

**Coral Springs
Improvement District**

Agenda

October 24, 2022



Coral Springs Improvement District

Est. 1970

October 17, 2022

Board of Supervisors
Coral Springs Improvement District

Dear Board Members:

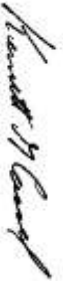
The regular meeting of the Board of Supervisors of the Coral Springs Improvement District will be held Monday, October 24, 2022, at 4:00 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida. Following is the advance agenda for the meeting.

1. Call to Order
2. Approval of the Minutes of the September 19, 2022 Meeting
3. Audience Comments
4. Financials for September 2022
5. Consideration of Encroachment Agreement for 10086 Vestal Place - Ken/Shawn/Curt
6. Consideration of a Request by Staff for Board to Approve the Third and Final Optional One-Year Renewal of Phillips and Jordan Contract 2017-11 as the Primary Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2023 to December 31, 2023 (*The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals*) - Danielle/Shawn
7. Consideration of a Request by Staff for Board to Approve the Third and Final Optional One-Year Renewal of Arbor Tree and Land for Contract 2017-11 as the Alternate Contractor to Provide Disaster Debris Removal and Disposal Services for the District for the Period January 1, 2023 to December 31, 2023 (*The initial term of the contract was from June 19, 2017 to December 31, 2020 and allows for three optional one-year renewals*) – Danielle/Shawn
8. Consideration of a Request by Staff for the Board to Approve the District Continuing to Piggyback on the Town of Davie's Extension of their Contract ITB#:DS-20-84 with Urban Beekeepers (*Urban Beekeepers has increased the discounted rate offered to the District from \$175 to \$200, which is below the \$235 contracted rate and the contract allows for the increase on renewal*) – Danielle/Curt
9. Consideration of Staff Request for Board Approval on the Following Proposals by Quest to Conduct the Stated Projects for the District Under the Piggyback Contract between Quest Corporation and the Central Florida Highway Authority - David
 - A. Proposed Project Plan and Public Relations Approach for Tree Removal Project
 - B. Social Media Account Management and Content Development Scope and Fee Estimate for Supplemental Agreement – Continuing Services
 - C. Scope and Fee Crisis Communications Support
10. Engineer's Report
11. Staff Reports

- A. Manager – Ken Cassel
 - Mitigation Update
- B. Department Reports
 - Operations – David McIntosh
 - Utilities Update – Joe Stephens
 - Utility Billing Customer Service Report – Dave Berringer (Report Provided)
 - Water – Christian McShea (Report Provided)
 - Wastewater – Tom Kedrierski (Report Provided)
 - Stormwater – Shawn Frankenhauser (Report Provided)
 - Field – Curt Dwiggins (Report Provided)
 - Maintenance Report – Pedro Vasquez (Report Provided)
 - Procurement Report – Danielle Keira-Cancel (Report Provided)
 - Human Resources – Jan Zilmer
 - Motion to Accept Department Reports
- C. Attorney
- 12. Supervisors' Requests
- 13. Adjournment

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

Sincerely,



Kenneth Cassel/sd
District Manager

cc: District Staff
Terry Lewis
Seth Behn
Rick Olson
Beverly 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, September 19, 2022, at 4:05 p.m. at the District Office at 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Len Okyn	Vice President
Chuck Sierra	District Secretary

Also present were:

Ken Cassel	District Manager
Terry Lewis	District Attorney
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Jan Zilmer	Human Resources
Sue Beyer	Director of Finance and Accounting
Rick Olson	District Engineer
Curt Dwigings	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Tom Kedrierski	Wastewater Department (Via Teams)
Danielle Keira-Cancel	Procurement Department (Via Teams)
Osmanny Larzabal	Utility Billing and Customer Service
Pedro Vazquez	Maintenance Department (Via Teams)
Seth Behn	Lewis, Longman & Walker
Dan Daly	District Consultant
Tim Day	Inframark

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 4:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
August 15, 2022 Meeting**

There being no questions or comments,

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the minutes of the August 15, 2022 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Cassel discussed the following:

- He will be leaving the meeting early and Mr. Day will be here.
- He is meeting with Representative Daley tomorrow to go over his public records request.
- The Vice President of Safety for Inframark performed an on-site review and found no unsafe conditions.
- The auditor is working on a response based on the letter received.

FOURTH ORDER OF BUSINESS

Budget Public Hearing for the Fiscal Year 2023 Water and Sewer Budget

A. Motion to Open the Public Hearing

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

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the public hearing was opened.

