bars &amp; 4 adjustable load stops \$995.)<sup>1</sup></i>	\$1,965.00 <sup>1</sup>
	Daytime running lights <i>On/Off cluster controllable daytime running lights are standard - or - (942 - Fleet daytime running lamps with no driver override \$44).<sup>1</sup></i>	Std <sup>1</sup>
	Immobilize daytime running lights	NA
HAR <sup>1</sup>	Cab shield headache rack (protects back of cab) <i>Vehicle specific no-drill cab shield, installed. - and - (91006 - light bar mounting feet \$125.) - and - (TB - cross body tool box mounting kit \$100.)<sup>1</sup></i>	\$597.00 <sup>1</sup>
BMR-PU <sup>1</sup>	Pipe rack w/expanded metal basket over cab (for pickup bed) <i>Buyers modular powder coated truck rack, does not include expanded metal basket over cab - add - (2BK - Buyers rack strap (pair) for load securement \$150) - or - (1200ATR - Weather Guard aluminum material rack \$1350, does not include expanded metal basket over cab) - add - (RAILS - Add side rails to the 1200ATR, add \$1065) - add - (CROSS - Add one additional cross member to the 1200ATR add \$225).<sup>1</sup></i>	\$1,255.00 <sup>1</sup>
ALPRU8 <sup>1</sup>	Pipe rack w/expanded metal basket over cab (for utility body) <i>Custom HD aluminum pipe rack for 8' utility bodies fabricated using 1-1/2" square tubing installed from rear of utility body or pickup to windshield/hood line of vehicle over cargo area, includes expanded aluminum basket over cab. - or - (ALPRU-SS8 - Single side custom HD aluminum pipe rack for 8' utility body or pickup fabricated using 1-1/2" square tubing installed on curb side from rear of utility body to front bumper, includes expanded aluminum basket over cab \$2250.)<sup>1</sup></i>	\$2,815.00 <sup>1</sup>

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

WG1450 <sup>1</sup>	Single ladder rack side mounted (specify street or curbside) <i>Weather Guard 1450 single side mounted ladder rack for pickup. - or - (WG1425-3 - WeatherGuard Aluminum single side mounted ladder rack for utility bodies, \$1185.)</i> <sup>1</sup>	\$950.00 <sup>1</sup>
VK3 <sup>1</sup>	Front license bracket <i>Factory ordered only (Dealer provided \$59)</i> <sup>1</sup>	NC <sup>1</sup>
8S3 <sup>1</sup>	Backup alarm, factory installed <i>97 db Back Up Alarm (Factory Installed ships unplugged) - and - (UD7 - Factory rear park assist ultra-sonic \$294, requires manufacturers upgrade package.)</i> <sup>1</sup>	\$137.00 <sup>1</sup>
BUA <sup>1</sup>	Backup alarm, dealer installed <i>Dealer installed Federal 90db back up alarm. (5F9 - AVF Factory Programmed and Dealer Installed OEM Back Up Camera. For use with Service body applications. \$679)</i> <sup>1</sup>	\$179.00 <sup>1</sup>
C-100 <sup>1</sup>	Optional equipment - specify <i>Custom Fiberglass Coaches Animal Control Body Includes: Reinforced one-piece molded fiberglass construction, bright white gelcoat high gloss exterior finish, step bumper with tread plate top, SS hardware, 6 animal compartments, sloped floor drainage system, pass-through swing door in the front compartment, storage compartment with rear access, and catch pole holder. SS tube roof rack, fresh air ventilation system vented to each compartment, five molded louver vents in exterior door panels with airflow control vents, L.E.D. lighting in compartments, L.E.D. brake, running and reverse lights **Includes bed credit, freight, and installation** - add - (AC -Upgrade coach to include 28,000 BTU cooling with temperature monitor in cab of vehicle \$2625) - or - (Upgrade to PRO 6WS7 add \$1620) - add - (HST - hoist at right front compartment \$ 4,370).</i> <sup>1</sup>	\$15,495.00 <sup>1</sup>
CE6K-3 <sup>1</sup>	Optional equipment - specify <i>Venturo 2000lb Electric Mast Folding Crane 6,000 ft - lbs crane with 2,000lb lifting capacity with manual extension, rotation, and elevation. Includes spring buildup and reinforced bumper or bed.) - or - (ET6K - Venturo 2,000lb capacity (6,000 ft-lb) E/H crane with hydraulic elevation, manual extension 6'-10', continuous rotation, and 50' of 3/16" wire rope, price includes manual outriggers, boom rest, crane re-inforcement, and spring buildup \$12,965 requires utility body. (N/A with Reading SL series.)</i> <sup>1</sup>	\$5,660.00 <sup>1</sup>
	Optional equipment - specify	NA
TEMP-TAG <sup>1</sup>	Temporary tag	\$45.25 <sup>1</sup>
TRANS-TAG <sup>1</sup>	Transfer existing registration (must provide tag number) <i>Includes temp tag &amp; two way overnight shipping for signature.</i> <sup>1</sup>	\$198.85 <sup>1</sup>
NEW-TAG <sup>1</sup>	New state tag (specify state, county, city, sheriff, etc.) <i>Includes temp tag &amp; two way overnight shipping for signature.</i> <sup>1</sup>	\$248.33 <sup>1</sup>
	Maintenance Plan - specify	NA
	Maintenance Plan - specify	NA
	Maintenance Plan - specify	NA
AMW <sup>1</sup>	Warranty - specify <i>All VENDOR INSTALLED aftermarket equipment subject to 1 year parts only warranty FOB Alan Jay Fleet Processing Center, Sebring FL. Reference FSA Contract Terms and Conditions 3.16 - Vendor Installed. - NOTE - (**DISCLAIMER** Manufacturer upgrade packages, options, and descriptions based on information available at time of bid opening and are subject to change by manufacturer without notice.)</i> <sup>1</sup>	Incl. <sup>1</sup>
GS575 <sup>1</sup>	Warranty - specify <i>Chevrolet Protection Plan SILVER 5yr or 75,000 miles with disappearing \$100 Deductible -or- (GP575 Chevrolet Protection Plan PLATINUM 5yr or 75,000 miles with disappearing \$100 Deductible \$1856) *** (ADD \$500 FOR NON-PURSUIT EMERGENCY USE SURCHARGE.)</i> <sup>1</sup>	\$1,648.00 <sup>1</sup>
GP6100 <sup>1</sup>	Warranty - specify <i>Chevrolet Protection Plan PLATINUM 6yr or 100,000 miles with disappearing \$100 Deductible. *** (ADD \$500 FOR NON-PURSUIT EMERGENCY USE SURCHARGE.)</i> <sup>1</sup>	\$3,276.00 <sup>1</sup>
	Diesel Warranty - specify	NA

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953)			
<b>DEALER:</b>	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac	Alan Jay Chevrolet Buick GMC Cadillac
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,534.00	\$25,384.00	\$25,384.00	\$25,384.00

Diesel Warranty - specify	NA
Diesel Warranty - specify	NA



**FLORIDA SHERIFFS ASSOCIATION  
& FLORIDA ASSOCIATION OF COUNTIES**

**3/4 TON EXTENDED CAB PICKUP TRUCK - 4X2  
SPECIFICATION #61**

**2019 GMC Sierra 2500HD Double Cab 1SA (TC25953)**

**(Alternate Dealer Option)**

The GMC Sierra 2500HD Double Cab 1SA (TC25953) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	Western	Northern	Central	Southern
BASE PRICE:	\$25,978.00	\$25,778.00	\$25,878.00	\$25,978.00

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953) (ALTERNATE DEALERS)			
<b>DEALER:</b>	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,978.00	\$25,778.00	\$25,878.00	\$25,978.00

