

**Coral Springs  
Improvement District  
Regular Meeting**

**Agenda**

**August 21, 2023**

# Coral Springs Improvement District

Board of Supervisors  
Curt Tiefenbrun, President  
Stephen Lytle, Vice President  
Ben Groenevelt, Secretary

Kenneth Cassel, District Manager  
Seth Behn, District Counsel  
David McIntosh, Director of Operations  
Joe Stephens, Director of Utilities

## Meeting Agenda

Monday, August 21, 2023 at 4:00 p.m.

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1. **Call to Order**
2. **Approval of the Minutes of the July 17, 2023 Meeting**
3. **Audience Comments**
4. **Financials for July 2023**
5. **Budget Public Hearing to Adopt Fiscal Year 2024 General Fund Budget**
  - A. Resolution 2023-9, Adopting the Fiscal Year 2024 General Fund Budget
  - B. Resolution 2023-10, Levying Non Ad Valorem Assessments
6. **Review and Discussion of Proposed Fiscal Year 2024 W&S Budget**
7. **Consideration of Ratification of Payments to Blood Hound, LLC. for Emergency Location Services in the Amounts of \$4,312.50 and \$5,400 – Curt/Joe**
8. **Consideration of Ratification of Emergency Purchase Replacement Air Conditioner Unit for Wastewater Department Office in the Amount of \$5,600 – Joe/Mike**
9. **Consideration of Response to RFP #2023-04 submitted by Universal Engineering Services for Underground Facilities Line Locating Services – Curt/Danielle**
10. **Consideration of Response to RFP #2023-05 Submitted by Officestream, Inc. for the IBM Server Upgrade and Installation – Osmanny/David**
11. **Consideration of the Amendment to LMK Contract for LS #9 CIPP Lining Mains and Laterals Repair (*The amendment reduces the contract prices of \$887,268.70 to \$818,790.82 returning an unspent balance of \$68,477.88*) - Curt**
12. **Consideration of Resolution 2023-11, Updating Resolution 2015-13, Providing for the Provision of Certain Insurance Benefits to Board Members, Spouses and Dependents**
13. **Consideration of Resolution 2023-12, Delinquency Fee Policy**

**14. Staff Request Board Consideration of a Request to Piggyback on Contract 2022-AA Generator Maintenance Services between Colombia County, Florida Board of County Commissioners and ACF Standby Systems, LLC**  
*(AFC Standby Systems is offering the District the opportunity to piggyback on this contract, which has been in effect since October 1, 2022. It is a three (3) year contract with an option to renew for two (2) successive one (1) year terms) – Mike P./Joe*

**15. Engineer’s Report**

**16. Staff Reports**

A. Manager – Ken Cassel

- Consideration of Meeting Schedule for Fiscal Year 2024

B. Department Reports

- Operations – David McIntosh
- Utilities Update – Joe Stephens
- Utility Billing Customer Service Report – Osmany Larzabal (Report Provided)
- Water – Christian McShea (Report Provided)
- Wastewater – Mike Hosein (Report Provided)
- Stormwater – Shawn Frankenhauser (Report Provided)
- Field – Curt Dwiggins (Report Provided)
- Maintenance Report – Mike Percia (Report Provided)
- Procurement Report – Danielle Keira-Cancel (Report Provided)
- Human Resources – Jan Zilmer
- Motion to Accept Department Reports

C. Attorney

**17. Supervisors’ Requests**

**18. Adjournment**

\*Next regular meeting and budget public hearing scheduled for September 18, 2023

## **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, July 17, 2023 at 4:05 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Curt Tiefenbrun	President
Stephen Lytle	Vice President
Ben Groenevelt	Secretary

Also present were:

Ken Cassel	District Manager
Seth Behn	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 Dwiggin	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Mike Percia	Maintenance Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Glen Hanks	Glen Hanks Consulting Engineers, Inc.
Residents	

***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 and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the May 15, 2023 (Tabled Item) and June 19, 2023 Regular Meetings and Acceptance of the June 19, 2023 Landowners' Meeting**

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor the minutes of the May 15, 2023 and June 19, 2023 meetings were approved, and the minutes of the June 19, 2023 landowners' meeting were accepted.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Financials for May 2023 (Tabled Item) and June 2023**

There being no questions or comments,

On MOTION by Mr. Tiefenbrun seconded by Mr. Groenevelt with all in favor the financials for May and June 2023 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Permits**

**C. Modification to Permit #2021-4, Sawgrass Expressway**

Mr. Hanks reviewed the proposed permit modifications to Permit #2021-4 and recommended approval.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor modification to Permit #2021-4 was approved.