B. Public Comments

- Mr. McIntosh reviewed some changes to the budget.
 - Delinquent fees were reduced from \$290,000 to \$270,000.
 - They adjusted the carry forward by \$120,000.
- There were no public comments.

C. Motion to Close the Public Hearing

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

D. Resolution 2022-10, Adopting the Fiscal Year 2023 Water and Sewer Budget

The Board reviewed the financials.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor Resolution 2022-10, adopting the Fiscal Year 2023 water and sewer budget, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for Existing Encroachment at 1719 NW 92nd Way (Fence was approved by the City in 2012)

Mr. Frankenhauser reviewed the current encroachment, which is outside the City's 20-foot ordinance.

- The owner would like an encroachment agreement to allow the current structures to remain.
- He does not see an issue with this situation.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the encroachment agreement for the existing encroachments at 1719 NW 92nd Way were approved.

SIXTH ORDER OF BUSINESS

Consideration of Permits and Letters of No Objection

Mr. Cassel stated he reviewed them along with Mr. Dwiggin and Mr. Frankenhauser and have no objections. They have a \$50,000 bond from AT&T. The following conditions will be required.

- Bore logs.
 - Verification of depth.
 - No drilling can be disposed of in the area.
- A. **Letter of No Objection for AT&T at 1221 N. University Drive**
 - B. **Permit 2022-14 for Blue Stream for Installation of Fiberoptics at 773 Riverside Drive**
 - C. **Permit 2022-15 for Blue Stream for Installation of Fiberoptics at 11587 W. Atlantic Boulevard**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor items 6A, 6B and 6C were approved.

SEVENTH ORDER OF BUSINESS

Ratification of the Urgent Purchase by Staff of a Replacement Flowmeter for Injection Well #2

Mr. Kedrierski stated the flowmeter in injection well #2 went out so they had to do an emergency purchase.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of a replacement flow meter for injection well #2 was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Request by Staff for Board Approval of the Purchase of Two Air Flow Meters from Camp Engineering Sales, Inc. as the Sole Source of Sage Flowmeters Manufactured by Sage Metering, Inc. (This allows for the standardization of the equipment on C and D plants with the meters on E and F plants)

Mr. Kedrierski stated the air flow meters on plants C and D cannot be calibrated effectively anymore. The two new air flow meters will provide standardization throughout the plant.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the purchase of two air flow meters from Camp Engineering Sales, Inc. was approved for a total of \$9,716.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff for Board Approval of a Proposal by Florida Aquastore to Carry Out Repairs and Maintenance to the Wastewater Surge Tank and Restore the Facility to a Useful and Safe Condition (Florida Aquastore is the sole source representative for CST Industries, the tank manufacturer)

Mr. Kedrierski stated they recently had a no cost inspection provided by Florida Aquastore. They provided a breakdown of what needed to be done. There has not been serious work on this surge tank since it has been in service for approximately 23 years.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the proposal from Florida Aquastore to carry out repairs and maintenance to the wastewater surge tank was approved for a total cost of \$199,999.

TENTH ORDER OF BUSINESS

Consideration of a Request by Staff to Allow CSID to Piggyback on Contract No. ITB-2020H between the City of Lake City and H&H Sludge Disposal as Amended in Resolution 2022-060 (*The contract allows for the disposal of the District’s biosolids*)

- Mr. Kedrierski stated the contract with H&H Sludge Disposal will expire in October. Ms. Keira-Cancel found a contract between them and the City of Lake City to piggyback off.
- Ms. Keira-Cancel noted they would be coming in on year two of three total renewals for this contract.
- Dr. Shank asked if this is the same figures as before. Mr. Kedrierski responded it is not due to fuel costs and inflation. The cost will go up and the adjustment was made in the budget.
- Mr. Stephens stated in the past they were paying per trailer. Now it will be by weight. They reviewed several options, and this is the most cost-effective option.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the approved contracting with H&H Sludge Disposal, piggybacking off the City of Lake City contract ITB-2020H.

ELEVENTH ORDER OF BUSINESS

Consideration of Work Authorizations

- A. Amendment #1 to WA-183 for Above Ground Fuel Storage and Dispensing Facilities Returning an Unspent Allowance of \$5,490.35**

On MOTION by Mr. Sierra seconded by Mr. Okyn with all in favor amendment #1 to WA-183 was approved.

