

**Coral Springs  
Improvement District**

**Agenda**

**September 20, 2021**



# Coral Springs Improvement District

September 13, 2021

Board of Supervisors  
Coral Springs Improvement District

Dear Board Members:

The regular meeting and public hearing of the Board of Supervisors of the Coral Springs Improvement District will be held Monday, September 20, 2021, at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida. In order to comply with CDC guidelines on social distancing due to Covid-19, members of the public can attend via conference call by dialing 1-646-838-1601, meeting ID 927689281#. Following is the advance agenda for the meeting.

1. Call to Order
2. Approval of the Minutes of the August 16, 2021 Meeting
3. Audience Comments
4. Approval of Financial Statements for August 2021
5. Public Hearing to Consider the Adoption of the Water and Sewer Budget for Fiscal Year 2022, Resolution 2021-7
6. Change Order #1 with AECOM for a Decrease of \$3,986.49
7. Consideration of Award of Aquatic Chemical Bid to Low Bidder for Each Chemical (Tie Bids will be Awarded in Accordance with Board Resolution 2018-20, Section 1.01 and Purchases will be Rotated Among the Tied Bidders)
8. Consideration of Request by Staff for Board Approval for the District to Piggyback off the Contract, Including any Extensions, between the City of Fort Lauderdale and Allied Universal Corp. for the Purchase of Sodium Hypochlorite
9. Consideration of a Sole Source Purchase Agreement with RG3 for the Purchase of Replacement Meters for our Commercial Accounts on an As Needed Basis
10. Consideration of a Contract with Polydyne for the Purchase of Polymer for the Wastewater Department, Piggybacking on a Contract between Polydyne Inc. and Hillsborough County Including any Contract Extensions
11. Consideration of Work Authorizations
  - A. Work Authorization #192 for Canal Right-of-Way Tree Inventory for a Total Cost of \$182,524
  - B. Work Authorization #193 for WWTP Operating Permit Renewal for a Total Cost of \$32,367
12. Engineer's Report
13. Staff Reports
  - A. Manager – Ken Cassel
    - Resolution 2021-8, Updating Treasurers/Assistant Treasurers of the District
  - B. Department Reports
    - Operations – David McIntosh



## Coral Springs Improvement District

- Utilities Update – Joe Stephens
- Utility Billing Customer Service Report – Dave Berringer
- Water – Christian McShea
- Wastewater – Tom Kedrierski
- Stormwater – Shawn Frankenhauser
- Field – Curt Dwiggin
- Maintenance Report – Pedro Vasquez
- Human Resources – Jan Zilmer
- Motion to Accept Department Reports

### C. 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,

A handwritten signature in black ink that reads "Kenneth Cassel".

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**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 16, 2021 at 4:00 p.m. at the District Office at 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President
Chuck Sierra	Secretary (Via Telephone)

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
David Schuman	District Engineer (Via Telephone)
Marta Rubio	District Accountant (Via Telephone)
Jan Zilmer	Human Resources (Via Telephone)
Shawn Frankenhauser	Stormwater Department (Via Telephone)
Curt Dwiggin	Field Department (Via Telephone)
Christian McShea	Water Department (Via Telephone)
Tom Kedrierski	Wastewater Department (Via Telephone)
David Berringer	Utility Billing and Customer Service
Miguel Almaral	Maintenance Department (Via Telephone)
Glen Hanks	Glen Hanks Consulting Engineers

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

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cassel called the meeting to order at 4:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the July 19, 2021 Meeting**

Each Board member received a copy of the minutes of the July 19, 2021 meeting, and any additions, corrections or deletions were requested.

There being none,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the July 19, 2021 meeting were approved.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of SWM Permit #2021-4 for Fire Station 64 on Ramblewood Drive**

Mr. Hanks reviewed the proposed plans and recommended approval.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Permit 2021-4 for Fire Station 64 was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements for July 2021**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the financial statements for July 2021 were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the Fiscal Year 2022 General Fund Budget**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the regular meeting was suspended.

- Mr. Cassel declared the public hearing open.
- There were no comments from the public.

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the public hearing was closed, and the regular meeting convened.

**A. Resolution 2021-5, Adopting the General Fund Budget for Fiscal Year 2022**

The Board reviewed the proposed budget.

- Dr. Shank proposed reducing the assessments by \$700,000 since there are now sufficient funds in the reserves

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2021-5, adopting the general fund budget for Fiscal Year 2022 setting the final figure at \$3,089,000 and adjusting the rate per ERU to generate that revenue, was adopted.

**B. Resolution 2021-6, Levying Non-Ad Valorem Assessments for Fiscal Year 2022**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor Resolution 2021-6, Levying Non-Ad Valorem Assessments for Fiscal Year 2022, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Addition of Electronic Communications Manager to the Services Provided to CSID by Paymentus**

Mr. Berringer provided an overview of the proposal to add an Electronic Communications Manager to the services provided by Paymentus. This would only be used on an as needed basis.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the Paymentus proposal to add Electronic Communications Manager to the services provided was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Contract with Quest Corporation for Public Relation Services Piggybacking Off the Central Florida Expressway Authority (pricing to be negotiated by staff pending Board approval of contract)**

Mr. McIntosh provided an update on his meeting with Mr. Cassel and Mr. Stephens to analyze the proposals provided at the previous meeting. They recommend engaging Quest Corporation for public relation services.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the contract with Quest Corporation to provide public relation services, piggybacking off the Central Florida Expressway Authority contract, was approved and staff was authorized to contract with SA Nelson and Associates if there is a conflict of interest with the City.

**NINTH ORDER OF BUSINESS**

**Consideration of Contract and Proposal from C3 to Provide IT Related Services for an Initial Term of 36 Months Piggybacking Off the GSA Contract, Penetration Test for Website and Purchase and Installation of Domain Server and Other Non-Recurring Applications**

Mr. McIntosh reviewed the proposal from C3. Discussion ensued.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from C3 to provide IT related services for an initial term of 36 months, piggybacking off the GSA contract, penetration test for website and purchase and installation of domain server and other non-recurring applications was approved.

**TENTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Schuman reviewed his report, a copy of which is attached hereto and made part of the public record.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- **Proposed Meeting Schedule for Fiscal Year 2022**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting schedule for Fiscal Year 2022 was approved as presented.

- Mr. Cassel provided an update on meetings with the City of Coral Springs.
- Mr. Cassel provided an after-action report regarding the issue with the wire transfer.
- Dr. Shank requested a workshop with Inframark to discuss further.

**B. Department Reports**

- **Operations – David McIntosh**

Mr. McIntosh reported the following:

- A District employee was involved in a car accident about a year ago. A law firm contacted the District regarding this accident and information was provided to the insurance company.
- Regarding the cyber-attack, the insurance agent does not feel it is in the District’s best interest to make a claim due to the amount involved. They offered to attach a grant in the amount of \$10,000.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- He has been working with Ryan on a grant under the Rebuild Florida Infrastructure Program for the lift station generators.
- There was some back and forth with the Department of Agriculture on the grant for blowers #4 and #5.
- He is working with Ryan on other opportunities for infrastructure grants.
- He met with staff last week on the Emergency Response Plan.
- There was Board consensus to allow the Vice President to sign any necessary documents related to the grants if the President is not available.

- **Utility Billing Customer Service Report – Dave Berringer**

Mr. Berringer reviewed his report, a copy of which is attached hereto and made part of the public record.



- **Water – Christian McShea**

Mr. McShea reviewed his report, a copy of which is attached hereto and made part of the public record.

- **Wastewater – Tom Kedrierski**

Mr. Kedrierski reviewed his report, a copy of which is attached hereto and made part of the public record.

- **Stormwater – Shawn Frankenhauser**

Mr. Frankenhauser reviewed his report, a copy of which is attached hereto and made part of the public record.

- **Field – Curt Dwiggin**

Mr. Dwiggin reviewed the Field Report, a copy of which is attached hereto and made part of the public record.

- **Maintenance Report – Miguel Almaral**

Mr. Almaral reviewed his report, a copy of which is attached hereto and made part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer discussed Covid-19 policy related issues. Discussion ensued.

On MOTION by Mr. Okyn seconded by Dr. Shank with Mr. Okyn and Dr. Shank voting aye, and Mr. Sierra voting nay, the District’s written policy on Covid-19, making vaccinations a condition of employment with a time certain to get vaccinated receiving the first vaccine by August 31, 2021, the second vaccine by September 30, 2021, was approved.

On MOTION Mr. Okyn seconded by Dr. Shank with all in favor extending paid sick leave by two additional weeks for vaccinated employees who contract Covid-19 was approved.

On MOTION by Mr. Okyn seconded by Dr. Shank with Mr. Okyn and Dr. Shank voting aye and Mr. Sierra voting nay the Covid-19 protocol for vendors was approved pending District Counsel’s review.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Dr. Shank with all in favor the Department Reports were accepted.

**C. Attorney**

Mr. Lewis reported the following:

- He worked with Mr. McIntosh to try to find a way to relieve the District of permitting provisions for mitigation of tree removal on the District’s rights-of-ways and property.
- Dr. McIntosh complemented Mr. Lewis for his responsiveness on any requests sent to him for review.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Dr. Shank told everyone to stay safe and stay well.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the meeting was adjourned.