Order Code	Delete Options	All Zones
	6' cargo box in lieu of 8'	NA
	AM/FM stereo radio	NA
	Air conditioning	NA
ZW9 <sup>1</sup>	Cargo box and rear bumper <i>Pickup box, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, spare tire delete and spare tire carrier delete. If equipped, deletes capless fuel fill, (Z82) trailering equipment, (A91) remote locking tailgate, (A60) locking tailgate, (PPA) EZ-Lift and Lower tailgate, (SAF) tire carrier lock and (JL1) trailer brake controller. (Requires a long box model. Not available with (PCO) Essentials Package, LPO or (PDO) Protection Package, LPO.) *CREDIT*<sup>1</sup></i>	(\$500.00) <sup>1</sup>
	Full size spare tire and rim	NA
	Power Windows & Door Locks	NA
(PCM) <sup>1</sup>	Keyless Entry <i>DELETE Sierra Convenience Package<sup>1</sup></i>	(\$800.00) <sup>1</sup>
(PCM) <sup>1</sup>	Programmed Key Fobs <i>DELETE Sierra Convenience Package<sup>1</sup></i>	(\$800.00) <sup>1</sup>

Order Code	Add Options	All Zones
	Engine upgrade - specify	NA
	Bi-fuel model - specify <i>E85-compatible, FlexFuel capable<sup>1</sup></i>	Std <sup>1</sup>
	CNG model - specify	NA
	CNG conversion (discuss with dealer)	NA
	LPG conversion (discuss with dealer)	NA
K4B <sup>1</sup>	Battery, auxiliary HD <i>Battery, 730 cold-cranking amps, auxiliary<sup>1</sup></i>	\$133.00 <sup>1</sup>
	Increase to 9,200 lbs. GVWR	NA
	Electric brake controller	Std
	Traction control	Std
	Limited slip differential	Std
3SA <sup>1</sup>	Manufacturer's model upgrade package (specify pkg. bid) <i>SLE Preferred Equipment Group<sup>1</sup></i>	\$4,258.00 <sup>1</sup>
	Speed control/tilt steering wheel	Std
	Bucket seats in lieu of bench seat	NA
H2Q <sup>1</sup>	40/20/40 seat in vinyl <i>Dark Ash with Jet Black Interior Accents, Vinyl seat trim<sup>1</sup></i>	NC <sup>1</sup>
H2R <sup>1</sup>	40/20/40 seat in cloth <i>Dark Ash with Jet Black Interior Accents, Cloth seat trim<sup>1</sup></i>	NC <sup>1</sup>
B30 <sup>1</sup>	Carpet in lieu of rubber floor covering <i>Floor covering, color-keyed carpeting with rubberized vinyl floor mats (includes rear floor mats)<sup>1</sup></i>	\$98.00 <sup>1</sup>

<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953) (ALTERNATE DEALERS)			
<b>DEALER:</b>	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,978.00	\$25,778.00	\$25,878.00	\$25,978.00

MATS <sup>1</sup>	Floor mats <i>FITTED FRONT FLOOR LINERS (WEATHERTECH OR EQUIVALENT) (Add \$100 for Front and Rear Floor Liners)</i> <sup>1</sup>	\$149.00 <sup>1</sup>
TINT <sup>1</sup>	Deep tinted glass <i>Dealer Tint all Windows to Legal Level (ADD \$25 FOR WINDSHIELD STRIP)</i> <sup>1</sup>	\$299.00 <sup>1</sup>
	Sliding rear window	NA
	AM/FM radio with single CD	NA
UE1 <sup>1</sup>	On-Star <i>OnStar and GMC connected services capable</i> <sup>1</sup>	\$173.00 <sup>1</sup>
	Satellite radio	NA
	Side air bags	Std
RVS <sup>1</sup>	Cab steps <i>Assist Steps - 4" Black - round</i> <sup>1</sup>	\$628.00 <sup>1</sup>
LHS <sup>1</sup>	Left-hand pillar mounted 6" spotlight with clear halogen bulb, dealer installed <i>ADD \$150 FOR LED SPOTLIGHT UPGRADE</i> <sup>1</sup>	\$396.00 <sup>1</sup>
LRHS <sup>1</sup>	Left & right-hand pillar mounted 6" spotlight with clear halogen bulb, dealer installed <i>ADD \$300 FOR LED SPOTLIGHT UPGRADE</i> <sup>1</sup>	\$792.00 <sup>1</sup>
VVS <sup>1</sup>	Vent visors - stick-on style	\$126.00 <sup>1</sup>
RS <sup>1</sup>	Rainshields - flange style	\$126.00 <sup>1</sup>
BS <sup>1</sup>	Bug shield	\$156.00 <sup>1</sup>
	Trailer tow mirrors	Std
WGG <sup>1</sup>	Wrap-around grille guard	\$1,198.00 <sup>1</sup>
ATB <sup>1</sup>	Heavy duty aluminum tool box	\$495.00 <sup>1</sup>
VZX <sup>1</sup>	Bedliner <i>Bedliner, Drop in</i> <sup>1</sup>	\$353.00 <sup>1</sup>
CGN <sup>1</sup>	Spray-on bedliner for pick-up truck (Rhino, Line-X or approved equivalent)	\$493.00 <sup>1</sup>
QXT <sup>1</sup>	All terrain tread tires <i>Tires, LT265/70R17E all-terrain, blackwall</i> <sup>1</sup>	\$198.00 <sup>1</sup>
	Nitrogen filled tires including spare tire	NA
	Steel truck cap	NA
	Tow hooks	Std
LG <sup>1</sup>	1,200 lb. lift gate <i>TOMMYGATE, MAXON OR EQUIVALENT</i> <sup>1</sup>	\$2,946.00 <sup>1</sup>
8KW <sup>1</sup>	8,000 lb. winch with remote	\$998.00 <sup>1</sup>
BB <sup>1</sup>	Trailer towing package, to include heavy duty flashers, wiring for trailer plug (7 prong round), and class IV frame mounted trailer hitch with 2" square removable receiver, 1" shank with 2" ball. Does not include trailer tow mirrors. May be dealer installed. <i>BAR AND 2" BALL (Class V Towing w/Harness, Hitch and Trailer Sway Control Included)</i> <sup>1</sup>	\$98.00 <sup>1</sup>
SIBL <sup>1</sup>	Spray-on bedliner for utility body <i>Spray-In Liner for Service Body (Add \$50 for Box Tops and \$50 for Bumper)</i> <sup>1</sup>	\$748.00 <sup>1</sup>



<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953) (ALTERNATE DEALERS)			
<b>DEALER:</b>	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,978.00	\$25,778.00	\$25,878.00	\$25,978.00

FBGN <sup>1</sup>	Knapheide, Reading or approved equivalent utility body - specify <i>8.5' FLATBED BODY WITH GOOSENECK; KNAPHEIDE, READING OR EQUIVALENT</i> <sup>1</sup>	\$4,196.00 <sup>1</sup>
SSB <sup>1</sup>	Manufacturer's standard service unibody, 14 gauge construction - specify. May be dealer installed. (NOTE: If you are ordering a service body, we are advising you to contact the awarded vendor.) <i>Standard Service Body; KNAPHEIDE, READING OR EQUIVALENT (Add \$575 for Towing Package with Wiring, Bar and 2" Ball)</i> <sup>1</sup>	\$5,796.00 <sup>1</sup>
	Manufacturer's standard service modular body, 18 gauge construction - specify. May be dealer installed. (NOTE: If you are ordering a service body, we are advising you to contact the awarded vendor.)	NA
	Powder coating for utility body	NA
TON <sup>1</sup>	Fiberglass tonneau cover (painted to match)	\$1,498.00 <sup>1</sup>
CHT <sup>1</sup>	Fiberglass cab high topper with front, side and rear windows (painted to match)	\$1,798.00 <sup>1</sup>
	Daytime running lights	Std
	Immobilize daytime running lights	NA
HAR <sup>1</sup>	Cab shield headache rack (protects back of cab)	\$596.00 <sup>1</sup>
PRPU <sup>1</sup>	Pipe rack w/expanded metal basket over cab (for pickup bed)	\$1,296.00 <sup>1</sup>
OHR <sup>1</sup>	Pipe rack w/expanded metal basket over cab (for utility body)	\$1,496.00 <sup>1</sup>
SLR <sup>1</sup>	Single ladder rack side mounted (specify street or curbside)	\$1,296.00 <sup>1</sup>
VK3 <sup>1</sup>	Front license bracket	NC <sup>1</sup>
	Backup alarm, factory installed	NA
BUA <sup>1</sup>	Backup alarm, dealer installed	\$138.00 <sup>1</sup>
NZZ <sup>1</sup>	Optional equipment - specify <i>Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case</i> <sup>1</sup>	\$148.00 <sup>1</sup>
9L7 <sup>1</sup>	Optional equipment - specify <i>Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories</i> <sup>1</sup>	\$123.00 <sup>1</sup>
3K <sup>1</sup>	Optional equipment - specify <i>THIRD KEY AND FOB CUT AND PROGRAMMED</i> <sup>1</sup>	\$176.00 <sup>1</sup>
TTAG <sup>1</sup>	Temporary tag <i>Add \$25 if Overnight Shipping Required</i> <sup>1</sup>	\$6.00 <sup>1</sup>
TRANS <sup>1</sup>	Transfer existing registration (must provide tag number) <i>Add \$25 if Overnight Shipping Required</i> <sup>1</sup>	\$86.00 <sup>1</sup>
YTAG <sup>1</sup>	New state tag (specify state, county, city, sheriff, etc.) <i>Add \$25 if Overnight Shipping Required</i> <sup>1</sup>	\$116.55 <sup>1</sup>
	Maintenance Plan - specify <i>Please contact Dealer for Latest Maintenance Plan Options and Prices</i> <sup>1</sup>	NA <sup>1</sup>
	Maintenance Plan - specify	NA
	Maintenance Plan - specify	NA
	Warranty - specify <i>Please contact Dealer for Latest Warranty Options and Prices</i> <sup>1</sup>	NA <sup>1</sup>
	Warranty - specify	NA