- B. Amendment #1 to WA-184 for HSP 7 Day Tank Improvements Returning Unspent Allowance of \$9,905.95**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor amendment #1 to WA-184 was approved.

C. Amendment #1 to WA-196 for DIW Building Service Change Returning Unspent Allowance of \$1,795.07

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor amendment #1 to WA-196 was approved.

D. Work Authorization 208 for WWTP Headworks Concrete Crack Repair at a Total Cost of \$61,875

Mr. Olson clarified the work authorization number is 208. He reviewed the work associated with Work Authorization #208.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor WA-208 was approved for a total cost of \$61,875.

TWELFTH ORDER OF BUSINESS

Engineer’s Report

Mr. Olson provided updates on his report, which was included in the agenda package.

- Work Authorization #187 – They are in the permitting process for some of the work being done for the new slab. They hope to have a crew out in two weeks to pour the concrete.
- Work Authorization #195 – They expect to have this project complete by the end of this week.
- Work Authorization #199 – They had the inspection by the Department of Agriculture, and it passed inspection. The only thing they are waiting on is the delivery of one additional fuel port.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

There being nothing further to report, the next item followed.

B. Department Reports

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- Samples of the referendum question, which will be on the ballot in November, were provided.

- He is waiting on a response from the City Manager on their approach to the tree removal. A couple of weeks ago he said he would meet with his staff and get back to Mr. McIntosh.
- A plan for the tree removal project will be brought back to the Board. ATL has broken it down into sections. Discussion ensued.

- **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- They have been communicating with the County regarding bio solids. They rounded up a group of utilities interested in looking at regional bio solid issues. They want to enter into an Interlocal Agreement to hire a consultant to investigate the situation and come up with alternatives as well as cost savings.
- Dr. Shank discussed the possibility of turning bio solids into fertilizer. The issue is who will take the fertilizer.
- Broward County approached the District because they are considering another surveillance program through wastewater sampling. He told them they are interested but did not commit to anything.

- **Utility Billing Customer Service Report – Osmanny Larzabal**

A copy of Mr. Larzabal's report was included in the agenda package. Mr. Daly stated Mr. Larzabal has a good background and is learning quickly. They will continue with his training.

- **Water – Christian McShea**

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

- **Maintenance Report – Pedro Vazquez**

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

- **Procurement Report – Danielle Keira-Cancel**

Ms. Keira-Cancel reviewed her report, a copy of which is attached hereto and made a part of the public record.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported the following:

- He will meet with Mr. McIntosh, Mr. Stephens and Ms. Keira-Cancel on Wednesday to discuss department needs.
- A total of 29 people received the flu shot.
- He contacted a third party to perform an employee survey. He will have it set up for the beginning of November.
- There will be a luncheon on September 29, 2022.

- **Motion to Accept Department Reports**

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the department reports were accepted.

C. Attorney

- **Engagement Letter with Genovese, Joblove & Battista**

The following was reported:

- Mr. Behn has been working with Mr. Lewis on responses to the many public records requests.
- Mr. Lewis reviewed the engagement letter from Genovese, Joblove and Battista. They are experienced in criminal law to assist with the myriad of accusations against District staff and the operational integrity of the District.

On MOTION by Mr. Okyn seconded by Mr. Sierra with all in favor the engagement letter with Genovese, Joblove and Battista was approved.

FOURTEENTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Okyn asked for an update on grants. Mr. Stephens responded they applied for two grants: one for the canal bank restoration and one for a different funding source for generators at lift stations. There are several grants that the awards will be announced this month.
- Mr. Okyn asked about the Investment Committee. Mr. McIntosh responded they have a meeting scheduled for Friday at 10:00 a.m.
- Mr. Okyn asked if someone reviewed the Spanish and Creole version of the referendum. Mr. McIntosh responded Mr. Cassel had someone review the Spanish version, but they notified the Supervisor of Elections we could not review the Creole version.
- Mr. Sierra thanked everyone for everything, and he looks forward to working with the new staff.
- Dr. Shank thanked everyone for a good fiscal year. He is also happy to see some employees upgrading their licenses.
- Dr. Shank encouraged the department heads to attend the meetings in person.