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

\_\_\_\_\_  
Dr. Martin Shank  
President

## **Fourth Order of Business**



# **CORAL SPRINGS IMPROVEMENT DISTRICT**

**FINANCIAL REPORTING – MEETING SEPTEMBER 20, 2021**

**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
SUMMARY REPORT**

For the Period Ending August 31, 2021

	<b>ADOPTED BUDGET FY 2020/2021</b>	<b>PRORATED BUDGET THRU 8/31/2021</b>	<b>ACTUAL 11 MONTHS ENDING 8/31/2021</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES</b>				
<b>TOTAL REVENUES</b>	\$ 4,072,935	\$ 3,649,556	\$ 3,827,269	\$ 177,713
<b>EXPENDITURES &amp; RESERVES</b>				
TOTAL EXPENDITURES	\$ 2,472,935	\$ 2,320,243	\$ 2,134,533	\$ 185,710
TOTAL RESERVES	\$ 1,600,000	\$ 1,466,667	\$ -	\$ 1,466,667
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	\$ 4,072,935	\$ 3,786,910	\$ 2,134,533	\$ 1,652,377
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES &amp; RESERVES</b>			\$ 1,692,736	
FUND BALANCE BEGINNING			\$ 9,380,747	
FUND BALANCE ENDING			\$ 11,073,483	

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER FUND  
SUMMARY REPORT**

For the Period Ending August 31, 2021

	<b>ADOPTED BUDGET FY 2020/2021</b>	<b>PRORATED BUDGET THRU 8/31/2021</b>	<b>ACTUAL 11 MONTHS ENDING 8/31/2021</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES</b>				
<b>TOTAL REVENUES</b>	<b>\$ 16,127,287</b>	<b>\$ 12,305,880</b>	<b>\$ 12,913,119</b>	<b>\$ 607,239</b>
<b>EXPENDITURES</b>				
TOTAL ADMINISTRATIVE	\$ 2,474,455	\$ 2,235,783	\$ 1,953,429	\$ 282,354
TOTAL PLANT	\$ 7,772,422	\$ 5,888,873	\$ 4,679,866	\$ 1,209,007
TOTAL FIELD	\$ 2,775,397	\$ 2,083,874	\$ 1,890,645	\$ 193,229
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,022,274</b>	<b>\$ 10,208,530</b>	<b>\$ 8,523,940</b>	<b>\$ 1,684,590</b>
<b>AVAILABLE FOR DEBT SERVICE</b>			<b>\$ 4,389,179</b>	
Total Debt Service			\$ 2,587,530	
<b>Excess Revenues (Expenses)</b>			<b>\$ 1,801,649</b>	
Net Assets Beginning			\$ 41,367,566	
<b>Net Assets Ending</b>			<b>\$ 43,169,215</b>	

## **Fifth Order of Business**



# CORAL SPRINGS IMPROVEMENT DISTRICT



APPROVED TENTATIVE  
BUDGET  
FY 2021 | 2022

# WATER & SEWER





**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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## **BOARD OF SUPERVISORS**

- Dr. Martin Shank, President
- Len Okyn, Vice President
- Chuck Sierra, Secretary

## **MANAGEMENT**

- Kenneth Cassel, District Manager
- Terry Lewis, District Attorney
- Rick Olson, District Engineer
- David McIntosh, Director of Operations
- Jan Zilmer, Human Resources Director
- Joe Stephens, Director of Utilities
- Marta Rubio, Director of Finance & Accounting

**CORAL SPRINGS IMPROVEMENT DISTRICT  
Water and Sewer Enterprise Fund**

**PROPOSED BUDGET  
Fiscal Year 2021 / 2022**

DESCRIPTION	ADOPTED BUDGET FY 2020/2021	ACTUAL THRU 4/30/2021	PROJECTED NEXT 5 Months	TOTAL PROJECTED 9/30/2021	PROPOSED BUDGET FY 2021/2022
<b>REVENUES</b>					
Water Revenue	\$ 6,790,358	\$ 3,436,898	\$ 3,353,460	\$ 6,790,358	\$ 7,129,876
Sewer Revenue	6,145,626	3,090,548	3,055,078	6,145,626	6,452,907
Standby Revenue	3,120	1,820	1,300	3,120	3,120
Processing Fees	12,000	9,720	2,280	12,000	12,000
Lien Revenue Fees	9,000	9,125	-	9,125	9,000
Delinquent Fees	290,000	148,500	-	148,500	290,000
Contract Utility Billing Services	65,732	36,522	29,210	65,732	69,019
Contract HR & Payroll Services	13,688	7,527	6,161	13,688	14,098
Facility Connection Fees	-	14,400	4,175	18,575	-
Meter Fees	-	1,125	2,733	3,858	-
Line Connection Fees	-	300	6,275	6,575	-
Interest Income-Restricted	-	42,887	1,337	44,224	-
Interest Income-Operations	-	159,362	5,411	164,773	-
Rent Revenue	67,159	57,162	9,997	67,159	69,174
Technology Sharing Revenue	15,914	9,010	6,904	15,914	16,391
Miscellaneous Revenue	12,000	29,655	-	29,655	-
Carryforward Prior Yr Fund Balance	2,702,690	-	2,702,690	2,702,690	2,664,404
<b>TOTAL REVENUES</b>	<b>16,127,287</b>	<b>7,054,561</b>	<b>9,187,011</b>	<b>16,241,572</b>	<b>16,729,989</b>
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
Principal 2016 Series	1,695,000	1,695,000	-	1,695,000	1,745,000
Interest 2016 Series	1,127,738	883,321	244,417	1,127,738	1,076,040
<b>Sub-Total Debt Service</b>	<b>2,822,738</b>	<b>2,578,321</b>	<b>244,417</b>	<b>2,822,738</b>	<b>2,821,040</b>

DESCRIPTION	ADOPTED BUDGET FY 2020/2021	ACTUAL THRU 4/30/2021	PROJECTED NEXT 5 Months	TOTAL PROJECTED 9/30/2021	PROPOSED BUDGET FY 2021/2022
<b>ADMINISTRATIVE</b>					
Salaries and Wages	1,161,765	686,695	475,070	1,161,765	1,086,250
Special Pay	2,783	2,783	0	2,783	2,410
FICA Taxes	88,875	57,027	31,848	88,875	83,098
Pension Expense	139,410	91,673	47,737	139,410	130,350
Health Insurance	296,392	126,634	169,758	296,392	244,970
Workers Comp. Insurance	3,833	1,468	2,365	3,833	2,500
Unemployment Compensation	4,000	-	-	-	-
Tuition Reimbursement	-	-	-	-	30,160
OPEB Expense	2,862	-	2,862	2,862	2,862
Engineering Fees	33,600	3,731	29,869	33,600	33,600
Trustee Fees/Other Debt Expenses	10,720	-	10,720	10,720	10,720
Legal Fees	60,000	16,210	43,790	60,000	60,000
Special Consulting Services	110,000	19,719	90,281	110,000	158,000
Information & Technology Services	-	-	-	-	150,000
Travel & Per Diem (Board)	4,500	-	4,500	4,500	8,000
Annual Audit	12,150	12,150	-	12,150	14,800
Actuarial Computation - OPEB	2,100	-	2,100	2,100	3,500
Management Fees	91,209	60,805	30,404	91,209	93,945
Telephone Expense	15,200	12,357	2,843	15,200	15,200
Postage	55,780	19,961	35,819	55,780	55,780
Printing & Binding	45,460	17,359	28,100	45,460	46,600
Electric Expense	13,885	6,784	7,101	13,885	14,600
Rentals and Leases	3,150	725	2,425	3,150	3,150
Insurance	17,850	6,934	10,916	17,850	17,850
Repair and Maintenance	27,700	8,141	19,559	27,700	30,000
Legal Advertising	4,500	-	4,500	4,500	4,500
Other Current Charges	33,395	9,821	23,574	33,395	36,150
Merchant Fees	84,800	57,912	26,888	84,800	87,400
Computer/Technology Expenses	68,245	44,547	23,698	68,245	74,095
Employment Ads	13,550	6,787	6,763	13,550	13,550
Toilet Rebate [150 x \$99 = \$14,850]	14,850	7,920	6,930	14,850	14,850
Office Supplies	4,000	3,310	690	4,000	4,000
Dues, Licenses, Schools & Permits	12,000	6,050	5,950	12,000	12,000
Promotional Expenses	16,890	9,810	7,080	16,890	16,890
Capital Outlay	19,000	4,805	14,195	19,000	21,100
<b>Sub-Total Administrative</b>	<b>2,474,454</b>	<b>1,302,120</b>	<b>1,168,334</b>	<b>2,470,454</b>	<b>2,582,880</b>

DESCRIPTION	ADOPTED BUDGET FY 2020/2021	ACTUAL THRU 4/30/2021	PROJECTED NEXT 5 Months	TOTAL PROJECTED 9/30/2021	PROPOSED BUDGET FY 2021/2022
<b>PLANT OPERATIONS</b>					
Salaries and Wages	1,814,207	1,071,358	802,639	1,873,997	2,151,348
Special Pay	2,757	2,869	52	2,921	3,278
FICA Taxes	138,787	83,140	55,647	138,787	164,578
Pension Expense	214,653	120,527	94,126	214,653	258,162
Health Insurance	471,634	247,910	223,724	471,634	513,023
Workers Comp. Insurance	99,325	38,458	60,867	99,325	80,222
Tuition Reimbursement	-	-	-	-	58,240
OPEB Expense	4,682	-	4,682	4,682	4,682
Water Quality Testing	67,295	36,837	30,458	67,295	63,163
Telephone Expense	9,260	3,829	5,431	9,260	9,440
Electric	686,760	377,890	308,542	686,432	721,200
Rentals and Leases	14,250	810	13,440	14,250	15,030
Insurance	174,850	69,630	97,060	166,690	170,370
Repair & Maintenance	859,740	259,729	600,011	859,740	825,256
Filters for Water Plant	695,920	16,616	679,304	695,920	201,800
Sludge Management-Sewer	150,000	102,085	150,000	252,085	142,000
Chemicals	357,745	186,080	171,665	357,745	379,220
Office Supplies	3,635	571	3,064	3,635	3,635
Operating Supplies	64,275	16,120	48,155	64,275	59,350
Uniforms	10,880	6,077	4,803	10,880	11,730
Motor Fuels	101,290	3,009	97,341	100,350	117,176
Dues, Licenses & Permits	43,515	8,751	34,764	43,515	66,990
Capital Outlay	1,786,963	392,598	1,394,365	1,786,963	1,900,000
<b>Sub-Total Plant Operations</b>	<b>7,772,423</b>	<b>3,044,895</b>	<b>4,880,139</b>	<b>7,925,034</b>	<b>7,919,893</b>