<b>VEHICLE:</b>	Sierra 2500HD Double Cab 1SA (TC25953) (ALTERNATE DEALERS)			
<b>DEALER:</b>	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.	Garber Chevrolet Buick GMC, Inc.
<b>ZONE:</b>	Western	Northern	Central	Southern
<b>BASE PRICE:</b>	\$25,978.00	\$25,778.00	\$25,878.00	\$25,978.00

Warranty - specify	NA
Diesel Warranty - specify	NA
Diesel Warranty - specify	NA
Diesel Warranty - specify	NA

## **Twelfth Order of Business**

**12A.**

**AMENDMENT 1 TO**  
**WORK AUTHORIZATION**

CSID WA No. 129

Globaltech No. 151009

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the WTP Fluoride Storage and Feed Improvements hereinafter referred to as the "Specific Project".

**Section 1 – Terms**

NO CHANGE.

**Section 2 – Scope of Work**

Amendment 1 is reimbursing funds for unspent allowance of \$5,000.00.

**Section 3 – Location**

NO CHANGE.

**Section 4 – Deliverables**

NO CHANGE.

**Section 5 – Time of Performance**

NO CHANGE.

**Section 6 – Method and Amount of Compensation**

This Amendment No. 1 to Work Authorization 129 decreases the \$325,700.00 contract value by \$-5,000.00, to a new final contract amount of \$320,700.00.

**Section 7 – Application for Progress Payment**

NO CHANGE.

**Section 8 – Responsibilities**

NO CHANGE.

**Section 9 – Insurance**

NO CHANGE.

**Section 10 – Level of Service**

NO CHANGE.

**Section 11 – Indemnification**

NO CHANGE.

IN WITNESS WHEREOF, this Amendment to a Work Authorization, consisting of three (3) pages has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Date

Approved as to form and legality

\_\_\_\_\_  
District Counsel

**FIRM**

State of Florida

County of Palm Beach

Globaltech, Inc.

Company



\_\_\_\_\_  
Signature

Troy L. Lyn, P.E., Executive Vice President

Name and Title (typed or printed)

The foregoing instrument was acknowledged before me on this

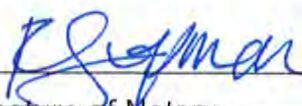
9<sup>th</sup> day of October, 2018 by

Troy L. Lyn

who is personally known to me OR produced \_\_\_\_\_ as identification.

October 9, 2018

Date



\_\_\_\_\_  
Signature of Notary



**12B.**

## **WORK AUTHORIZATION**

CSID WA GT-151

Globaltech No. 151113

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to the Deep Injection Wells Operating Permit Renewal (DIW's Operating Permit Renewal), hereinafter referred to as the "Specific Project".

### **Section 1 – Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

### **Section 2 – Scope of Work**

The FIRM will provide the following services in accordance with Sections 1 and 2 of the AGREEMENT:

This scope of work is for providing professional services to prepare and submit the FDEP Operating Permit for the Deep Injection Well System (IW-1, IW-2 and the dual-zone monitoring well) at the Coral Springs Improvement District Wastewater Treatment Plant (WWTP). The current operating permit expires on March 31, 2019. FDEP requires that the



operating permit renewal application be submitted 60 days prior to the permit application date. Therefore, the new permit renewal application must be submitted to FDEP on or before January 30, 2019.

### **Task 1 – Professional Services**

This task includes project management and professional services required for the project.

#### **Professional Services and Project Management**

1. Develop a sub-contract with McNabb Hydrogeological Consulting, Inc. (MHC) to provide all of the hydrogeological services.
2. Prepare a draft Class I deep injection well operating permit renewal application with supporting information. The permit renewal permit application will include:
  - a. A comprehensive inventory of all wells within a three (3) mile radius of the deep injection well system. The well inventory will include review of well permitting records at the South Florida Water Management District, Southwest Florida Water Management District, Florida Geological Survey (Oil & Gas, and Geologic Investigations sections), United States Geological Survey, and FDEP. Wells identified within a two mile radius of the injection well system will be identified on an Area of Review Map and information (construction details, well use, permit number) for each well will be summarized on an accompanying table.
  - b. Map and cross sections showing the local and regional geology and hydrogeology will be prepared. The cross sections will depict geologic formations and hydrogeologic units, the estimated depth of the Underground Source of Drinking Water (USDW), and the direction of fluid movement within identified USDWs.
  - c. Documentation of mechanical integrity of the deep injection well system.
  - d. Tables and graphs of operating data for the injection well and both zones of the dual-zone monitor well. An interpretation of the data will be included with the application supporting information.
  - e. A proposed injection well system monitoring program.
  - f. An updated injection well system plugging and abandonment plan with an estimated cost.
  - g. Demonstration of Financial Responsibility documentation.
  - h. Submission of draft permit application to the OWNER.
  - i. Incorporation of final review comments and distribution of the final permit application to the Technical Advisory Committee (TAC), and the OWNER.

- j. Response of to up to two (2) FDEP request for information (RFI) regarding the permit application.
- k. Attendance of the FDEP draft permit public notice meeting.
- l. Review Notice of Intent to Issue an operating permit and provide comments to the OWNER and FDEP.

**Assumptions**

Assumptions for the project are as follows:

- Bonding is not required.
- Permit fees shall be paid by the OWNER.
- No allowance is included in this project.
- No Record Drawings or surveying shall be provided.

**Section 3 – Location**

The services to be performed by the FIRM shall be on the following site or sites:

**Coral Springs Improvement District Waste Water Treatment Plant**

**Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- DIW Operating Permit Renewal Application (draft and final).
- RFI responses, if required.

**Section 5 - Time of Performance**

Project will commence after execution of this Work Authorization and a Notice to Proceed is issued by OWNER. The FIRM and OWNER agree to the following schedule:

<b>Task</b>	<b>Time Elapsed to Subtask Completion</b>
Notice to Proceed (NTP)	0 Days
Draft Application	30 Days following NTP
Final Application	7 Days after receipt of comments
RFI Responses	21 Days after receipt of RFI
Draft Permit Comments	7 Days after receipt of draft permit

**Section 6 - Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida's Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$24,570.00**
3. On the terms contained in the FIRM's said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted based on final detail design and alternative selections or omissions. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
5. A Budget Summary for the above LS is provided in Attachment A.

**Section 7 - Application for Progress Payment**

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.

**Section 8 – Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

- 8.1** The OWNER hereby designates Tim Martin as the OWNER's representative.