FIFTEENTH 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 REPORT SUMMARY – MEETING OCTOBER 24, 2022

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

For the Period Ending September 30, 2022

	ADOPTED BUDGET FY 2021/2022	ACTUAL ENDING 9/30/2022	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
TOTAL REVENUES	\$ 8,242,100	\$ 3,169,507	\$ 42,506
EXPENDITURES & RESERVES			
TOTAL ADMINISTRATIVE	\$ 807,100	\$ 610,917	\$ 196,183
TOTAL FIELD	\$ 6,735,000	\$ 1,839,559	\$ 4,895,441
TOTAL EXPENDITURES	\$ 7,542,100	\$ 2,450,476	\$ 5,091,624
TOTAL RESERVES	\$ 700,000	\$ -	\$ 700,000
TOTAL EXPENDITURES & RESERVES	\$ 8,242,100	\$ 2,450,476	\$ 5,791,624
EXCESS REVENUES OVER (UNDER) EXPENDITURES & RESERVES		\$ 719,031	
FUND BALANCE BEGINNING		\$ 10,988,325	
FUND BALANCE ENDING		\$ 11,707,356	

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

For the Period Ending September 30, 2022

	ADOPTED BUDGET FY 2021/2022	Actual ENDING 9/30/2022	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
TOTAL REVENUES	\$ 16,729,989	\$ 15,623,630	\$ (1,106,359)
EXPENDITURES			
TOTAL ADMINISTRATIVE	\$ 2,582,880	\$ 2,106,637	\$ 476,243
TOTAL PLANT	\$ 7,919,893	\$ 6,044,899	\$ 1,874,994
TOTAL FIELD	\$ 3,124,073	\$ 2,194,886	\$ 929,187
TOTAL EXPENDITURES	\$ 13,626,846	\$ 10,346,422	\$ 3,280,424
AVAILABLE FOR DEBT SERVICE		\$ 5,277,208	
Total Debt Service		\$ 2,350,329	
Excess Revenues (Expenses)		\$ 2,926,879	
Net Assets Beginning		\$ 42,170,924	
Net Assets Ending		\$ 45,097,803	