DESCRIPTION	ADOPTED BUDGET FY 2020/2021	ACTUAL THRU 4/30/2021	PROJECTED NEXT 5 Months	TOTAL PROJECTED 9/30/2021	PROPOSED BUDGET FY 2021/2022
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**FIELD OPERATIONS**

Salaries and Wages	745,590	396,297	349,293	745,590	860,607
Special Pay	1,351	1,812	-	1,812	1,670
FICA Taxes	57,038	30,628	26,410	57,038	65,836
Pension Expense	89,473	46,886	42,587	89,473	103,273
Health Insurance	224,338	121,025	103,313	224,338	244,202
Workers Comp. Insurance	46,972	19,658	27,314	46,972	31,125
Tuition Reimbursement	-	-	-	-	24,520
OPEB Expense	3000	-	3,000	3,000	3,000
Water Quality Testing	1,000	-	1,000	1,000	1,000
Naturescape Irrigation Service	5,470	-	4,970	4,970	5,500
Telephone Expense	15,345	5,925	8,025	13,950	16,900
Electric Expense	106,890	52,376	54,514	106,890	112,300
Rentals & Leases	9,500	4,001	5,499	9,500	9,500
Rent Expense - SCADA	56,040	32,690	23,350	56,040	56,040
Insurance	25,930	9,031	16,899	25,930	26,000
Repairs and Maintenance	166,000	147,915	113,067	260,982	180,000
Lift Stations	168,850	72,433	96,417	168,850	198,850
Generators	33,080	6,850	26,230	33,080	34,600
Meters	60,680	4,395	56,285	60,680	31,440
Office Supplies	1,680	717	963	1,680	1,680
Operating Supplies	57,190	31,340	25,850	57,190	57,190
Uniforms	5,820	3,318	2,502	5,820	5,730
Motor Fuels	22,860	11,415	11,445	22,860	22,860
Dues, Licenses, Schools & Permits	13,300	856	12,444	13,300	10,250
Capital Outlay	858,000	356,340	501,660	858,000	1,020,000
<b>Sub-Total Field Operations</b>	<b>2,775,397</b>	<b>1,355,909</b>	<b>1,513,035</b>	<b>2,868,944</b>	<b>3,124,073</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,022,274</b>	<b>5,702,924</b>	<b>7,561,509</b>	<b>13,264,432</b>	<b>13,626,845</b>
<b>TOTAL OPERATING EXPENDITURES &amp; RESERVES</b>	<b>13,022,274</b>	<b>5,702,924</b>	<b>7,561,509</b>	<b>13,264,432</b>	<b>13,626,845</b>
<b>AVAILABLE FOR DEBT SERVICE</b>	<b>3,105,013</b>	<b>1,351,637</b>	<b>1,625,502</b>	<b>2,977,139</b>	<b>3,103,144</b>
Debt Coverage Required	1.10	1.10		1.05	1.10
Debt Service Requirement	1.00	2,822,738		2,822,738	2,821,040
Projected Surplus	.10	282,274		282,274	282,104
<b>TOTAL DEBT SERVICES + SURPLUS</b>	<b>3,105,012</b>			<b>3,105,012</b>	<b>3,103,144</b>

**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**PROPOSED BUDGET**

The District will use reserve funds in the amount of \$2,664,404 to help offset infrastructure projects required by Plant & Field departments.

CSID is executing the Financial Management Plan rate increases of 5% to water (including irrigation) and sewer rates as a result of the Rate Study Analysis completed during FY 2019 by Stantec, an independent consulting firm.

**REVENUES****Water Revenue**

The estimated amount that will be billed to users of the water system of the District is determined by the utility rate agreement. Based on prior year revenues the water revenues are projected to be \$7,129,876.

**Sewer Revenue**

The estimated amount that will be billed to users of the wastewater system of the District is determined by the utility rate agreement. Based on prior year revenues the sewer revenues are projected to be \$6,452,907.

**Standby Revenue**

The standby charge is applied to each lot, parcel or tract, which has been reserved for water and sewer capacity. The standby charges for this Fiscal Year are based on 13 units per month @ \$20 per unit. The amount projected for this Fiscal Year is \$3,120.

**Processing Fees**

A processing fee of \$20 is charged to each new utility account. Based on the District's history of new accounts, the projected amount for this fiscal year is \$12,000.

**Lien Revenue Fees**

The Board adopted a \$25 charge for an estoppel letter. Based on the prior years' history of estoppel letters, the estimated amount for this fiscal year is \$9,000.

**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**REVENUES (Continued)****Delinquent Fees**

The District levies a \$25 charge for each month the account is delinquent until the account is current. The projected amount for this fiscal year is \$290,000.

**Contract Utility Billing Services**

The District contracts out utility billing services for the benefit of cost sharing. This fiscal year the District expects to receive \$69,019.

**Contract HR & Payroll Services**

The District provides human resource and payroll services to other Districts based on fees established under interlocal agreements. Budgeted fees are \$14,098.

**Rent Revenue**

This line item represents the lease of office space to perform work on other Districts. The total revenue from this source is \$69,174.

**Technology Sharing Revenue**

The District owns an IBM AS-400 computer system as well as a suite of proprietary software programs. Technology sharing is the revenue associated with the performance of duties on the Districts system, phone, fax, ISP and other technology hardware, used for the benefit of the District. The amount being reimbursed by other funds is \$16,391.

**Miscellaneous Revenues**

Represents miscellaneous fees charged to customers for NSF, meter boxes, repairs and other services provided to customer by the District. Based on prior years' experience, this amount is projected to be \$0.



**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**ADMINISTRATION EXPENDITURES****Salaries and Wages**

The total amount of budgeted wages for this Fiscal Year is \$1,086,250.

**Special Pay**

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$2,410.

**FICA Taxes**

FICA tax is established by law and the current rate is 7.65%. Based on salaries of is \$1,086,250 the amount projected for FICA tax is \$83,098.

**Pension Expense**

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$1,086,250 the amount projected for pension expense is \$130,350.

**Health Insurance**

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$244,970.

**Worker's Compensation Insurance**

The District Worker's Compensation policy is currently with Florida Insurance Alliance. The projected amount for this Fiscal Year is \$2,500.

**Unemployment Compensation**

Unemployment compensation is expected to be \$0.

**Tuition Reimbursement**

The budgeted amount is estimated to be \$30,160.



## ADMINISTRATION EXPENDITURES (Continued)

### OPEB Expense

Other post-employment benefits (OPEB) are the benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee (GASB Statements 74 and 75). The budgeted amount is estimated to be \$2,862.

### Engineering Fees

The District currently has a contract with Globaltech, to provide general engineering services not related to or associated with any specific capital improvement project. The contract includes preparation for monthly meetings, monthly reporting, and responses to requests from the Board. Based on anticipated general engineering work the fees are not expected to exceed \$33,600.

### Trustee Fees/Other Debt Expense

This expense includes charges associated with the currently existing outstanding bond issues. Pending bond fees & arbitrage costs are not included in this listing.

Trustee Fees (2016 Series)	\$10,120
AMTEC Report	<u>600</u>
Total Expenses	\$10,720

### Legal Fees

The District currently has a contract with Lewis, Longman and Walker, PA as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, etc. In addition, the District expects to have additional expenses with changes to District codification. This year's budget is not expected to exceed \$60,000.

**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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**ADMINISTRATION EXPENDITURES (Continued)****Special Consulting Services**

The District may need to engage a consultant that specializes in legislative codification matters that would amend the current charter. Included in those matters are bidding threshold requirements, efficiencies, gains, and benefits inherent in contract administration. Other consulting services may be incurred for special projects as needed. The anticipated cost for all of these services is \$158,000.

**Information & Technology Services**

The District will hire a Consulting firm specialized in technology and cybersecurity to manage the Districts’ Network and computer. The projected amount for this service is estimated at \$150,000.

**Travel & Per Diem (Board)**

This expense represents travel expenses for the Board of Supervisor ‘s and directors. The budgeted amount for this fiscal year is \$8,000.

**Annual Audit**

The District’s auditing firm is Keefe, McCullough & Co., LLP. Based on the current activity level this amount should not exceed \$14,800.

**Actuarial Computation - OPEB**

Florida state statutes require the employer to make health coverage available to retirees at the employer’s group rate. GASB 75 requires a periodic actuarial assessment of the cost and liability associated with these benefits. The budgeted amount for this fiscal year is \$3,500.

**Management Fees**

This service includes management and financial advisory services provided to the District under the Management Contract with Inframark, LLC. This fiscal year the expense is \$93,945.



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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### **ADMINISTRATION EXPENDITURES (Continued)**

#### Telephone Expense

Telephone Service, fax machine and long-distance calls are included under this expense. Based on the prior years' experience, the amount should not exceed \$15,200.

#### Postage

Overnight deliveries, correspondence, utility bills, etc.

Utility Billing	48,000
Administrative	5,380
Special Mailings	<u>2,400</u>
Total	\$55,780

#### Printing and Binding

Stationary, utility billing forms, personnel forms, envelopes, photocopies, etc.

Utility Billing	39,600
Accounting	2,000
Personnel Department	3,000
Marketing Materials	<u>2,000</u>
Total	\$46,600

#### Electric Expense

This expense includes the electric service for the Administrative Building. Based on prior years' expense the projected amount for this Fiscal Year is \$14,600.



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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**ADMINISTRATION EXPENDITURES (Continued)**

Rentals and Leases

The following charges are being budgeted in the fiscal year:

Copier Lease	\$ 2,075
Mail Machine	<u>1,075</u>
Total	\$ 3,150

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal Year should not exceed \$17,850.

Repair and Maintenance

The following expenses are anticipated for the budget year.

A/C Maintenance & Repairs	\$13,900
Pest Control	2,100
Carpet, windows, floors & general cleaning	8,200
Building small supplies/materials	1,800
Roof Repairs	3,000
Contingencies	<u>1,000</u>
Total	\$ 30,000



CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”

## ADMINISTRATION EXPENDITURES (Continued)

### Legal Advertising

The District does most of its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, request for bids, etc. The estimated amount should not exceed \$4,500.