**8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:

- Provide copies of existing drawings and equipment cut sheets if requested by FIRM
- Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

### **Section 9 – Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

### **Section 10 – Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

### **Section 11 – Indemnification**

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of  six (6)  pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed name of Witness

Dr. Marty Shank  
Printed Name of President

\_\_\_\_\_  
Date

Approved as to form and legality

\_\_\_\_\_  
District Counsel

State of Florida  
County of Broward

**ENGINEER**

The foregoing instrument was acknowledged before me on this

\_\_\_\_\_  
Company

       day of November, 2018 by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
who is personally known to me OR  
produced \_\_\_\_\_  
as identification.

Troy Lyn, P.E., Vice President  
Name and Title (typed or printed)

\_\_\_\_\_  
Signature of Notary

November 26, 2018  
Date

# **Attachment A**

## **Budget Summary**

**ATTACHMENT A**

*DIW Operating Permit*

**Engineering Budget Summary**

Task	Task Description	E6	Adm 3	Adm 1	Total Labor	*Sub-Consultant Services	Sub-Consultants
		\$175.00	\$75.00	\$50.00			
	Project Management/Coordination	8	4	8			
	DIW Hydrogeological Services (operating permit)	2				\$ 18,500	MHC
	Collect Info	4					
	Review and Sign/Seal Application	2					
	Attend meeting	2					
	<b>Subtotal Task 1</b>	<b>18</b>	<b>4</b>	<b>8</b>	<b>\$ 3,850</b>		
	Labor Subtotal Hours	18	4	8			
	Labor Subtotal	\$3,150	\$300	\$400	\$ 3,850		
	<b>Labor Total</b>				<b>\$ 3,850</b>		
	Subconsultant Labor Total					\$ 18,500	
	Subconsultant Multiplier					1.12	
	<b>Subcontract Total</b>					<b>\$20,720</b>	
	<b>PROJECT TOTAL</b>					<b>\$24,570</b>	

MHC - McNabb Hydrogeologic Consulting

**12C.**



## **WORK AUTHORIZATION 152**

NO. GT-151116

Pursuant to the provisions contained in the "Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis " between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as "OWNER", and Globaltech, Inc., hereinafter referred to as "FIRM", dated July 1, 2012 (hereinafter referred to as "AGREEMENT"), this Work Authorization, executed this \_\_\_\_\_ day of \_\_\_\_\_ 2018, authorizes the FIRM to provide services under the terms and conditions set forth herein and, in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to Membrane Plant ORP Analyzer, hereinafter referred to as the "Specific Project".

### **Section 1 - Terms**

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

### **Section 2 - Scope of Work**

The installation of an Oxidation-Reduction Potential (ORP) analyzer (probe and meter) is desired to detect potential oxidants like chlorine that can damage the thin-film membrane material of the reverse osmosis plant. Chlorine damage to the membrane can lead to lower salt rejection and poor-quality permeate, which in turn could result in costly membrane replacement and down-time. The potential for chlorine to be introduced upstream of the membrane system exists when the raw water wells and pipeline are maintained and disinfected. A routine maintenance program on the raw water wells using high concentrations of chlorine is performed periodically by AMPs.

While the chlorine is flushed to waste when used for maintenance and disinfection, the OWNER desires to have an ORP analyzer as a fail-safe to shutdown the membrane system if a high ORP is detected indicating possible chlorine mishap. This WA-152 provides for the installation of an ORP probe and meter and modifications to the SCADA system to provide alarm and automatic shutdown of the treatment system.

### **Task 1 - Project Coordination/Review**

This task includes project management and professional services required to complete the project. The FIRM will meet and coordinate with the OWNER to determine the installation requirements for the ORP meter and probe.

### **Task 2 - Engineering and Project Management**

FIRM shall perform the following:

1. Prepare sketch of piping modifications for OWNER review.
2. Prepare schematic drawing of electrical modifications and instrumentation for electrical subcontracting and permitting.
3. Prepare subcontracts for ADS (SCADA Programming) and Energy Efficient Electric (Power and Signals).
4. Schedule and conduct meetings, inspections, and testing with OWNER's staff, as needed.

### **Task 3 - Construction of Improvements**

The ORP probe shall be inserted directly into raw water flow stream by using a tapping saddle and an insertion mount probe. The ORP meter shall be mounted adjacent to the probe. New power and signal wiring shall be routed from the membrane building to the new ORP meter. Programming changes will be made to the SCADA system to automatically shut down the plant and alarm of a potential hazard.

### **Assumptions**

Assumptions for the project are as follows:

- OWNER's staff to provide existing drawings and submittal data on existing equipment.
- An electrical permit is required for the installation of the ORP meter. Firm will

prepare and submit a permit application for electrical improvements. OWNER will provide fee associated with permit application.

- Permit applications to the Department of Health or the Florida Department of Environmental Protection will not be required. A courtesy notification of the proposed work will be provided to both agencies.
- A \$2,000 construction allowance is included in this work authorization. The allowance will only be accessed under the OWNER's authority. Any unused allowance will be returned to OWNER at the end of the project.

**Section 3 - Location**

The services to be performed by the FIRM shall be on the following site or sites:  
Water Treatment Plant

**Section 4 - Project Reference**

The OWNER desired services to be performed by the FIRM shall be referred to as the Membrane Plant ORP Analyzer project.

**Section 5 - Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Submittal for ORP analyzer.
- Schematic drawings illustrating equipment location.
- Completed improvements.

**Section 6 - Time of Performance**

Project will commence after execution of this Work Authorization and a Notice to Proceed is issued by OWNER. The FIRM and OWNER agree to the following schedule:

Task	Time Elapsed to Subtask Completion
Notice to Proceed (NTP)	0 Days
Procure Materials	45 Days following issuance NTP
Mobilization to Site	75 Days following NTP
Conduct Improvements	105 Days following NTP

## Section 7 - Method and Amount of Compensation

1. The FIRM shall be paid by the OWNER in accordance with the Florida's Prompt Payment Act Florida Statute 218.70 -79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$45,347**. Price includes an allowance of \$2,000. Breakdown of cost is provided in table below and Attachment A.
3. On the terms contained in the FIRM's said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a Guaranteed Maximum Price (GMP). The GMP is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted downward based on final detail design and alternative selections or omissions. The GMP shall not be greater than the stated amount unless there is an approved increase in the scope of services. The final stipulated sum (adjusted GMP) submitted herein shall be an amount to be billed on the basis of "percent complete" and stored materials turned over to the OWNER.
5. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.
6. The Application for Progress Payment shall identify the amount of the FIRM Total Earnings to Date based upon value of original contract Work performed to date as approved by fully executed Change Orders.
7. Payment shall be based upon percentage of work completed based upon the approved schedule of values. Retainage in the amount of 10% will be withheld on the calculated value of any work, with the exception of stored materials which may be paid at the supplier's invoiced cost. At FIRM's request, after 50%

completion of the work has been achieved, the OWNER will implement a reduction in retainage to 5% of all future pay requests. If retainage is reduced, FIRM may not withhold more than 5% retainage from subcontractors or suppliers and will be required to certify compliance with

F.S. 218.70 *et seq* on each subsequent pay application. Notwithstanding the foregoing, in no instance can the amount retained be less than the value of OWNER's good faith claims plus the value of the work the OWNER determines remains to be put in place or required to be performed as remedial activities. For the purposes of this section, 50% completion shall be that point in time when OWNER determines that half of the Work required by the Contract has been completed. In no event shall the Work be determined to be 50% completed before the OWNER has paid 50% of the Contract amount and 50% of the Contract time has expired. The amount of previous Pay Estimate payments shall then be subtracted to equal the Balance Due during the Pay Estimate period.

8. When the OWNER determines the Work to be Substantially Complete, the OWNER may reduce the retainage to five percent (5%) of the dollar value of all Work satisfactorily completed to date, provided that the FIRM is making satisfactory progress toward Final Completion of the Work, that in the opinion of both the Engineer and the OWNER there is no specific cause for a greater retainage, and the FIRM obtains the written consent of the Surety Companies furnishing the required Public Construction Bond on consent forms provided by the OWNER. The OWNER may reinstate the retainage up to ten percent (10%) if the OWNER determines, at its discretion or the Engineer's discretion, that the FIRM is not making satisfactory progress toward final completion of the Work or where there is other specific cause for such withholding.
9. Partial payment may be made for the delivered cost of stored materials planned for incorporation into the Work, provided such materials meet the requirements of this Contract, the Contract Drawings, and the Specifications, and are delivered and suitably stored at the project site, or at another location acceptable to the OWNER. Such material must be stored in a secure manor acceptable to the OWNER, and in accordance with the manufacturer's

recommendations.