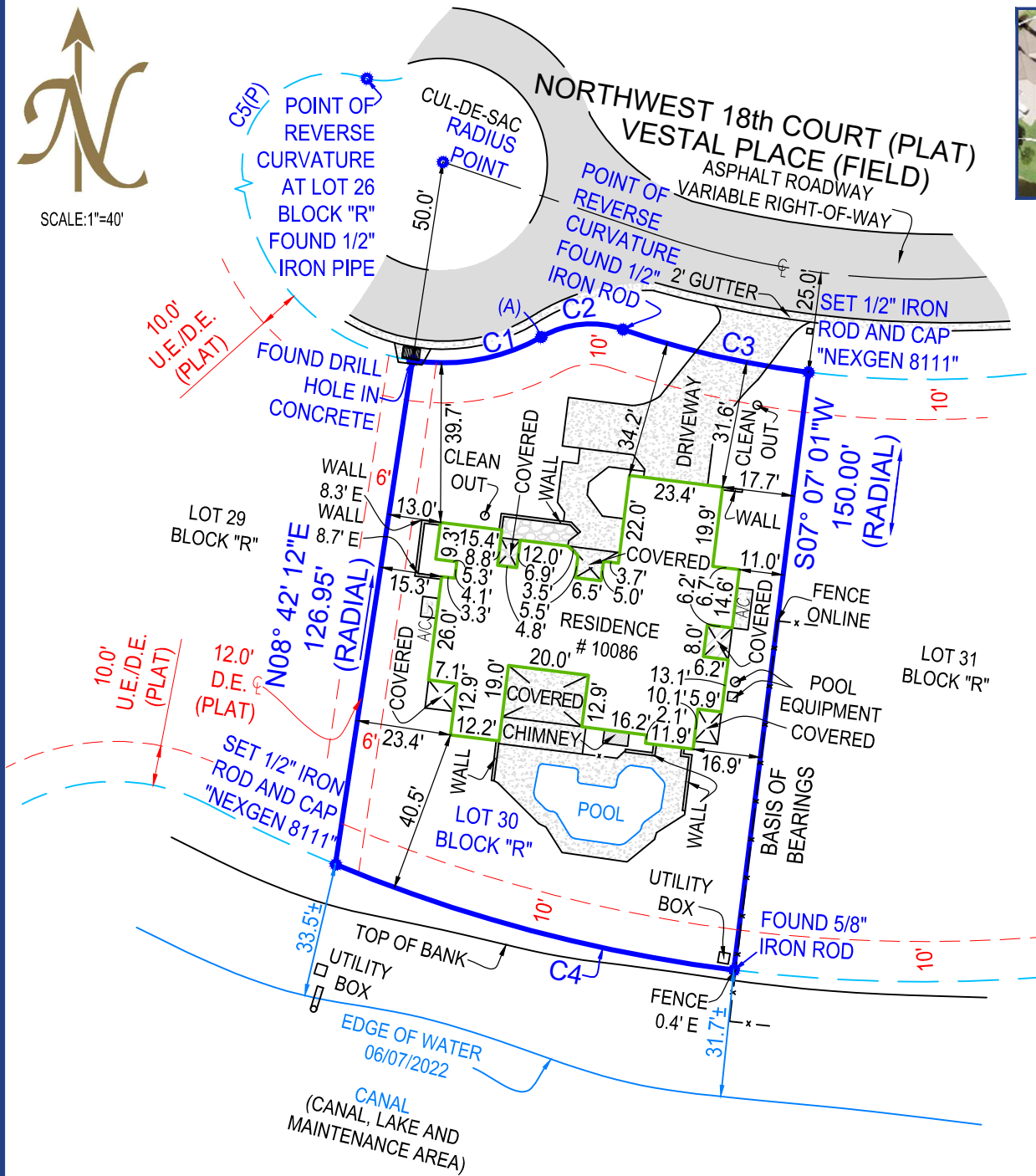
Fifth Order of Business



SCALE: 1"=40'



AERIAL PHOTOGRAPH
(NOT-TO-SCALE)



(A) = POINT OF REVERSE CURVATURE SET 1/2" IRON ROD AND CAP "NEXGEN 8111"

CURVE TABLE				
	LENGTH	RADIUS	DELTA	CHORD BEARING
C1	33.21'	50.00'	38°03'35"	32.61'
C2	21.03'	25.00'	48°11'23"	20.41'
C3	47.53'	232.43'	11°42'59"	47.45'
C4	103.00'	382.43'	15°25'53"	102.69'
C5	207.97'	50.00'	238°19'11"	87.33'

- ALL ANGLES AND DISTANCES SHOWN HEREON ARE BOTH RECORD AND MEASURED UNLESS OTHERWISE NOTED

SHEET 1 OF 2 (SKETCH OF SURVEY) - SEE SHEET 2 OF 2 FOR LEGAL DESCRIPTION, AND OTHER SURVEY RELATED DATA. SURVEY IS NOT COMPLETE WITHOUT ALL SHEETS

The survey map & report or the copies thereof are not valid without the digital signature and seal of a Florida licensed surveyor and mapper

Date of Field Work : 06-07-2022
 Drawn By: Oleg
 Order #: 185278
 Last Revision Date: None
 Boundary Survey prepared by: LB8111
 NexGen Surveying, LLC
 561-508-6272
 1421 Oglethorpe Rd
 West Palm Beach, FL 33405





Sixth Order of Business



Phillips & Jordan agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in contract# 2017-11 using the 3rd of 3 optional renewals under the contract. Phillips & Jordan agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Phillips & Jordan agrees that it is their obligation to obtain affidavits from any subcontractors to ensure that the subs are in compliance with E-Verify.

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their 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.

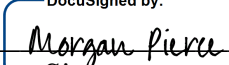
**IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT
Sandra Demarco
210 N. University Drive, Suite 702 Coral Springs, FL 33071
(O) 954.603.0033, Ext. 40532
Email: PublicRecords@inframark.com**

Phillips & Jordan Representative
Title: President-Power

CSID Representative
Title: _____

Name: (Print) Morgan Pierce

Name: (Print) _____

DocuSigned by:

Signature 10/13/2022
Date

Signature Date

Seventh Order of Business



DISASTER RESPONSE & RECOVERY | DEBRIS MANAGEMENT & HANDLING | GENERAL CONTRACTING SERVICES | CGC #1525226

Arbor Tree & Land agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in contract# 2017-11 using the 3rd of 3 optional renewals under the contract. Arbor Tree & Land agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Arbor Tree & Land agrees that it is their obligation to obtain affidavits from any subcontractors to ensure that the subs are in compliance with E-Verify.

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their 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.

**IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT
Sandra Demarco
210 N. University Drive, Suite 702 Coral Springs, FL 33071
(O) 954.603.0033, Ext. 40532
Email: PublicRecords@inframark.com**

Arbor Tree & Land Representative

CSID Representative

Title: Corp. Secretary

Title: _____

Name: (Print) Zach Hodges

Name: (Print) _____

[Signature] _____
Signature Date 10/12/22

Signature Date

Eighth Order of Business



The Urban Beekeepers Apiary agrees to provide Coral Springs Improvement District to “piggyback” on the existing contract with the Town of Davie Florida (ITQ#: DS-20-84) with the terms, conditions and specifications as noted below.

In Exhibit A section D

D. Pricing Term Prices shall remain firm and fixed for the term of the contract, including any option or extension periods. However, the contractor may offer incentive discounts to the Town at any time during the contract term, including any renewal or extension thereof.

The Urban Beekeepers Apiary will offer the Coral Springs District the discounted price of \$200.00 for the relocation of beehives from meter boxes for the term of the Town of Davie contract including any extensions.

The relocation of live bees for the meter boxes and placing them into managed apiaries, putting the bees back into agricultural production. This includes removing the bees, the comb, cleaning the interior of the box and lid of all wax and burr comb. Once bees are removed wash the interior of the box with a biocide (oxi-clean) to kill the pheromone odor. Apply a bee deterrent (Bitter Almond Oil & other organic oil). Provide a temporary seal to the entrance hole to dissuade future infestations. Report any meter box damage to the client.

The Urban Beekeepers Apiary will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District.

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their 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.

IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

**Sandra Demarco
210 N. University Drive, Suite 702 Coral Springs, FL 33071
(O) 954.603.0033, Ext. 40532
Email: PublicRecords@inframark.com**

The Urban Beekeepers Apiary Representative

CSID Representative

Title: President

Title: _____

Name: (Print) John Caldwell

Name: (Print) _____

[Signature] 9/22/22
Signature Date

Signature Date



**The Urban Beekeepers Apiary Supply & Management Company
4354 NE 5th Terr, Oakland Park, FL 33334**

The Urban Beekeepers Apiary agrees to allow the Coral Springs Improvement District to “piggyback” on our existing contract with the town of Davie Florida (ITQ#: DS-20-84) with the terms, conditions and specifications as noted below.

In Exhibit A section D

D. Pricing Term Prices shall remain firm and fixed for the term of the contract, including any option or extension periods. However, the contractor may offer incentive discounts to the Town at any time during the contract term, including any renewal or extension thereof.

The Urban Beekeepers Apiary will offer the Coral Springs District the discounted price of \$175.00 for the relocation of beehives from meter boxes for the term of the town of Davie Contract including any extensions.

The relocation of live bees from the meter boxes and placing them into managed apiaries, putting the bees back into agricultural production. This includes removing the bees, the comb, cleaning the interior of the box and lid of all wax and burr comb. Once bees are removed wash the interior of the box with a biocide (oxi-clean) to kill the pheromone odor. Apply a bee deterrent (Bitter Almond Oil & other organic oil). Provide a temporary seal to the entrance hole to dissuade future infestations. Report any meter box damage to the client.

Urban Beekeepers Apiary will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District.

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their 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.

IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Sandra Demarco

210 N. University Drive, Suite 702 Coral Springs, FL 33071

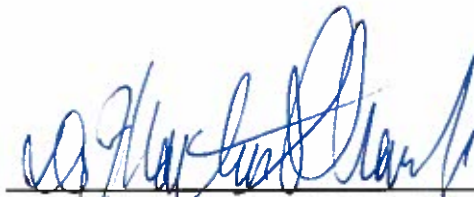
(O) 954.603.0033, Ext. 40532

Email: Sandra.demarco@inframark.com

 10/31/2020

John Coldwell, President

The Urban Beekeepers Apiary Supply & Management Co

x 

Dr. Martin Shank, CSID President

Ninth Order of Business

9A



Coral Springs Improvement District
Proposed Project Plan and Public Relations Approach for
Tree Removal Project

Submitted October 6, 2022

Quest stands ready to develop and implement a comprehensive and strategic outreach plan for CSID's tree removal project. Our dedicated team will be available 24/7 to support your staff.