### Other Current Charges

Bank charges and any other miscellaneous expenses that occur during the year as follows:

Commercial Bank Charges	7,200
Phone System Computer Boards	5,000
Monitoring Fees	600
Employment & Drug Screening	2,600
Cleaners/Supplies/etc.	6,700
Miscellaneous Charges	<u>14,050</u>
TOTAL	\$ 36,150

### Merchant Fees

The District is charged monthly administrative fees as well as individual transaction fees on all credit card payments we receive. Based on last years' experience the projected amount should not exceed \$87,400.



## **ADMINISTRATION EXPENDITURES (Continued)**

### Computer/Technology Expenses

This represents software, anti-virus, web hosting, tech services & additional computer project systems and support for this fiscal year which amount should not exceed \$74,095.

### Employment Ads

Recruiting Expenses for qualified candidates for Plant Operators, Field and Administration Personnel. Based on prior years' experience the amount should not exceed \$13,550.

### Toilet Rebates

Utility bills are credited \$99 for those customers who install a qualifying toilet under the rebate program established by the District. Budgeted rebates reflect a total of 150 toilets for \$14,850.

### Office Supplies

Accounting, Utility Billing and Administrative Supplies such as printer cartridges, file cabinets, computer supplies, file folders, pens, pencils, cleaning supplies, paper products, etc. Based on historical experience the amount should not exceed \$4,000.

### Dues, Licenses, Schools & Permits

This item includes professional publications such as GAAP Guide and Florida Statutes. This expense also covers the cost for continuing education requirements and license renewal, management training, and training related to human resources. The amount should not exceed \$12,000.

### Promotional Expenses

The District is budgeting \$16,890 for the budget year.

### Capital Outlay

The budgeted amount of \$21,100 is being provided for the purchase of a new truck.

**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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**EXPENDITURES - PLANT OPERATIONS****Salaries and Wages**

The total amount of budgeted wages for this Fiscal Year is \$2,151,348.

**Special Pay**

Special pay is a holiday bonus based on the employee’s number of years of service. This year’s expense is \$3,278.

**FICA Taxes**

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$2,151,348 the amount projected for FICA tax is \$164,578.

**Pension Expense**

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$2,151,348 the amount projected for pension expense is \$258,162.

**Health Insurance**

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$513,023.

**Worker’s Compensation Insurance**

Worker’s compensation insurance is being budgeted for \$80,222.

**Tuition Reimbursement**

The amount budgeted is \$58,240.



**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**EXPENDITURES - PLANT OPERATIONS (Continued)**OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$4,682.

Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$63,163.

Telephone Expense

Telephone charges for this Fiscal Year include Bellsouth phone service for Water and Wastewater offices and Sprint phone services. The projected amount for this fiscal year is \$9,440.

Electric Expense

The electric requirements for the plant facility and wells are based upon the operating history. Based on prior year's expense the projected amount for this Fiscal Year is \$721,200.

Rentals and Leases

The District is budgeting \$15,030 for miscellaneous equipment rentals.

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expense should not exceed \$170,370.

Repairs & Maintenance

Repair and maintenance expenses anticipated to be spent in the fiscal year are as follows:



CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”

**EXPENDITURES - PLANT OPERATIONS (Continued)**

Water Department

R&M general	55,160
Generator maintenance & repairs	20,736
Vibration Analysis Program	31,800
R&M Well & Deep Well	142,770
Instrument and Control Repairs/Calibration	43,000
Facility Maintenance	<u>49,300</u>
Total Water	\$ 342,766

Wastewater Department

R&M General	95,690
Generator Maintenance & Repair	23,710
Deep Well Maintenance	62,000
Instruments & Controls/ Meter Calibration	40,520
Tank Cleaning - Plant E	55,000
Paint interior Plant E	60,000
Facility Maintenance	31,000
Mechanical injection well	<u>1,000</u>
Total Wastewater	\$ 368,920



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

**EXPENDITURES - PLANT OPERATIONS (Continued)**

Maintenance

R&M general	\$10,800
Vehicle Maintenance	10,400
R&M trash pick up	8,370
Lawn Maintenance Contract	69,000
Other Facility Maintenance	<u>15,000</u>
Total Maintenance	\$113,570

TOTAL REPAIRS & MAINTENANCE - PLANT \$825,256

Filters for Water Plant

Budgeted replacement costs for filters, membranes and interconnectors for the Water Plant are \$201,800.

Sludge Management - Sewer

Sludge removal costs are budgeted for \$142,000.

Chemicals

Products used in the process of Water & Wastewater treatments. The amount projected to be spent in this fiscal year is \$379,220.

Office Supplies

Paper, pens, folders, and other office supplies. The projected amount for this fiscal year is \$3,635.



## EXPENDITURES - PLANT OPERATIONS (Continued)

### Operating Supplies

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$59,350.

### Uniforms

Uniform purchases, rentals and safety boot allowances are budgeted at \$11,730.

### Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of auxiliary generators. The projected amount is \$117,176.

### Dues, Licenses, Schools & Permits

This expense represents costs for license renewals, subscriptions, books and schooling required to maintain licenses to operate for plant employees. The projected amount for this fiscal year is \$66,990.

### Capital Outlay

The District is budgeting for projects such as the addition of VFD's to wells, valve replacement HSP building, membrane performance evaluation, blower 4 & 5 replacement as part of a grant requirement, 600KW emergency generator emergency generator, rebuilt old blower #1 and a risk & resiliency letter assistance from the engineering company to name some. The total amount budgeted is \$1,900,000.

The budgeted capital outlay includes \$989,000 that was approved for ongoing projects in the 2020/2021 fiscal year. These projects will not be completed by the end of the fiscal year and it is estimated that the outstanding amount for these projects will be charged in the 2021/2022 Fiscal year.

**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**EXPENDITURES - FIELD OPERATIONS**Salaries and Wages

The total amount of budgeted wages for this fiscal year is \$860,607.

Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$1,670.

FICA Taxes

FICA tax is established by law and currently is 7.65%. Based on salaries of \$860,607 the amount projected for FICA tax is \$65,836.

Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$860,607 the amount projected for pension expense is \$103,273.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$244,202.

Worker's Compensation Insurance

The District Worker's Compensation policy is currently with Florida Insurance Alliance. The projected amount is \$31,125.

Tuition Reimbursement

The projected amount is \$24,520.

**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**EXPENDITURES - FIELD OPERATIONS (Continued)**OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$3,000.

Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$1,000.

Naturescape Irrigation Service

Annual fee of \$5,500 is paid to Broward County for the operation of the Naturescape irrigation service.

Telephone Expense

Telephone and fax machine are budgeted annually. Based on prior year's experience the amount should not exceed \$16,900.

Electric Expense

The electric requirements (for Lift Stations) are based upon the operating history. Based on prior years' expense the projected amount for this fiscal year is \$112,300.

Rentals & Leases

Equipment rental, other than for SCADA, is budgeted for \$9,500.

Rent Expense-SCADA

The District will install and rent components for telemetry lift-station operation and monitoring for \$56,040.



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

EXPENDITURES - FIELD OPERATIONS (Continued)

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal year should not exceed \$26,000.

Repairs and Maintenance

Following is a listing of the different repairs and maintenance needed for field operations maintenance.

GIS Services	\$ 37,500
Backhoe maintenance	8,000
Jet machine service	4,000
R&M general	5,000
Air Conditioning	3,500
R&M Facilities	4,500
Backflow certifications & replacements	9,500
Valve replacement & maintenance	10,000
Streets & landscape	60,000
Hydrants	18,000
Vehicles	<u>20,000</u>
Total Repairs & Maintenance	\$180,000

**CORAL SPRINGS IMPROVEMENT DISTRICT "APPROVED TENTATIVE BUDGET 2021/2022"**

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**EXPENDITURES - FIELD OPERATIONS (Continued)****Lift Stations**

This expense is to cover lift stations maintenance and repairs including new pumps and electrical supplies. The District operates 41 Lift Stations on the Field. The projected amount for this fiscal year is \$198,850.

**Generators**

Amount projected for expenses related to Portable Generators including services and repairs. The District owns 7 Portable Generators. Budget amount should not exceed \$34,600.

**Meters**

This program was setup to replace old meters. The projected amount for this fiscal year includes new connections and supplies costs. The amount being budgeted for new connections is \$31,440.

**Office Supplies**

Paper, pens, folders, and other office supplies. The projected amount for this fiscal year is \$1,680.

**Operating Supplies**

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$57,190.

**Uniforms**

Uniform purchases and rentals and safety boot allowances are budgeted at \$5,730.

**Motor Fuels**

Motor fuels include gasoline and diesel fuel needed for the operation of portable generators. The projected amount is \$22,860.



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

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**EXPENDITURES - FIELD OPERATIONS (Continued)**Dues, Licenses, Schools & Permits

This expense represents the cost for license renewals, subscriptions, books and schooling required to maintain their license to operate. The projected amount is \$10,250.

Capital Outlay

The District is budgeting for projects such as the rehab of a lift station, purchase of one portable generator, sewer lining spot repairs, lift stations camera work and storage shed for generators. The expected amount for this Fiscal year should not exceed \$1,020,000.



**CORAL SPRINGS IMPROVEMENT DISTRICT “APPROVED TENTATIVE BUDGET 2021/2022”**

**DEBT SERVICE**

During FY 2015/2016, Coral Springs Improvement District refinanced Series 2007 Bonds with Refunded Revenue Bonds Series 2016 in the amount of \$42,830,000 with a rate of 3.05%.

\$38 million were used to the construction project of water plant and \$4 million has been set aside to take care of interest during the capitalized period, and to ensure those payments are available to the bondholders.

Debt service schedule represents the amount of money required to make payments on the principal and interest on the outstanding loan.

The schedule below reflects a total Debt Service requirement of \$2,821,040 for the new fiscal year. Budgeted \$1,745,000 for principal and \$1,076,040 for interest.