10. The delivered cost of such stored or stockpiled materials may be included in any subsequent application for payment provided the FIRM meets the following conditions:
  - a. An applicable purchase order or supplier's invoice is provided listing the materials in detail, the cost of each item, and identifies this specific contract by name.
  - b. The materials are fully insured against loss or damage (from whatever source) or disappearance prior to incorporation into the Work.
  - c. Stored materials approved for payment by the OWNER shall not be removed from the designated storage area except for incorporation into the Work.
  - d. Evidence that the FIRM has verified quantity and quality of the materials delivered (verified packing list).
11. It is further agreed between the parties that the transfer of title and the OWNER's payment for any stored or stockpiled materials pursuant to these General Conditions, and any applicable provisions of the Supplementary General Conditions, shall in no way relieve the FIRM of the responsibility of ensuring the correctness of those materials and for furnishing and placing such materials in accordance with the requirements of this Contract, the Contract Drawings, the Technical Specifications, and any approved changes thereto.
12. The following monthly Application for Progress Payment shall be accompanied by Bills of Sale, copies of paid invoices, releases of lien, or other documentation warranting that the FIRM has received the stored materials and equipment free and clear of all liens, charges, security interests, and encumbrances (which are hereinafter in these General Conditions referred to as "Liens") and evidence that the stored materials and equipment are covered by appropriate property insurance and other arrangements to protect the OWNER's interest therein, all of which shall be satisfactory to the OWNER.
13. The FIRM shall warrant and guarantee that title to all Work, materials, and equipment covered by an Application for Progress Payment, whether incorporated in the Work or not, will pass to the OWNER no later than the time of Final Payment free and clear of all liens or other encumbrances.

14. In the event any dispute with respect to any payment or pay request cannot be resolved between the FIRM and OWNER's project staff, FIRM may, in accordance with the alternative dispute resolution requirements of Florida Statute section 218.72, *et seq*, demand in writing a meeting with and review by the OWNER'S (agency) director. In the absence of the agency director, a deputy director may conduct the meeting and review. Such meeting and review shall occur within ten (10) business days of receipt by OWNER of FIRM's written demand. The OWNER's manager shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the OWNER's final decision for the purposes of the Local Government Prompt Payment Act.

### **Section 8 - Responsibilities**

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

**8.1** The OWNER hereby designates Joe Stephens as the OWNER's representative.

**8.2** In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:

- Provide copies of existing drawings and equipment cut sheets if requested by FIRM
- Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Bryant Facey as the FIRM's representative.

### **Section 9 - Insurance**

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum

requirements set forth in the AGREEMENT.

**Section 10 - Level of Service**

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

**Section 11 - Indemnification**

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.



IN WITNESS WHEREOF, this Work Authorization, consisting of nine (9) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and, in its behalf, effective as of the date herein above written.

(SEAL)

**CORAL SPRINGS IMPROVEMENT DISTRICT**

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
\_\_\_\_\_  
Printed name of Witness

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Printed name of Witness

Approved as to form and legality

\_\_\_\_\_  
District Counsel

State of Florida

**ENGINEER**

County of Palm Beach

Globaltech, Inc.  
Company

The foregoing instrument was acknowledged before me on this day of \_\_\_\_\_, 2018 by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
who is personally known to me OR produced \_\_\_\_\_ as identification.

Troy L. Lyn, Executive Vice President  
Name and title (typed or printed)

\_\_\_\_\_  
Signature of Notary

November 26, 2018  
Date

# Attachment A

## Budget Summary



# Takeoff Worksheet

11/14/18

Coral Springs Improvement Dist  
151116 CSID ORP Meter

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
<b>Job: 151116 CSID ORP Meter</b>					
<b>Bid Item: 1 General Conditions</b>					
		Submittal Labor	HR	2.00	184.69
		O&M	HR	2.00	184.69
		Construction PM	HR	10.00	923.47
		Construction Superintendent	HR	8.00	645.75
		Purchasing & Subcontracts	HR	8.00	738.78
		Building Permits Application & Coordination	HR	6.00	554.08
		Office Admin	HR	10.00	505.26
<b>Bid Item Totals:</b>					<b>3,736.72</b>
<b>Bid Item: 2 Sitework</b>					
		Concrete Core Drilling	LOT	1.00	517.50
		Miscellaneous Concrete For Concrete Pads & Trench Repair	LOT	1.00	1,462.80
		Concrete Cutting, Trench, Concrete Pads & Patching Works	CR-D	2.50	3,352.71
<b>Bid Item Totals:</b>					<b>5,333.01</b>
<b>Bid Item: 5 Misc Metals</b>					
		Station For The ORP Transmitter & Surge Protector	EA	1.00	1,706.60
		Install	CR-D	1.50	1,876.46
<b>Bid Item Totals:</b>					<b>3,583.06</b>
<b>Bid Item: 17 I &amp; C</b>					
		Programming	LOT	1.00	4,632.20
<b>Bid Item Totals:</b>					<b>4,632.20</b>
<b>Bid Item: 26 Electrical</b>					
		Electrical Sub	LOT	1.00	8,794.50
		Surge Protection	LOT	1.00	1,219.00

Takeoff Worksheet

11/14/18

Continued...

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
		Construction PM (Elec/I&C)	HR	8.00	525.08
				<b>Bid Item Totals:</b>	<b>10,538.58</b>
<b>Bid Item:</b>	<b>40</b>	<b>Process Interconnections</b>			
		ORP Meter & Transmitter	EA	1.00	5,352.11
		Tapping Saddle & Misc. Piping Material	EA	1.00	975.27
		Installation	CR-D	1.00	1,515.08
		Startup Crew	CR-D	1.00	1,250.97
				<b>Bid Item Totals:</b>	<b>9,093.43</b>
<b>Bid Item:</b>	<b>100</b>	<b>Engineering</b>			
		Engineering	LOT	1.00	6,430.00
				<b>Bid Item Totals:</b>	<b>6,430.00</b>
<b>Bid Item:</b>	<b>101</b>	<b>Allowance</b>			
		Allowance	LOT	1.00	2,000.00
				<b>Bid Item Totals:</b>	<b>2,000.00</b>
				<b>Grand Totals:</b>	<b>45,347.00</b>

# **Thirteenth Order of Business**

**13B.**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**November 26, 2018**

**PROJECTS UNDER CONTRACT**

**WA #129 - Fluoride System Replacement – In Closeout**

- Authorization approved by Board – 10/23/17
- Amendment to return Allowance on current board agenda

**WA #131- HSP 7 Modifications – In Progress**

- Approved by Board – 1/22/18
- Conducted meeting with CSID staff on 6/14 to review modeling results
- Pump delivery scheduled for week of 11/12

**WA #132 – PW No. 6 - VFD Installation – In Progress**

- Approved by Board – 1/22/18
- Control panel delivered August 9, 2018, and returned to manufacturer on 9/26/18.
- Cabinet and new VFD was returned to sites week of 10/22.
- Scheduling work with Energy Efficient – Should occur week of 12/03

**WA #133 - Facility Arc-Flash Study – In Progress**

- Revised Draft Report submitted 10/30 – under review
- Conditional Assessment anticipated – 11/16
- Vulnerability Assessment anticipated – 11/26
- Draft report should be delivered to staff by 10/22/18
- A final review meeting will be scheduled with LSA, Globaltech & CSID to address review comments.

**WA #139 – Generator Diesel Fuel Line Replacement – In Progress**

- Approved by Board – 4/26/18
- Contacted Broward County regarding need for permit
- Cancelled subcontracts with MDM and Lutz Petroleum and turned over to Cypress Construction.
- Scheduling work to occur after the completion of WA-149 (January 2019)

**WA #140 – Dual Zone Monitor Well Construction – In Progress**

- Approved by Board – 6/18/18
- Final casing installed and tested
- YBI mobilizing off site and should turn the well over to Globaltech in mid-December
- Wellhead, pumps and instrumentation should be completed in January 2019.