DEVELOP COMMUNITY OUTREACH PLAN

5 – 7 Business Days

Plan to include

- Goals
 - Increase awareness about the project
 - Develop materials that will answer anticipated questions about why the trees need to be removed
 - Build and maintain positive relationships with the community
 - Target Audience Breakdown
 - Demographic and behavioral research (current customers and region)
 - Current customer research
 - Approaches that fit target audiences
 - Outreach to include, pending project details from CSID:
 - Contact HOAs: communication networks and events. Schedule speaking engagements at meetings. Share project information for HOAs to distribute.
 - Social media content: Focus on why and who to contact with questions (Quest to develop a hotline manned 24/7)
 - Quest to develop a project hotline
 - TXT 180* (group text message service, allows for a local number to be created)
 - E-blast to customers
 - Develop frequently asked questions (FAQ) with CSID collaboration: for website and handouts
 - Develop fact sheet
 - Develop and distribute door hangers (target areas/neighborhoods impacted)
 - News release, submit on Coral Springs Talk
 - Research and attend appropriate community events and supply project information
 - Update website with project information on the news section
 - Develop postcard for CSID to distribute
 - Inform local officials
 - Tentative Timeline
 - 60 days prior to project start – develop materials and receive approvals
 - 30 days prior to project start – start distributing information
 - Suggest December 2022/January 2023 to develop materials and obtain approvals, notifications begin January/February 2023, project start February/March 2023

PROPOSED BUDGET		
ACTIVITY	HOURS ESTIMATE	FEE
Develop campaign plan	40	\$3,880
Develop content: FAQs (with CSID collaboration) (up to 2 pages), Spanish translation	32	\$3,104
Develop content: fact sheet (up to 2 pages), Spanish translation	32	\$3,104
Develop content: project handout (up to 4 pages), Spanish translation	70	\$6,790
Develop content: website information	5	\$485
Develop content: social media, includes 12 graphics (1 post/month or as needed if urgent)	20	\$1,940
Develop and staff project hotline (2 hours/week)	108	\$10,476
Develop content: TXT 180, coordination to set up service and create local phone number	8	\$776
Develop content: E-blast, distribution, Spanish translation	24	\$2,328
Contact HOAs and schedule speaking engagements	24	\$2,328
Develop content: News release, submit on Coral Springs Talk	10	\$970
**Develop door hangers (target areas/neighborhoods impacted for distribution), Spanish translation, up to 2 pages (front/back)	24	\$2,328
***Research and attend appropriate community events, supply project information (1 event per month, 2 Quest staff)	240	\$23,280
Develop postcard	24	\$2,328
TOTAL	661	\$64,117

***Hours for door hanger or other neighbor distribution(s) will need to be quoted at time of request. Locations of trees are currently not mapped to determine if a distribution is appropriate, number of staff needed and duration.*

****More hours may be needed upon completion of research to determine appropriate events to recommend.*

*Quest only bills actual staff hours worked at the contract rate of \$97 an hour for anyone to support this contract. *Direct expenses such as TXT 180, printing, postage / mailing, promotional items, special or stock photography, advertising, digital and traditional media buys, etc., will be billed at actual cost. Quest does not markup direct costs. We will provide quotes and obtain advanced approval prior to any such expenditures.*

Kenneth Cassel, District Manager, Coral Springs Improvement District

Date

Elisa DiGrazia, Executive Vice President/Corporate Officer

Date

9B



**Social Media Account Management and Content Development
Scope and Fee Estimate for Supplemental Agreement – Continuing Services**

Prepared for Coral Springs Improvement District

Submitted October 6, 2022

SCOPE OF SERVICES

The Coral Springs Improvement District requests that Quest continue to manage and develop content for their operated accounts on the following four platforms: Facebook, Twitter, Instagram, and YouTube.

Quest’s project team will develop a monthly content calendar and send the calendar to CSID for approval at least five business days in advance of the beginning of each month. Quest will work together with CSID to develop content that meets CSID’s expectations. Once the calendar has been approved, Quest’s Project Manager or assigned team member will create and schedule those posts to CSID’s social media pages. Quest’s Project Manager or assigned team member will monitor CSID’s accounts and draft suggested responses to comments or direct messages, as needed, for CSID review prior to responding. Quest’s Project Manager or assigned team member will develop a monthly analytic report.

In special circumstances, such as emergencies due to severe weather events or other emergency types, Quest will distribute timely information and time worked will be billed separately under crisis communications. Or social media will be managed in-house by CSID.

The following cost estimate is based on 12 months (one year.) As the end date approaches, CSID and Quest will review scope of services to determine if continuation or modifications of services are needed.