**Coral Springs Improvement District  
2016 Water and Sewer Refunding Revenue Bonds**

**Debt Service Schedule**

Period Ending October 1	Principal Amount	Interest Amount	Total Debt Service
2017	1,075,000	928,935	2,003,935
2018	1,545,000	1,273,528	2,818,528
2019	1,595,000	1,226,405	2,821,405
2020	1,640,000	1,177,758	2,817,758
2021	1,695,000	1,127,738	2,822,738
<b>2022</b>	<b>1,745,000</b>	<b>1,076,040</b>	<b>2,821,040</b>
2023	1,795,000	1,022,817	2,817,817
2024	1,850,000	968,070	2,818,070
2025	1,910,000	911,645	2,821,645
2026	1,965,000	853,390	2,818,390
2027	2,025,000	793,457	2,818,457
2028	2,090,000	731,695	2,821,695
2029	2,150,000	667,950	2,817,950
2030	2,220,000	602,375	2,822,375
2031	17,530,000	534,665	18,064,665
	<b>42,830,000</b>	<b>13,896,468</b>	<b>56,726,468</b>

**Exhibit A**

**RESOLUTION 2021-7**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT ADOPTING THE WATER AND SEWER BUDGET FOR FISCAL YEAR 2022**

**WHEREAS**, Chapter 2004-469, Laws of Florida, recodifying Chapters 70-617 and 89-419, Laws of Florida, authorizes the Coral Springs Improvement District (“District”) to construct, maintain, and operate a water treatment and wastewater treatment and collection system to serve the residents of the Coral Springs Improvement District; and

**WHEREAS**, pursuant to said authority, the District has constructed a water and wastewater facility from the proceeds of a General Obligation, Water and Sewer Revenue Bond Issue; and

**WHEREAS**, pursuant to the requirements of the Bond Resolution for said issue, the Board of Supervisors caused a budget to be prepared for the operation and maintenance of said system for Fiscal Year 2022, which by reference is made a part hereof; and

**WHEREAS**, notice of public hearing concerning the proposed budget was duly published as required by law; and

**WHEREAS**, the District Board of Supervisors (“Board”) has conducted said public hearing in accordance with applicable law.

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

**Section 1.** The recitals above are true and correct and are hereby made a part of this Resolution.

**Section 2.** The District Water and Sewer System Operating and Maintenance Budget (“Budget”), showing expected revenues of \$ \_\_\_\_\_; debt service requirement of \$ \_\_\_\_\_; expected operation and maintenance expenses of \$ \_\_\_\_\_; such that said Budget shows a surplus of \$ \_\_\_\_\_ prior to subordinate lien debt expense of \$ \_\_\_\_\_; and the operation and maintenance thereof can continue through Fiscal Year 2022; said Budget is hereby adopted and certified by the Board of Supervisors of the Coral Springs Improvement District.

**Section 3.** A verified copy of the Budget shall be attached to this Resolution as Exhibit A and shall be included as part of the District’s “Official Record of Proceedings.”

**Section 4.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the Board of Supervisors of the Coral Springs Improvement District, this 20<sup>th</sup> day of September 2021.

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Kenneth Cassel  
Assistant Secretary

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Martin Shank  
President

**Exhibit A**

**FY 2022 Water and Sewer Budget**

## **Sixth Order of Business**

19 August 2021

Mr. Joe Stephens  
Director of Utilities  
Coral Springs Improvement District  
10300 NW 11th Manor  
Coral Springs, FL 33071

RE: **Agreement #60651562 – Removal Underground Diesel Storage Tank  
Coral Springs Improvement District  
10300 NW 11th Manor  
Coral Springs, Florida  
FDEP ID Number 068501767**

Dear Mr. Stephens,

All elements of the removal underground diesel storage tank 4R1, and tank closure have been completed. **We certified that no other invoices will be submitted, and the project is considered closed.**

Please consider this letter as our request to approve the following change order:

**Change Order #1 decreases the original contract value of \$49,622 by (\$3,986.49), resulting in a final contract value of \$45,635.51.**

If you have any questions, please feel free to contact me at (561) 906-7857.

Yours sincerely,



David Hayman, P.E.  
Senior Engineer  
AECOM

# **SEVENTH ORDER OF BUSINESS**

BID TITLE AQUATIC HERBICIDES  
 OPEN DATE 9/3/2021  
 OPEN TIME 10:00 AM  
 BUYER C.S.I.D.

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.

OPEN BY Joe Stephens  
 TABULATED BY Asad Hosein  
 VERIFIED BY Robin Dvorshak

**Tabulation sheet indicates unit price per gallon or per pound**

Chemicals	Container Size	NUTREIN SOLUTIONS	HELENA	RED RIVER	ALLIGARE INC	WINFIELD
Round Up Custom	2.1/2 Gals.	\$26.50	\$30.00	N/B	N/B	\$32.99
Reward	2 1/2 Gals.	TRIBUNE \$35.90	TRIBUNE \$47.50	N/B	ALLIGARE DIQUAT \$41.85	\$79.00
Cutrine Plus FL 909	2 1/2 Gals.	CUTRINE PLUS FL 909 \$24.50	CUTRINE PLUS FL 909 \$21.50	N/B	ARGOS \$16.25	CUTRINE PLUS FL 909 \$25.88
Non-Ionic Surfactant	2 1/2 Gals.	SPREADER 90 \$16.00	INDUCE \$21.00	N/B	ALLIGARE 90 \$10.25	WINDSURF PRO 90/10 \$14.49
Hydrothol 191	2 1/2 Gals.	\$84.15	\$84.15	N/B	N/B	\$84.15
Aquathol K	2 1/2 Gals.	\$80.85	\$80.25* \$80.85	N/B	N/B	\$80.85
Aquathol S K	20 lbs Bag	#20.85/#	\$20.85/#	N/B	N/B	\$20.85/#
2, 4-D	2 1/2 Gals.	PLATOON \$15.60	WEEDAR 64 \$17.00	N/B	ALLIGARE 2,4-D AMINE \$12.95	AMINE 2-4D \$15.99
Clipper	5 lbs Pail	SCHOONER \$30.65/ #	\$35.00/ #	N/B	\$32.00/ #	\$54.99/ #



RESOLUTION 2018-20

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT PROVIDING FOR DISTRICT PROCEDURES FOR DETERMINING HOW TO AWARD COMPETITIVE BIDS FOR GOODS and SERVICES WHEN THERE ARE TIE BIDS BY QUALIFIED BIDDERS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 2004-469, Laws of Florida and Section 255.20, Florida Statutes, the Coral Springs Improvement District (the "District") must advertise for competitive bids or requests for proposals for certain goods or services, and

WHEREAS, from time to time the District has received tie bids from otherwise qualified bidders, and

WHEREAS, the District Board of Supervisors intends to adopt a policy and procedure for determining a fair and reasonable method for awarding such bids to qualified bidders.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT SERVING AS THE GOVERNING BOARD OF THE DISTRICT, TO WIT:

SECTION 1. AWARD OF BIDS

1.01. Commodities. In the event of a tie bid for commodities, the District Board of Supervisors may determine to reject the bids or divide the award equally between tied bidders. If the commodities are material that will need to be replaced whenever depleted, the award may be rotated among the tied bidders.

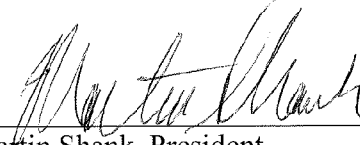
1.02. If bids for a commodity such as machinery or equipment is indivisible are tied, the Board of Supervisors may reject the bids or flip a coin.

1.03. Services. In the event of tied bidders for services, the District Board of Supervisors may determine to reject the bids or divide the award for services equally if the services are divisible. If the services are not divisible but will be recurring, the Board may reject the bids or rotate the service award between the tied service providers.


Section 2. EFFECTIVE DATE

2.01. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District on September 17, 2018.



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



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

APPROVED AS TO FORM:

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

## **EIGHTH ORDER OF BUSINESS**



3901 NW 115 Avenue  
 Miami, Florida 33178  
 305-888-2623 office  
 305-885-4671 fax

September 7, 2021

**Re: Bid 12525-312 Sodium Hypochlorite; Allied Universal Corp. E-Verify Certification**

Dear Coral Springs Improvement District,

Allied Universal Corporation (“Allied” or “Contractor”) supplies sodium hypochlorite to the City of Coral Springs Improvement District pursuant to the above bid. Allied does not utilize independent subcontractors in connection with same. Allied acknowledges that it is Allied’s obligation to comply with the requirements below in the administration of this contract:

The CONTRACTOR warrants compliance with all federal immigration laws and regulations that relate to its employees. The CONTRACTOR agrees and acknowledges that the OWNER is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the OWNER has a good faith belief that the CONTRACTOR has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the OWNER shall terminate this Agreement. If the OWNER has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the OWNER shall promptly notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. The CONTRACTOR shall be liable for any additional costs incurred by the OWNER as a result of the termination of a contract based on CONTRACTOR’S failure to comply with E-Verify requirements evidenced herein.

Very truly yours,

Cristhianne Munguia, Bid Coordinator

3901 NW 115 Avenue  
 Miami, Florida 33178  
 305-888-2623

9501 Rangeline Road  
 Ft. Pierce, Florida 34987  
 772-464-6195

30 Neil Gunn Drive  
 Ellisville, MS 39437  
 601-477-2550

5215 W. Tyson Avenue  
 Tampa, Florida 33611  
 813-832-4868

8350 NW 93<sup>rd</sup> Street  
 Miami, Florida 33166  
 305-888-2623

204 SCM Road  
 Brunswick, GA 31525  
 912-267-9470

14770 Old St. Augustine Rd.  
 Jacksonville, FL 32258  
 904-619-6180

2815 Inland Transport St.  
 Palmetto, Florida 34221  
 305-888-2623



**Southeast Florida Governmental Purchasing Cooperative Group**

**CONTRACT AWARD**

Please complete each of the applicable boxes and submit with bid documents, award notices and tabulations to [lpiper@myboca.us](mailto:lpiper@myboca.us) for placement on the NIGP SEFL website Cooperative contract page.