**WA #141 – Plant D Repair – In Progress**

- Approved by Board – 4/26/18
- Demolition completed 8/15/18
- Mechanical equipment (rake arm, center column, center cage, and drive) delivered
- Installed supplemental bracing on clarifier flange
- Drilled and installed epoxy anchors
- Floor design complete
- Should begin installing concrete sloped floor in January 2019

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**November 26, 2018**

**PROJECTES UNDER CONTRACT (Cont.)**

**WA #142 – Lift Station 13 & 17 Rehabilitation – In Progress**

- Approved by Board – 4/26/18
- Problem isolating lift station identified on 11/08
- Installed line stop on 11/19 and began bypass for LS17
- FPL Cable running under pipe – requires FPL representative on site
- Project should be complete by mid-December

**WA #143 – Site 12 Canal Bank Restoration – In Progress**

- Approved by Board 6/18/18
- Canal restoration work completed 1/26/18
- Finishing punch list items and irrigation system repairs.
- Met with homeowners to discuss fence options.
- Fences should be installed in January 2019

**WA #144 – Deep Injection Well – Mechanical Integrity Testing – In Progress**

- Work Authorization approved 6/18/18
- Conducted Video inspection and pumping test on DIW 2 (11/05 – 11/16)
- Testing on DIW 1 will be performed after drilling rig is moved off of pad.

**WA #145 – Variable Speed Drives for High Service Pumps 5 & 6 – In Closeout**

**WA #146 – FY 2017-2018 Ground Storage Tank Repair & Improvements – In Progress**

- Approved by Board 7/20/18
- Work completed on 1 MG Tank
- Work should be completed on 0.75 MG Tank by 11/23

**WA #147 – Membrane Plant Antiscalant Flow Meter – In Progress**

- Approved by Board 9/17/18
- Design complete. Waiting for flow meter delivery.
- Work scheduled to begin 11/26/18.

**WA #148 – Canal Bank Restoration at 10 FEMA Sites – In Progress**

- Approved by Board 10/16/18
- Waiting for Completion of Site 12 work under WA-143
- Work should be conducted in December

**WA #149 – High Service Pump Building Isolation Valve Replacements – In Progress**

- Approved by Board 10/16/18
- Exploratory excavation conducted 11/7 – 11/12
- Meeting scheduled week of 11/19 to discuss alternate ways to assess valves



**Globaltech, Inc.  
CSID Engineer's Report  
November 26, 2018**

**WA#150 – Reverse Osmosis Membrane Replacement – In Progress**

- Approved by Board 10/16/18
- Trains 1 & 3 complete
- Train 2 being replaced 11/15
- Project should be complete by 11/21

**Work Authorizations Under Development**

**WA#137 – High Service Pump 1 & 2 Improvement – on 12/17/18 Board**

**WA#151 – ORP Analyzer – On 11/26/18 Board**

**WA#152 – Deep Injection Well Operating Permits – 11/26/18 Board**

**WA#153 – Structural Assessment of Pump Stations 1 & 2 – On 12/17/18 Board**

**WA#154 – Tree Removal at Site 26 – Under Development**

**WA#155 – Permeate Disposal Line Route Assessment – On 12/17/18 Board**

**WA#155 – Production Well 8 Redevelopment – On 12/17/18 Board**

**13C**





## November Report to the Board of Supervisors for the Water Plant

### Report Includes Updates through 11/14/2018

#### **Membrane replacements and installation (WA 150)**

We have replaced all 1,050 membranes in our water plant. It took one week per train and we staggered the replacements so that only one train was out of service at a time. The new membranes are performing very well and the permeate water quality is back to where it was in 2011 when we installed our original set. We now have a three year warranty on these membranes and we will monitor their performance closely and send normalized data to the manufacturer and engineers to make sure they continue to perform as they should.

#### **Oxidation-Reduction Potential probe installation (WA 152)**

Work authorization #152, presented by Globaltech on this month's agenda, is a budgeted project for this fiscal year. The project includes the purchase, installation, and associated electrical and programming work to install an ORP probe on the influent line coming into the plant. This probe will continuously monitor the influent water entering the plant and will detect any amount of chlorine coming in and immediately shut the entire plant down to protect the damage that would be caused to the membranes if the chlorine were to reach them. AMPS injects chlorine into each of our wells monthly, via the well maintenance program we have in place, and although we have done a good job ensuring the chemical is flushed out before placing each well back online there is a significant chance that some may be sent unintentionally which could cause hundreds of thousands of dollars' worth of damage.

#### **Testing the new monitoring well at the wastewater plant**

On Tuesday 11/6 we were asked to shut the plant down and stop sending concentrate to the wastewater plant so that they could test the newly installed monitoring well. In order to do this we had to open the interconnects with Margate and Tamarac. We opened them at 8 am and they were left open for 12 hours. In that time we received 867,000 gallons from Margate and 590,000 gallons from Tamarac.

On Wednesday 11/7 we were once again asked to shut down. We opened the interconnect with the City of Coral Springs from 8am-4pm and received 308,000 gallons from their utility. We also opened with Tamarac again on Wednesday and received another 612,000 gallons on this day. I think we can all agree that it was a very good idea for us to upgrade and establish these new interconnects for situations just like this one. It was a job well done in each department to make all of this come together seamlessly. The communication and cooperation between departments throughout this exercise was the best I've seen yet.

## Ground storage tank repairs and improvements (WA 146)

At the August meeting the Board of Supervisors approved work authorizaion #146 which was for repairs and improvements to the 1 and 3/4 million gallon ground storage tanks. The necessary repairs were outlined in our last 5 year tank inspection report by underwater solutions. Crom has finished the work in the one million gallon tank (see some before and after photos below) and is now beginning the work on the smaller 3/4 MG tank. The 1MG tank was bacteriologically cleared and placed back in service on 11/11.

Effluent Before



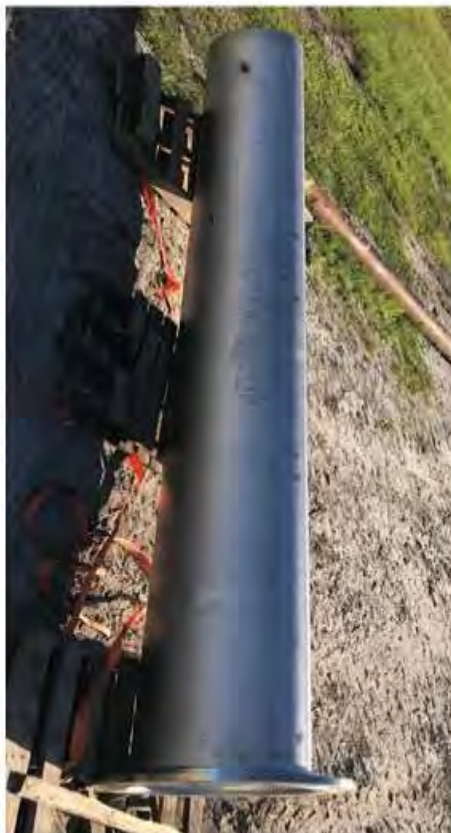
Effluent After



Influent Before



Influent After



## **High service pumps 5&6 VFD replacement (WA 145)**

The two new Hitachi VFD's have been installed on high service pumps 5&6 and are up and running. By providing a VFD for each pump/motor as opposed to them sharing one like previously we have more redundancy with our system which will help with future projects where we have to shut down the east side of the high service pump system. This project is complete.

## **Fluoridation system upgrade (Grant)**

This project is substantially complete. We conducted a walkthrough of the project with Globaltech on 8/22 and came up with 24 items on a punch list. They were mostly all small things like labels, additional supports, gaskets, demo, etc. which are all now completed. Our final quarterly report, as well as the project completion report was compiled and submitted to the state on 10/31 where we invoiced them for the final \$5,000 in grant funds that were approved. There is an amendment on this month's agenda for the unspent \$5,000 allowance on this project.

## **High Service Pump #2's VFD replacement**

The 20+ year old VFD(variable frequency drive) on high service pump #2 failed. We replaced it with a new Hitachi VFD to match what we have been installing on our other pumps. The VFD itself was \$2,800 and was budgeted for in this fiscal year.