**A. Permit #2023-6, Community Center at Kiwanis Park**

Mr. Hanks reviewed the permit application and recommended approval with the special conditions indicated in his letter.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Permit #2023-6 was approved.

**B. Permit #2006-7M, Chick-fil-A**

Mr. Hanks reviewed the permit application and recommended approval with the special conditions indicated in his letter.

On MOTION by Mr. Tiefenbrun seconded by Mr. Lytle with all in favor Permit 2006-7M was approved subject to the special conditions including removal of Australian Pines, and other exotic invasive trees.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-7, Approving the W&S Sewer Proposed Fiscal Year 2024 Budget, and Setting the Public Hearing**

The budget approval process was discussed.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Resolution 2032-07, approving the proposed W&S Budget for Fiscal Year 2024 and setting the public hearing for September 18, 2023 at 4:00 p.m. at the District Offices, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Encroachment Agreement with Broward County for Proposed Guardrail Over C-2 Canal**

Mr. Cassel reviewed the proposed guardrail over the C-2 canal by the County and recommended an encroachment agreement with the County.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the encroachment agreement with the County for a guardrail over the C-2 canal was approved.

**EIGHTH ORDER OF BUSINESS**

**Board Consideration of Staff Request to Lease a Xerox C8135 Copier Piggybacking Off Sourcewell Contract #030321 (The Xerox C8135 copier lease is at \$225.00 monthly for 60 months. Staff also requests Board approval to piggyback on any extensions of the contract to lease additional machines as needed from time-to-time.)**

Ms. Keira-Cancel reviewed the piggyback lease request for a Xerox C8135 copier and extensions to the contract to lease additional machines as needed.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor piggybacking off Sourcewell contract #030321 to lease a Xerox C8135 copier as well as piggybacking off any extensions of the contract to lease additional machines as needed from time to time, was approved.

**NINTH ORDER OF BUSINESS**

**Board Consideration of Staff Request to Purchase Required Aquatic Herbicide Chemicals Piggybacking on SFWMD Contract ITB-6000001449-0-2023/JD from Vendor with the Lowest Bid for Selected Chemical**

Mr. Frankenhauser reviewed the request to piggyback off the SFWMD contract for herbicide chemicals.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor piggybacking off SFWMD contract ITB-6000001449-0-2023/JD to purchase required aquatic herbicide chemicals from the vendor with the lowest bid for selected chemical, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Amendment #1 to Work Authorization #202 for North Blower Replacement, Returning Unspent Allowance of \$206,994.28**

Mr. Olson reviewed the amendment to Work Authorization #202.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Amendment #1 to Work Authorization #202 for a deduction of \$206,994.28 was approved.

**B. Amendment #1 to Work Authorization #204 for HSP Building Valve Replacement Returning Unspent Allowance of \$13,966.11**

Mr. Olson reviewed the amendment to Work Authorization #204.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Amendment #1 to Work Authorization #204 for a deduction of \$13,966.11 was approved.

**C. Consideration of Work Authorization #215 for Maintenance Building Noise Abatement and Air Flow Corrections for a Total Cost of \$40,870**

Mr. Olson reviewed the work associated with Work Authorization #215.

On MOTION by Mr. Groenevelt seconded by Mr. Tiefenbrun with all in favor Work Authorization #215 was approved for a total cost of \$40,870.

**ELEVENTH ORDER OF BUSINESS**

**Engineer's Report**

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



**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

There being no report, the next item followed.