BID/RFP No. \_\_\_\_\_

Description/Title: \_\_\_\_\_

Initial Contract Term:      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Renewal Terms of the Contract: \_\_\_\_\_      Renewal Options for \_\_\_\_\_  
(No. of Renewals)      (Period of Time)

Renewal No. \_\_\_\_ Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Renewal No. \_\_\_\_ Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Renewal No. \_\_\_\_ Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

**SECTION #1                      VENDOR AWARD**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_      Fax: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_      Email Address: \_\_\_\_\_

Website: \_\_\_\_\_      FEIN: \_\_\_\_\_

**SECTION #2                      AWARD/BACKGROUND INFORMATION**

Award Date: \_\_\_\_\_      Resolution/Agenda Item No.: \_\_\_\_\_

Insurance Required:      Yes \_\_\_\_\_      No \_\_\_\_\_

Performance Bond Required:      Yes \_\_\_\_\_      No \_\_\_\_\_

**SECTION #3                      LEAD AGENCY**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Contact: \_\_\_\_\_      Email \_\_\_\_\_

Telephone: \_\_\_\_\_      Fax: \_\_\_\_\_

[Southeast Florida Chapter of NIGP, Inc. \(nigpsefl.org\)](http://nigpsefl.org)



HOME ABOUT MEMBERSHIP MEETINGS CONTACT US



[Contracts](#)  
[Group By-laws](#)  
[Information for Vendors](#)

These agencies are participants in the Southeast Florida Governmental Purchasing Co-operative Group. If you're not a member, please contact us at [coop@nigpsefl.org](mailto:coop@nigpsefl.org) for information on how your agency can join us and benefit from these contracts.

- Atlantis, City of
- Aventura, City of
- Boca Raton, City of
- Boynton Beach, City of
- Broward College
- Broward County Housing Authority
- Broward County Purchasing
- Broward Metro Planning Organization (MPO)
- Children's Services Council of Palm Beach County
- Coconut Creek, City of
- Cooper City, City of
- Coral Gables, City of
- Coral Springs Improvement District**
- Coral Springs, City of
- Dania Beach, City of
- Davie, Town of
- Deerfield Beach, City of
- Delray Beach, City of
- Fort Lauderdale, City of
- Greenacres, City of
- Hallandale Beach, City of
- Hillsboro Beach, Town of
- Hollywood, City of
- Lake Worth Beach, City of
- Lantana, Town of
- Lauderhill, City of
- Lauderdale Lakes, City of
- Margate, City of
- Miami, City of
- Miami Beach, City of
- Miami Gardens, City of
- Miami Springs, City of
- Miramar, City of
- North Lauderdale, City of
- North Miami, City of
- North Miami Beach, City of
- North Palm Beach, Village of
- Oakland Park, City of
- Opa Locka, City of

## **NINTH ORDER OF BUSINESS**



# Coral Springs Improvement District

Est. 1970

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8/20/2021

**TO:** CSID Board of Supervisors  
**FROM:** Curtis Dwiggins, CSID Field Manager  
**RE:** RG3 Meter purchasing

Almost eight years ago, the District went out to bid for a residential water meter replacement program. RG3 meter company was awarded. We are needing to purchase RG3 meters for commercial properties, as they utilize the same electronic reading interface and software.

These new electronically read meters are similar in form and function to some other manufacturers products just the same. The reading software and interface technologies are proprietary and not interchangeable with other brands software. In other words, RG3 meters are read by RG3 software only.

As far as hardware is concerned, the Sensus SR II register will physically fit the RG3 meter and subsequently the RG3 Register will fit the Sensus SR II meter. Registers are read by their respective manufacturers proprietary software and would not integrate into our system's software. In addition, we were told by two other manufacturers that they would not guarantee the accuracy of retrofit registers on meters that were made by another manufacturer.

For these reasons, my opinion is that we should remain with the RG3 brand for the duration of this meter cycle unless there are uncontrollable conditions.

Regards,

Curtis J.L. Dwiggins



2912 S Access Rd  
Longview, TX 75602



Ph. (903) 753-3456  
Fax (903) 753-5678

[www.rg3meter.com](http://www.rg3meter.com)

August 20, 2021

Curtis J.L. Dwiggins  
Coral Springs Improvement District  
10300 NW 11th Manor  
Coral Springs, FL33071

RE: Sole Source Purchase

Dear Mr. Dwiggins,

This letter is to inform you that RG3 Meter Company is the Sole Source of the following item(s) and/or service(s):

RG3 water meters and RG3 Tesla System automated meter reading electronic devices and softwares.

RG3 Meter Company is the Sole Source of the items and services listed above, and no other company or firm manufactures such items or provides such services. Competition in manufacturing the above-named items and providing the above named services is precluded by the existence of a patent, copyright, secret process, or monopoly.

Coral Springs Improvement District enjoys a direct purchase relationship with RG3 Meter Company. Products and services are discounted from RG3 Meter Company's published list prices at a multiplier of .53. Purchase discount multipliers are reviewed annually and RG3 Meter Company reserves the right to amend them as it sees fit in its sole discretion. Published list prices are subject to change at any time, but usually not more than once a year unless driven by market conditions.

Regards,

A handwritten signature in black ink, appearing to read "Lee Gregory", is written over a horizontal line.

Lee Gregory  
CEO

CC: CSID Board of Directors

## **TENTH ORDER OF BUSINESS**



August 20, 2021

Thomas Kedrierski  
Chief Wastewater Operator  
Coral Springs Improvement District  
10300 N.W. 11th Manor  
Coral Springs, FL 33071

Subject: Piggyback Contract Offer for the Purchase of Polymer  
RE: Hillsborough County Contract 21632,1

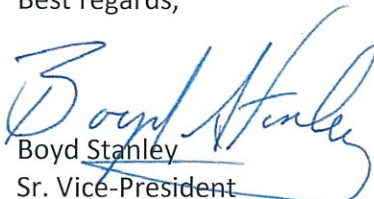
Dear Mr. Kedrierski,

Polydyne Inc. is pleased to offer the Coral Springs Improvement District the option to piggyback the purchase of cationic emulsion polymer, CLARIFLOC SE-676, from the referenced Hillsborough County contract. While CLARIFLOC SE-676 was not specifically included in this solicitation, it does include CLARIFLOC SE-1012. CLARIFLOC SE-676 and SE-1012 are equivalent in composition. With this piggyback agreement, the unit price for CLARIFLOC SE-676 will be \$1.35/Lb. in drums. The period of this agreement will be October 1, 2021 through September 30, 2024. Prices may be adjusted annually after the first twelve months in accordance with Contract Terms and Conditions Section 2.4.

Attached for your reference, please find a copy of Hillsborough County's Contract and related documents. All terms and conditions stated therein will apply.

Thank you for your business. We look forward to the opportunity to continue to supply the Coral Springs Improvement District. Should you have any questions regarding this offer, please feel free to contact Chris Cherp, Technical Sales Representative, at (941) 961-3998.

Best regards,

  
Boyd Stanley  
Sr. Vice-President

Enclosures



# CERTIFICATE OF LIABILITY INSURANCE

Agenda Page 60  
DATE (MM/DD/YYYY)  
8/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  EPIC Insurance Brokers & Consultants 350 Hudson Street – 4 <sup>th</sup> Floor New York, NY 10014	Phone No.: (212) 488-0200 Fax No.: (212) 488-0220	<b>CONTACT</b> NAME: Laura Alvarez PHONE (A/C, No, Ext): 212.488.0427 E-MAIL: <a href="mailto:laura.alvarez@epicbrokers.com">laura.alvarez@epicbrokers.com</a> ADDRESS:	FAX (A/C, No): 212.488.0220
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  Polydyne Inc. One Chemical Plant Road PO Box 250 Riceboro GA 31323	<b>INSURER A:</b> IRONSHORE SPECIALTY INSURANCE COMPANY		25445
	<b>INSURER B:</b> HARTFORD FIRE INSURANCE COMPANY		19682
	<b>INSURER C:</b> HARTFORD ACCIDENT AND INDEMNITY COMPANY		22357
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		


**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		IEPICB5ZFB001	12/31/2020	12/31/2021	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$25,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		10ABR30602	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		IEELCASB5ZFD001	12/31/2020	12/31/2021	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	10WNR30600	12/31/2020	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Coral Springs Improvement District is included as additional insured where required by contract per terms and conditions of the above referenced policies.  
RE: Piggyback Contract – Hillsborough County Contract 21632,1  
30 DAY CANCELLATION CLAUSE INCLUDED

**CERTIFICATE HOLDER****CANCELLATION**

Coral Springs Improvement District 10300 N.W. Manor Coral Spring, FL 33071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## **Eleventh Order of Business**

**11A.**

## **WORK AUTHORIZATION**

CSID WA #192  
Globaltech No. 151335

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 engineering services related to the CSID Canal Right-of-Way Tree Inventory 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**

OWNER maintains approximately 22 miles of canals located throughout the service boundary. The canals were constructed in the early 1970s. In most locations, the canals were constructed near the middle of the dedicated right-of-way adjacent to private property. In most locations the right-of-way has been established and is maintained by OWNER to maintain the canal function.

Over the past 50 years, adjacent property owners have encroached upon the OWNER’s right-of-way with structures, fences, and vegetation. It is the

intent of this work authorization to document and inventory vegetative encroachments onto the right-of-way.

FIRM shall provide the following scope of work:

**Task 1 – Project Management and Coordination**

- FIRM shall attend kick-off meeting with OWNER to collect existing information and to confirm an acceptable project approach. During kick-off meeting, FIRM will discuss and confirm canals and properties that are included in the Project and those which might be exempt from the survey.
- FIRM will coordinate with the Coral Springs Forrester to develop an approach that satisfies project goals.
- FIRM will prepare subcontract with a certified arborist to conduct the vegetative survey.
- FIRM will prepare a letter from OWNER documenting that FIRM and Subcontractor are working on OWNER's behalf to conduct a tree inventory. Copies of letter will be on-site with Subcontractor in the event of inquiry by individual home owners.
- Firm will conduct site visits with Subcontractor to document approach and to ensure data collection methodology.
- Firm will conduct weekly meetings with Subcontractor to evaluate progress and inform OWNER and City of Coral Springs where work is being conducted.
- FIRM will coordinate a "ride-along" with OWNER or City of Coral Springs staff to observe the inventory methodology.
- Firm will conduct bi-weekly reviews of data to evaluate collected data.