## **Well 6 VFD installation**

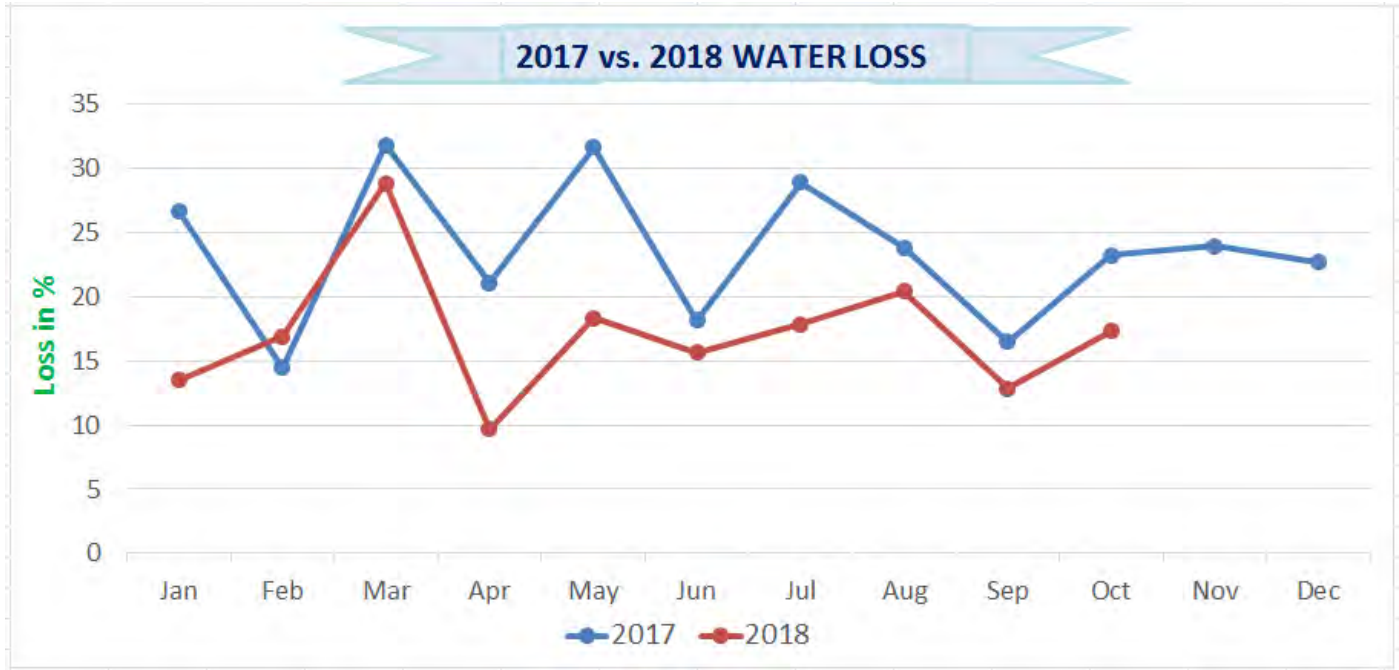
The new VFD panel arrived at well 6 the week of 9/17. When Globaltech went out to begin installing it with the electricians they found a significant amount of moisture in the panel. We insisted that the panel be returned and the proper modifications and testing be made. The VFD and all components in the panel were replaced and the leak was resolved. We have also been provided a 5 year "bumper to bumper" warranty on this panel. It is slated to be installed the first week in December.

## **Projects with Globaltech**

- Fluoridation system upgrade- WA 129 approved in November. Completed
- High service pump #7 flushing line- WA 131 letter of understanding for the shift in direction approved in March. Underway
- Adding a VFD to well 6 –WA 132 approved in January. Almost Complete
- Replacement of high service pumps 1&2's impellers- WA to be presented in December
- Storage tank repairs and influent corrections- WA 138 for a hydraulic analysis approved at the April meeting. Completed. WA 146 for the actual repairs approved in August. Underway
- Underground diesel tank transfer lines upgrade- WA 139 approved in April. Underway
- High service pumps 5&6 VFD replacement- WA 145 approved in July. Completed
- Underground valve replacement on North side of high service pump building- WA 149 approved at the October meeting. Underway
- Membrane replacement assistance- WA 150 approved at the October meeting. Completed
- ORP probe installation- WA 152 presented at this November meeting

## Water Loss

The graph below compares the water loss in % in 2017 vs 2018. The water loss this year is currently 6.52% less than the average water loss percentage last year. This is a significant improvement. Although we are not at or below the 10% loss we want to be at if we can continue to make progress like this each year we will be in good shape.



Coral Springs Improvement District  
Wastewater Department Report  
November 2018 Board Meeting

## **Ongoing Projects**

Globaltech has notified the District that they are progressing with the following approved work authorizations (WA):

### **WA # 133– Arc Flash Study**

- Staff received the Draft Arc Flash Report on October 30, 2018 and are reviewing the report. GlobalTech still owes CSID staff the Condition Assessment and Vulnerability Assessment reports. GlobalTech will be scheduling a draft review meeting with CSID, GlobalTech and Smith Engineering to discuss the report in the weeks coming.

### **WA # 140 Monitoring Well #4 Construction**

- GlobalTech was given notice on June 19, 2018, to proceed with Monitoring Well #4 Construction. Youngquist Brothers installed the final casing to Monitoring Well #4. Pressure test on casing was performed and result was successful. The outstanding items are installing the Well head and adding instrumentation and piping. Once Monitoring Well #4 is completed, Monitoring Well #1 will be abandoned.

### **WA # 141 – Plant D Repairs**

- GlobalTech was given notice on April 27, 2018, to proceed with Plant D repairs. GlobalTech is designing the new sloped floor and baffle wall. The new rake arm and center column equipment for Plant D has been delivered.

### **WA # 144 Injection Well 1 and 2 Mechanical Integrity Test**

- GlobalTech was given notice on June 19, 2018, to proceed with Injection Well 1 and 2 Mechanical Integrity Test (MIT). Youngquist Brothers will start performing the MIT on Injection Well 2 on Wednesday November 14, 2018.





## **Coral Springs Improvement District**

Drainage Report November 26, 2018

Board of Supervisors Meeting

- WA-143 Site 12 substantially complete, fence replacement and punchlist remaining.
- D-2018-03 Culvert cleaning project is complete.
- Current canal levels are approx. 6.50 NGVD 29 in the east basin and 6.95 NGVD 29 in the west basin  
Rainfall recorded for October was 1.94 inches  
Rainfall recorded to date for the year is 62.64 inches
- Field spray activities are on-going as scheduled, no out of the ordinary issues to report.  
Crews are removing saplings and small trees from the edge of canal banks and right of ways when adverse weather prevents spray applications.