**B. Department Reports**

• **Operations – David McIntosh**

Mr. McIntosh reported the following:

- He noted the District provides iPads for the Board if they would like to access the agenda package electronically.
- The South Florida Utility Council updated the law to make wastewater operators first responders. He would like to get an understanding of how it will affect the District and its employees.

• **Utilities Update – Joe Stephens**

Mr. Stephens reported the following:

- The facility hardening grant is out. The District applied for \$2.2 million to harden six of the buildings on site. They were told the project would be funded 90/10 with the District only being responsible for 10% of the cost. He hopes to get an update on this grant soon; however, they expect the number to change because the application was submitted two years ago.
- He has been working with the Police Chief at the City. They are getting new identifications with the new District logo for staff.
- They have been working with the contractor on the new cell tower to be located on District property.

• **Utility Billing Customer Service Report – Osmany Larzabal (Report Provided)**

Mr. Larzabal reviewed his report; a copy of which is attached hereto as part of the public record. Discussion ensued regarding billing.

• **Water – Christian McShea (Report Provided)**

Mr. McShea reviewed his report; a copy of which is attached hereto as part of the public record. He noted the super chlorination event started on July 14, 2023 and will last through July 28, 2023. This is done yearly in coordination with the City of Coral Springs.

He also discussed a recent development relating to the microbiological testing done monthly.

- **Wastewater – Mike Hosein (Report Provided)**

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

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

Mr. Frankenhauser reviewed his report; a copy of which is attached hereto as part of the public record. He provided an update on recent rainfall. So far this month they had 6.25 inches of rainfall. They usually average 6 inches. The culvert cleaning was delayed due to issues with equipment. The project will begin tomorrow.

- **Field – Curt Dwiggs (Report Provided)**

Mr. Dwiggs reviewed his report; a copy of which is attached hereto as part of the public record. Lift Station 9 basin is complete. They are working on a letter to have a change order to close the project with a returning balance of \$68,477.88. There is a delay in the startup of the Lift Station 28 basin rehabilitation.

- **Maintenance Report – Miguel Alvarez (Report Provided)**

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

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**

Mr. Kiera-Cancel reviewed her report; a copy of which is attached hereto as part of the public record. She provided updates on open and upcoming RFPs.

- **Human Resources – Jan Zilmer**

Mr. Zimmer thanked all the managers for assisting in the coordination of getting the employees in enrolled in the new Cigna health insurance plan. The open enrollment for the Ameritas dental and vision insurance begins August 1, 2023.

- **Motion to Accept Department Reports**

On MOTION by Groenevelt seconded by Mr. Tiefenbrun with all in favor the department reports were accepted.
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**C. Attorney**

Mr. Behn reported the following:

- He reviewed Resolution 2023-8, supporting and adopting the 2023 Broward County enhanced local mitigation strategy. This is a requirement to be involved in grant funding.

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor Resolution 2023-8, supporting and adopting the 2023 Broward County enhanced local mitigation strategy, was adopted.

- Ms. Janice Rustin, from Lewis, Longman and Walker, and he assisted Ms. Keira -Cancel in drafting some RFPs.
- He provided the results of the Landowners' election to the Broward County Supervisor of Elections. They will be working on getting set up in the County's general election roll next year.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

- The question was asked about the VFD on HSP 1 and whether there was any feedback on the repair. Mr. McShea provided an update on the progress of the repair.
- An updated was requested on the analog board in HSP 7. Mr. McShea provided an update. He is waiting from the vendor to provide a schedule. He is currently out of town.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Lytle seconded by Mr. Tiefenbrun with all in favor the meeting was adjourned.