**Task 2 – Right-of-Way Vegetative Inventory**

- FIRM will download and print individual property maps from the Broward County Property Appraiser's web site. The maps will provide relatively recent aerial photographs of each property and provide approximate property boundaries.



- FIRM's subcontractor will visit each property within the Coral Springs Improvement District which borders on a contiguous drainage canal. FIRM will collect an inventory of vegetative encroachments identifying species, physical properties (height, diameter, number of trunks, and extent of canopy). In addition, trees will be provided with a subjective score indicating the overall condition of the specimen (0% - damaged / diseased to 100% - perfect specimen). A metal identification tag will be applied to each tree within the right-of-way.
- FIRM's subcontractor will take approximate measurements from assumed property lines of locations of vegetation. Of special concern will be vegetation located on the assumed property boundary between private property and the canal right-of-way.
- FIRM will prepare a table referenced by property address and the vegetation observed. The table will be cross referenced to the individual property appraiser's maps where vegetation will be documented.

### **Task 3 – Inventory Reporting**

- FIRM will review data collected and documented by Subcontractor.
- FIRM will submit Inventory Table of data collected. Table will be sortable by address and will reference property appraiser maps.
- A submittal meeting will be conducted with FIRM and OWNER to review Inventory Report.
- FIRM will attend one meeting with OWNER and City of Coral Springs to discuss Inventory Report.

### **Assumptions**

Assumptions for the project are as follows:

- Locations of vegetation will be collected referencing approximate property boundaries from Broward County Property Appraiser's Maps. A location survey will not be conducted by a licensed land surveyor.

- Based on conversations with the Coral Springs Forrester, the tree inventory will be assumed to be current for a period of 12 – 18 months following completion.
- Access to the canal rights-of-way will be obtained from the water side. Subcontractor will use an inflatable water craft launched from OWNER approved landings. Cost for the water craft is included in the Subcontractor's hourly rate.
- This project does not include a community outreach component. FIRM does not anticipate spending significant time meeting with individual home owners or community organization. In the event that Subcontractor is questioned by an individual home owner, they will provide a copy of the letter provided by OWNER and direct additional inquiry to FIRM. Should FIRM be unable to address home owner questions, they will be directed to OWNER.
- FIRM will attempt to identify all vegetation on the assumed property / right-of-way boundary line and call out as such.
- In the event of insignificant landscaping (flowers and small shrubs) identified within the right-of-way, FIRM will identify a planting area (approximate size and location), however, will not identify number and specific plant species.
- Subcontractor estimates that inventory will take 60 field-days to complete. Assessment of progress will be made and discussed during periodic meetings with OWNER. In the event that additional time is required to complete the inventory, OWNER may approve use of allowance.

### **Section 3 – Location**

The services to be performed by the FIRM shall be on the following site or sites: **Along Canal Bank Rights-of-Way throughout the entire District.**

**Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Inventory Report – Inventory Report summarizing all significant vegetation located within OWNER’s right-of-way.

**Section 5 – Time of Performance**

Project will commence after execution of this Work Authorization. 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
Project Kick-off	2 weeks from NTP
Field Data Gathering	16 weeks from NTP
Inventory Submitted	20 weeks from NTP

**Section 6 – Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida 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: **\$182,524**. Price includes an allowance of \$20,000 for additional time above subcontractor’s estimate.
3. 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. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
4. A Budget Summary for the above LS is provided in Attachment A.

**Section 7 – Application for Progress Payment**

1. Not Applicable

## Section 8 – Responsibilities

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 Shawn Frankenhauser and David McIntosh as the OWNER's representatives.
- 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. FIRM hereby designates Rick Olson as the FIRM's representative.

## Section 9 – Insurance

The FIRM shall provide a 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.



# **Attachment A**

## **Compensation Summary**

**ATTACHMENT A**  
**Coral Springs Improvement District**  
**Work Authorization No 192 - CSID Canal Right-of-Way Tree Inventory**  
**Engineering Fee Details**

Task	Task Description	E6	E2	CADD	Adm 3	Adm 1	Total Labor	Expense/ Subconsul. Fee	Subconsul.
		\$180.00	\$108.00	\$108.00	\$77.00	\$52.00			
<b>1</b>	<b>Project Management and Coordination</b>								
	Project Development	16			2				
	Project Management	28			6	6			
	Subcontract Preparation	4			2	4			
	Periodic Progress Meetings	40	16			16			\$ 3,600.00
	Coordination with City of Coral Springs	8							
	Labor Total Hours	96	16	0	10	26	148		
	<b>Labor Total</b>	<b>\$17,280</b>	<b>\$1,728</b>	<b>\$0</b>	<b>\$770</b>	<b>\$1,352</b>	<b>\$21,130</b>		
<b>2</b>	<b>Vegetative Inventory</b>								
	Site Inspections and Documentation		16			8			\$ 108,000.00
	Subcontractor Coordination and Oversight	40				8			
	Labor Total Hours	40	16	0	0	16	72		
	<b>Labor Total</b>	<b>\$7,200</b>	<b>\$1,728</b>	<b>\$0</b>	<b>\$0</b>	<b>\$832</b>	<b>\$9,760</b>		
<b>2</b>	<b>Inventory Reporting</b>								
	Report Preparation & Review	12	16			8			
	Review Meetings with CSID & City	8							\$ 1,800.00
	Labor Total Hours	20	16	0	0	8	44		
	<b>Labor Total</b>	<b>\$3,600</b>	<b>\$1,728</b>	<b>\$0</b>	<b>\$0</b>	<b>\$416</b>	<b>\$5,744</b>		
	<b>Globaltech Labor</b>							<b>\$36,634</b>	
	Subconsultant Labor Total							\$113,400	
	Subconsultant Multiplier							1.1	
	<b>Subcontract Total</b>							<b>\$124,740</b>	
	Expenses							\$1,000	
	Expenses Multiplier							1.15	
	<b>Expense Total</b>							<b>\$1,150</b>	
	<b>Allowance</b>							<b>\$20,000</b>	
	<b>ENGINEERING TOTAL</b>							<b>\$182,524</b>	

**Team**

E6: Rick Olson  
 E3: Julia Backlund  
 Admin 3: Rebecca, Niurka, Rachael  
 Admin 1: Angelica, Angela, Cindy





CONSULTING ARBORIST, INC.

## Arboriculture Consulting Proposal City of Coral Springs, Canal Row

**To:** Globaltech  
**Attn:** Rick Olson  
6001 Broken Sound Parkway NW, Suite 610  
Boca Raton, Florida 33487

**Date:** Sept. 8, 2021  
**Office:** 561.997.6433  
**Email:** rolson@globaltechdb.com

**Arboriculture consulting work for your property:** City of Coral Springs, Canal Row

SCA will provide a health and condition report on all trees/palms located on, City of Coral Springs, Canal Row

Services included are as follows;

Site visit for collecting pennant data, unit tagged with metal tag, picture of subject, tree locations marked on provided survey, data provided in an excel spreadsheet format, necessary research, and a written report summarizing our findings.

Total number of 8-hour days for 60 days @ \$225.00 per hour = \$1,800.00 per day.  
Includes 1 ISA Certified Arborist, 1 assistant and a boat with motor.

Total \$108,000.00

Additional services are available at \$225.00 per hour including travel.

Signature below accepts this proposal and authorizes work as stated.

In Support,  
For: Sutton Consulting Arborist, Inc.

Accepted by,  
For Client:

John Sutton  
John Sutton, Consulting Arborist  
ISA Certified Arborist #SO-0326A

\_\_\_\_\_  
Client or Authorized Representative

Sutton Consulting Arborist is staffed by professional Arborists, Horticulturists, and Landscape Inspectors. We utilize associates with expertise in their fields to provide the most accurate, efficient and useful information available to clients. We stand behind our work and can additionally answer any questions or fulfill needs for additional information or services. Client is responsible for payment upon completion. Any billing over 30 days past due will be charged 1.5 percent interest per month up to date of payment. All reasonable collection costs, legal fees and court costs to gain payment are payable by client to Sutton Consulting Arborist.

**11B.**

## **WORK AUTHORIZATION**

CSID WA #193  
Globaltech No. 151332

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 engineering services related to the CSID Wastewater Treatment Plant (WWTP) 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 shall provide the following services in accordance with the AGREEMENT:

The existing operating permit for the CSID WWTP expires on June 17, 2022. The renewal application for the permit is to be submitted to the Florida Department of Environmental Protection (FDEP) 180 days before the expiration of the existing WWTP operating permit. The permit application must be submitted to FDEP on or before December 19, 2021, along with all

associated documents listed within the application instructions. The permit renewal application includes two (2) forms to be completed:

- Form 62-620.910(1) Wastewater Facility or Activity Permit Application Form 1 General Information
- Form 62-620.910(2) Wastewater Application Form 2A for Domestic Wastewater Facilities

In addition to the forms, an updated WWTP Capacity Analysis Report (CAR) and modifications to an existing Reuse Feasibility Study are also to be submitted along with the renewal application. An older version of these reports/studies was previously submitted to FDEP and will require additional supporting information as described below.

In 2019, the FIRM prepared and submitted to FDEP on behalf of CSID an abbreviated CAR reviewed and approved by FDEP. The abbreviated **2019 CAR** was accepted as CSID WWTP service area is built out, and no significant changes in land use or wastewater flows are forecasted. For the renewal application, an update to the current WWTP wastewater flowrates and parameter data tables will need to be prepared and submitted with the permit renewal as a supplement to the **2019 CAR**.

FDEP determined that a new reuse feasibility study would not need to be performed. However, FDEP instructed CSID to perform an update to the previously submitted **2010 Reuse Feasibility Study** and an investigation into the letter submitted to the FDEP in 2016 as a part of the Operating Permit Renewal application. In addition, other utilities (City of Hollywood and Miami Dade Co) that need contract reuse to satisfy the Ocean Outfall Legislation will be contacted for evaluation.