COST ESTIMATE

Social Media Content Development, Distribution and Management 12 Months		
Activity Description	Hours (Not to Exceed)	Fee
November 2022 – November 2023: Develop and distribute content, includes content calendar and two rounds of reviews.	420	\$40,740
Accounts Management: Social media monitoring and drafting responses and responding, analytics reporting	150	\$14,550
Project Management: Includes client relations, managing project staff and work activities as indicated above. Monthly analytics report.	112	\$10,864
TOTAL	Up to 682 hours	\$66,154

Optional Services

- Video Production/Library – Scope and fee to be provided per video request or recommendation at the contract rate of \$97/hour.
- Photo Library – Quest will utilize free stock photography options, photos provided by CSID or photos Quest procures on behalf of CSID (i.e. events where we provide photography services). However, should a particular type of imagery be needed that might not be available via free options, purchasing imagery/stock photography would be deemed appropriate. In those cases, Quest will provide a cost estimate to CSID for approval before moving forward with purchases.

If you agree to the above proposal, please sign, date and return this document. Thank you!

Dr. Martin Shank, President CSID Board of Supervisors

Date

Elisa DiGrazia, Executive Vice President/Corporate Officer

Date

9C



**Coral Springs Improvement District
Scope and Fee
Crisis Communications Support**
Submitted October 6, 2022

Quest stands ready to provide crisis communications services. Our dedicated team will be available 24/7 to support you. Hours worked will bill at actual. Provided below is a bank of hours from which to pull. Crisis communications activities that are worked beyond the allotted 48 hours will be billed at the contractual hourly rate.

ACTIVITY	HOURS	FEE
Crisis Communications response: social media, news release, news media outreach, e-blast and distribution, onsite attendance and/or interviews, and related coordination and management	48	\$4,656

Quest only bills actual staff hours worked at the contract rate of \$97 an hour for anyone to support this contract. If you agree to the below please sign, date and return. Thank you!

Dr. Martin Shank, President CSID Board of Supervisors

Date

Elisa DiGrazia, Executive Vice President/Corporate Officer

Date

TENTH ORDER OF BUSINESS

Globaltech, Inc.
CSID Engineer's Report
October 17, 2022

PROJECTS UNDER CONTRACT

WA#187 – 500KW Emergency Generator – In Progress

- Approved by Board – 5/17/21
- Released generator for production – 10/26/21
- Existing 4,000-gallon tank and slab removed
- Submitted environmental permits with Broward County
- Submitted demolition, building and plumbing permits with City of Coral Springs
- Anticipated slab construction – late -October
- Anticipated generator delivery – December 19, 2022
- Estimated project substantial completion – February 2023

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

- Approved by Board – 9/20/21
- Waiting on direction from CSID
- Estimated completion – 20 weeks from notice to begin work

WA#195 – PW8 VFD – Substantially Complete

- Approved by Board – 11/15/21
- Substantially complete – 8/05/22
- Installing fence enclosure – anticipated completion by 10/07
- Will perform final walkthrough with Owner following fencing installation
- Final Project Completion – 10/14/22

WA#199 – LP Fuel Tank Installation – Substantially Complete

- Approved by Board – 12/20/21
- Piping completed at PS-2 - 5/05/22
- Piping completed at PS-1 – 5/12/22
- Significant leak occurred on June 7th.
- Replaced suspect valve-couplings – 7/01/22
- Bollards installed and painted
- Waiting for delivery of fuel removal ports
- Final inspection by DOA performed 9/09/22
- Estimated project completion – 9/30/22

WA#202 – Replace Blowers 4 & 5 – In Progress

- Approved by Board – 4/18/22
- Conducted internal kick off meeting – 5/04/22
- Issued Purchase Order for blowers – 6/07/22
- Released blowers for fabrication – 7/15/22
- Finalizing intake piping and silencer layout
- Final Design meeting anticipated mid-October
- Anticipated blower delivery to site – January 23, 2023
- Blower and Piping installation – February 2023
- Estimated Project Completion – April 2023

Globaltech, Inc.

**CSID Engineer's Report
October 17, 2022**

ACTIVE PROJECTS (Cont.)

WA#206 – Classic Drive Seawall Repair – Complete

- Approved by Board – 8/15/22
- Remediation completed – 9/07/22
- Submitted Summary Report – 9/12/22
- Preparing final invoice

WA#208 – WWTP Headworks Concrete Crack Repair – In Progress

- Approved by Board – 9/19/22
- Prepared subcontract for CROM Coatings and Restoration (CCR)
- Scheduled work with CCR (approximately 6 – 8 weeks out)
- Estimated Final Completion – 12/30/22

Work Authorizations Under Development

WA#XX – Generator Storage Building – under development