142 NW 110 way-BEFORE REPAIR



128 NW 110 way-BEFORE REPAIR





166 NW 110 way-DURING CONSTRUCTION



142 NW 110 way-DURING CONSTRUCTION





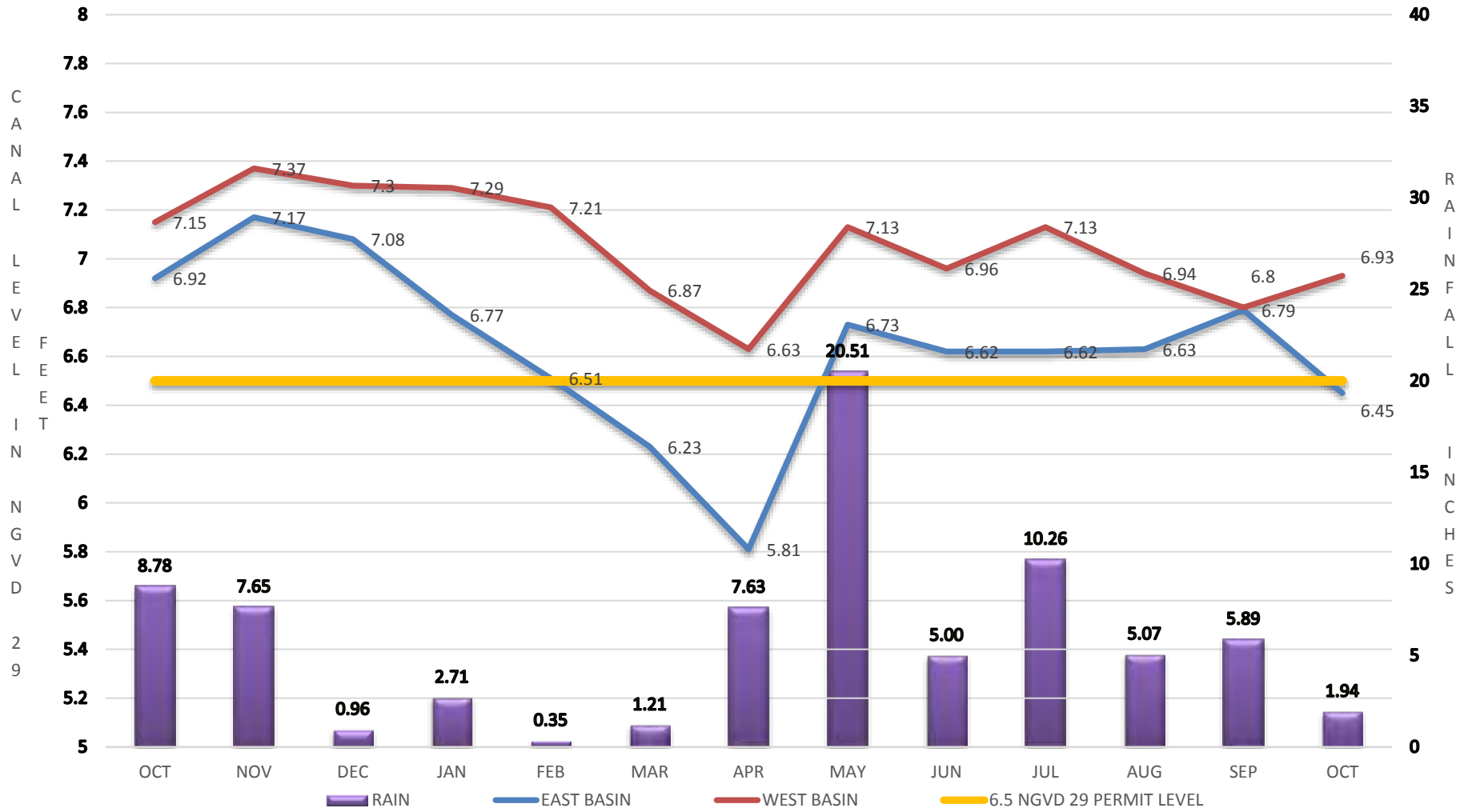
142 nw 110 WAY-FINAL RESULT



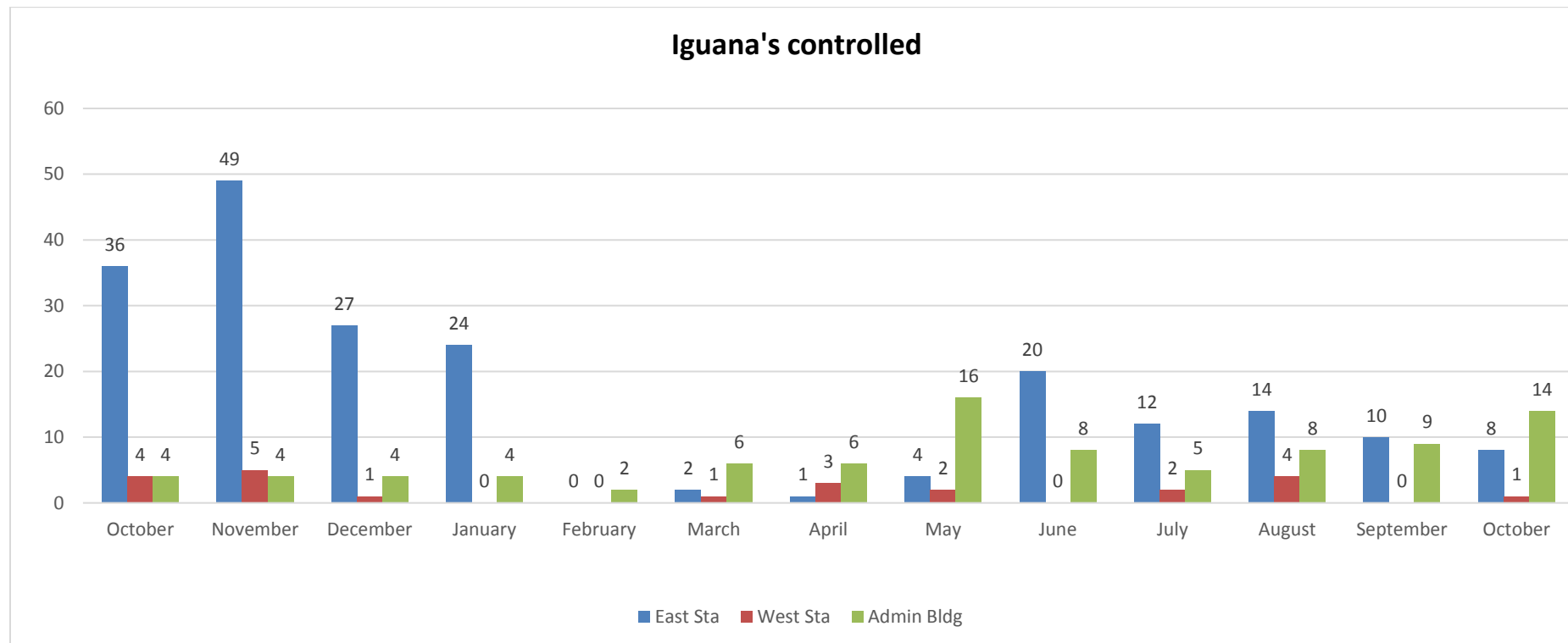
128 NW 110 way-FINAL RESULT



### AVG. BASIN LEVEL AND TOTAL RAINFALL



### Iguana Management: October 2017 through October 2018





Coral Springs Improvement District  
10800 N.W. 11TH BLVD Coral Springs, FL 33071

## Water Distribution and Wastewater Collection

### Department Report

11-19-18 board Meeting

Prepared by: Curtis Dwiggin

- There were only 13 reported service breaks in the month of October
- AP Engineering has completed Phase two of our service line replacement project. They have submitted a change order for your review (in agenda items).
- Lift station 17 is in the beginning phase of construction. Bypass pumping is/was scheduled on Monday Nov 18. Please defer to Globaltech for estimated timeframe for lift station 17 construction
- LMK pipe renewal is currently back under construction on the lift station 2 basin rehab project. The project is estimated to be complete within the next two months. The system is showing major improvements already.
- Lift station 13's system has been reviewed by CCTV recently. After lift station 13 rehab was complete and functioning correctly, the field department noticed alarming amounts of Flow in the system. A report was prepared after this inspection and we are now reviewing options to minimize the amount of infiltration
- Our department will be asking for the approval to purchase a new 2019 model ¾ ton utility truck which is in on the current agenda. It is an FSA contract Piggyback. A GMC Sierra was the lowest price after the Specifications were compared. (see documents)
- We will also be asking to purchase an air compressor as a new asset. We went out to bid which returned 2 qualified bidders. (for your review) This tool is used for in-house Service line replacements. We currently rent this type of equipment.





Coral Springs Improvement District  
10800 N.W. 11TH MANOR Coral Springs, FL 33071

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## Maintenance Department Report (Pedro V.)

### Board Meeting

#### Water Department:

- Mechanical preventive maintenance in equipment, oil replacement, etc.
- Electrical repairs and troubleshooting in different situations.
- Working with the warranty claim again from motor # 1 of the Process Room.

#### Wastewater Department:

- Repairs in the recirculation pumps in E plant and spares assembly.
- Blower #1 VFD replacement together with the external contractor.
- Troubleshooting in the belt press (both) and fixed.

#### Field Department:

- Working in 75 KW portable generator and assembly all parts.

#### Drainage Department:

- N/A