The operating permit renewal application package is also to include: a process flow diagram, site plan, location map, an Operation & Maintenance Performance Report, and results of the mechanical integrity tests (MITs) for

deep injection wells (DIWs). All of which will be completed by FIRM with the assistance of OWNER, as required.

The scope of work is as follows:

### **Task 1 – Operating Permit Renewal Application Preparation**

- FIRM shall attend kick-off meeting with OWNER and collect information.
- FIRM shall attend Pre-application meeting with OWNER and FDEP.
- Complete Operating Permit Renewal Application Form 1 and Form 2A.
- Compile and update WWTP wastewater flows and parameter data tables.
- Complete WWTP site evaluation and prepare Operation and Maintenance Performance Report.
- Prepare WWTP process flow diagram, site plan, and location map.
- Compile results of MITs for DIWs. (confirm MIT has been done since the last submission)
- Prepare a Draft Operating Permit Renewal Application package for OWNER to review. Address OWNER comments on package prepare final package.
- Submit Operating Permit Renewal Application and associated documents.
- The FIRM shall answer requests for information (RFI) generated by FDEP, assuming they are related to the WWTP Operating Permit and associated submitted documents.

### **Task 2 – Reuse Feasibility Coordination and Response**

- Perform a cursory review of the **2010 Reuse Feasibility Study** for the study's minimal reuse option (Alternative 2.1). This option will be reviewed for basic logic and design only. The existing 2010 costs will be updated to 2022 costs using standard construction cost index

values. Any costs associated with additional in-plant reuse will be estimated on an order-of-magnitude basis (budget level). In an attempt to reflect the current construction environment, FIRM will adjust the 2010 cost estimates using Engineering News Record (ENR) cost indexes and current cost escalations that FIRM has observed with similar construction materials.

- Coordinate communication with other utilities for possible financial assistance to implement reuse in the district as a part of Ocean Outfall Legislation.
- Summarize reuse feasibility/contract reuse communication and evaluate the minimal reuse option for submission with the permit renewal application package.

## **Assumptions**

Assumptions for the project are as follows:

- Monthly Operating Reports, (MOR's), operating permits, Mechanical Integrity Test (MIT) results, and other backup information should be available to FIRM in Oculus. OWNER will provide any needed information not found in Oculus.
- OWNER shall be responsible for taking required samples of wastewater characteristics as listed within the permit application form and supplying sample results to FIRM for inclusion in permit application forms.
- If FDEP decides that a full update to the reuse report is required, then the reuse report letter will be modified into a full reuse report as an Amendment to this Authorization.
- The OWNER will be responsible for payment of any permit fees.
- FIRM shall include only the MIT results with the application package, not the full MIT testing document (already submitted to FDEP). (confirm MIT done since the last submission)

- This scope does not include additional design and/or evaluations for reuse contracting with other utilities or any reuse evaluations other than those specifically listed herein.

**Section 3 – Location**

The services to be performed by the FIRM shall be on the following site or sites: **Globaltech Office and CSID WWTP.**

**Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- WWTP Operating Permit Application Package

**Section 5 – Time of Performance**

Project will commence after execution of this Work Authorization. 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
Contract Reuse Summary	December 1, 2021
Draft Permit Renewal Package	December 1, 2021
Final Permit Renewal Package	December 15, 2021

**Section 6 – Method and Amount of Compensation**

1. The FIRM shall be paid by the OWNER in accordance with the Florida 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: **\$32,367.00**. Price does not include an allowance.
3. 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. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
4. A Budget Summary for the above LS is provided in Attachment A.

### **Section 7 – Application for Progress Payment**

1. Not Applicable

### **Section 8 – Responsibilities**

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 Thomas Kedrierski 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. FIRM hereby designates David Schuman as the FIRM's representative.

### **Section 9 – Insurance**

The FIRM shall provide a 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.



# **Attachment A**

## **Compensation Summary**

**ATTACHMENT A**  
**Coral Springs Improvement District**  
**Work Authorization No. 193 - WWTP Operating Permit Renewal**  
**Engineering Fee Details**

Task	Task Description	E7	E3	CADD	Adm 3	Adm 1	Total Labor	Expense/ Subconsul. Fee	Subconsul.
		\$190.00	\$129.00	\$108.00	\$77.00	\$52.00			
<b>1</b>	<b>Engineering</b>								
	Project Coordination	10	34		4	4			
	Operating Permit Renewal	10	66	8	2	12			
	Reuse Feasibility Coordination and Response	16	62						
	RFI Response	4	8			2			
	Labor Total Hours	40	170	8	6	18	242		
	<b>Labor Total</b>	<b>\$7,600</b>	<b>\$21,930</b>	<b>\$864</b>	<b>\$462</b>	<b>\$936</b>	<b>\$31,792</b>		
	Subconsultant Labor Total							\$0	
	Subconsultant Multiplier							1.1	
	<b>Subcontract Total</b>							<b>\$0</b>	
	Expenses							\$500	
	Expenses Multiplier							1.15	
	<b>Expense Total</b>							<b>\$575</b>	
	<b>ENGINEERING TOTAL</b>							<b>\$32,367</b>	

**Team**

Officer: David Schuman

E3: Pranoti Kikale

Admin 3: Rebecca, Niurka, Rachael

Admin 1: Angelica, Angela, Cindy

# **Twelfth Order of Business**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**September 20, 2021**

**PROJECTS UNDER CONTRACT**

**WA#168 – Membrane Train Flush Valve Addition / Backflow preventer elimination– On Hold pending data review**

- Approved by Board – 11/18/19
- CSID conducting additional testing under the direction of Dr. Duranceau (UCF)
- Meeting scheduled for 9/15/21 to determine whether to move forward with the additional two trains.
- Estimated project completion date – currently unknown

**WA#182 – AWIA Risk Assessment and Emergency Response Plan - In Progress**

- Approved by Board – 10/19/20
- Submitted Executive Summary and Risk and Resilience Assessment – 6/21/21
- Submit certificate of completion to EPA – 6/21/21
- Emergency Response Plan – estimated completion 10/29/21
- Estimated project completion – 12/31/21

**WA#183 – Above Ground Fuel Storage Tanks & Dispensing System – Substantially Complete**

- Approved by Board – 11/16/20
- Tanks placed – 5/20/21
- Addressing punch list items
- Replaced pumps to eliminate vibration issues – 9/10/21
- Estimated substantial completion – 9/30/21

**WA#184 – HSP 7 Day Tank Replacement – Substantially Complete**

- Approved by Board – 1/25/21
- Issued subcontract to Cypress Construction Group
- Project substantially complete – 5/27/21
- Subcontractor closing out electrical permit
- Backfill trenches / Staff Training
- Project Closeout
- Estimated project completion – 10/01/21

**WA#187 – 500KW Emergency Generator – In Progress**

- Approved by Board – 5/17/21
- Project kick-off meeting 6/10/21
- Signed purchase order for generator – 6/10/21
- Received revised submittals – scheduling a review meeting with staff week of 9/12/21
- Preparing preliminary electrical drawings
- Estimated project completion – 5/2022

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**September 20, 2021**

**WA#188 – Atlantic Blvd. 4-inch Sleeve – In Progress**

- Approved by Board – 12/21/20
- Issued subcontracts to Murphy Pipe and Construction (MPC)
- All permitting complete – 7/02/21
- Anticipated construction - week of 10/12/21 (hopefully week of 9/27/21)
- Estimated project completion – 10/30/21

**WA#190 – Digester 1 Improvements – In Progress**

- Approved by Board – 5/17/21
- Installed rough openings – 6/08/21
- Tanks cleaned by others – 7/9/21
- Installed hatches – week of 7/12/21
- Air lines cleaned by staff – week of 7/26/21
- Ordered new diffusers – 7/27/21 (4 weeks)
- Prime & paint hatches – week of 8/5/21
- Closed hatches and checked for water tightness – 9/12/21
- Final inspection conducted by structural engineer – 9/15/21
- Install new diffusers – week of 9//12/21
- Estimated project completion – 9/24/21

**Work Authorizations Under Development**

WA#192 – Canal Right-of-Way Tree Inventory – On September Agenda

WA#193 – WWTP Operating Permit Renewal and Reuse Study – On September Agenda

WA#XX – Generator Storage Building – under development (10/18/21)

WA#XX – HB53 Compliance – under development (11/15/21)

WA#XX – Distribution Line Valve Replacement – under development (11/15/21)

WA#XX - DIW Building Electrical Service Change - under development

WA#XX – PS 1 & 2 Trash Rack Bracket Replacement – under development

# **Thirteenth Order of Business**



**13A.**

**RESOLUTION 2021-8**

**A RESOLUTION REMOVING AND APPOINTING  
TREASURERS/ASSISTANT TREASURERS OF THE CORAL  
SPRINGS IMPROVEMENT DISTRICT**

**WHEREAS**, at the January 27, 2020 meeting of the Board of Supervisors (“the Board”), Stephen Bloom was appointed Treasurer, and Alan Baldwin and Kenneth Cassel as Assistant Treasurers under Resolution 2020-6, and;

**WHEREAS**, the Board desires to remove Stephen Bloom as Treasurer, and Alan Baldwin and Kenneth Cassel as Assistant Treasurers, and;

**WHEREAS**, the Board desires to appoint a new Treasurer and Assistant Treasurer;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT  
DISTRICT OF BROWARD COUNTY, FLORIDA, THAT:**

**Section 1.** Stephen Bloom is removed as Treasurer.

**Section 2.** Alan Baldwin and Kenneth Cassel are removed as Assistant Treasurers.

**Section 3.** \_\_\_\_\_ is appointed Treasurer.

**Section 4.** \_\_\_\_\_ is appointed Assistant Treasurer.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September 2021, by the Board of Supervisors of the Coral Springs Improvement District, Broward County, Florida.

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

\_\_\_\_\_  
Dr. Martin Shank  
President