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Kenneth Cassel  
Assistant Secretary

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Curt Tiefenbrun  
President

# **Fourth Order of Business**



# CORAL SPRINGS IMPROVEMENT DISTRICT

**FINANCIAL REPORT SUMMARY – MEETING AUGUST 21, 2023**

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

For Period Ending July 31, 2023

	Actual ENDING 7/31/23		BUDGET THRU 7/31/23		VARIANCE Actual to Budget (UNDERBUDGET)		ADOPTED BUDGET FY 2022/2023
<b>REVENUES</b>							
TOTAL REVENUES	\$ 13,622,262	*	\$ 12,609,304	*	\$ 1,012,957	*	\$ 15,131,165
CARRY FORWARD	\$ -		\$ 3,040,759		\$ (3,040,759)		\$ 3,648,911
<b>TOTAL REVENUE WITH CARRY FORWARD</b>	\$ 13,622,262		\$ 15,650,063		\$ (2,027,802)		\$ 18,780,076

\* \$927,180.00 of Water & Sewer Revenue accrued to 2021-2022 Fiscal Year

<b>EXPENDITURES</b>							
TOTAL ADMINISTRATIVE	\$ 1,476,971		\$ 2,211,036		\$ (734,065)		\$ 2,653,243
TOTAL PLANT	\$ 5,254,486		\$ 7,748,975		\$ (2,494,489)		\$ 9,298,770
TOTAL FIELD	\$ 2,602,046		\$ 3,207,054		\$ (605,009)		\$ 3,848,465
<b>TOTAL EXPENDITURES</b>	\$ 9,333,503		\$ 13,167,065		\$ (3,833,562)		\$ 15,800,478
<b>AVAILABLE FOR DEBT SERVICE</b>	\$ 4,288,759						\$ 2,979,598
<b>Total Debt Service</b>	\$ 2,337,082						\$ 2,817,818
<b>Excess Revenues (Expenses) After Debt Service</b>	\$ 1,951,677						\$ 161,781
<b>Net Assets Beginning</b>	\$ 41,174,831						
<b>Net Assets Ending</b>	\$ 43,126,508						

<b>Debt Service Coverage July 2023</b> 1.84
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<b>Debt Service-Budget</b> 1.06
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Debt Service Requirement 1.10

**CORAL SPRINGS IMPROVEMENT DISTRICT  
General Fund  
SUMMARY REPORT**

For Period Ending July 31, 2023

	Actual ENDING 7/31/23	BUDGET THRU 7/31/23	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2022/2023
<b>REVENUES</b>				
TOTAL REVENUES	\$ 3,633,808	\$ 2,736,658	\$ 897,150	\$ 3,283,990
CARRY FORWARD	\$ -	\$ 4,573,863	\$ (4,573,863)	\$ 5,488,636
<b>TOTAL REVENUE WITH CARRY FORWARD</b>	<b>\$ 3,633,808</b>	<b>\$ 7,310,522</b>	<b>\$ (3,676,714)</b>	<b>\$ 8,772,626</b>
<b>EXPENDITURES &amp; RESERVES</b>				
TOTAL ADMINISTRATIVE	\$ 443,699	\$ 749,355	\$ (305,656)	\$ 899,226
TOTAL FIELD	\$ 1,678,664	\$ 5,977,833	\$ (4,299,169)	\$ 7,173,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,122,363</b>	<b>\$ 6,727,188</b>	<b>\$ (4,604,825)</b>	<b>\$ 8,072,626</b>
<b>RESERVES</b>				
EXCESS REVENUES (EXPENSES)	\$ 1,511,445			\$ 700,000
TOTAL EXPENSES & RESERVES	\$ 3,633,808			\$ 8,772,626
FUND BALANCE BEGINNING	\$ 11,654,210	*		
FUND BALANCE ENDING	\$ 13,165,693			

\* Fund Balance changed due to audit adjustments

## CORAL SPRINGS IMPROVEMENT DISTRICT

### Processed Checks totals

FUND	CHECKS PROCESSED	AMOUNT
Water and Sewer	7/1/23 - 7/31/23	<b>\$677,898.45</b>
General Fund	7/1/23 - 7/31/23	<b>\$110,463.86</b>



# **Fifth Order of Business**



**CORAL SPRINGS IMPROVEMENT DISTRICT**

**GENERAL FUND**

**APPROVED  
TENTATIVE  
BUDGET**

**FY 2023 / 2024**

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## **BUDGET HIGHLIGHTS**

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### ABOUT THE DISTRICT

The Coral Springs Improvement District (CSID or “The District”) was incorporated in 1970 for the purpose of constructing and maintaining systems of drainage, flood control within the boundaries of the District.

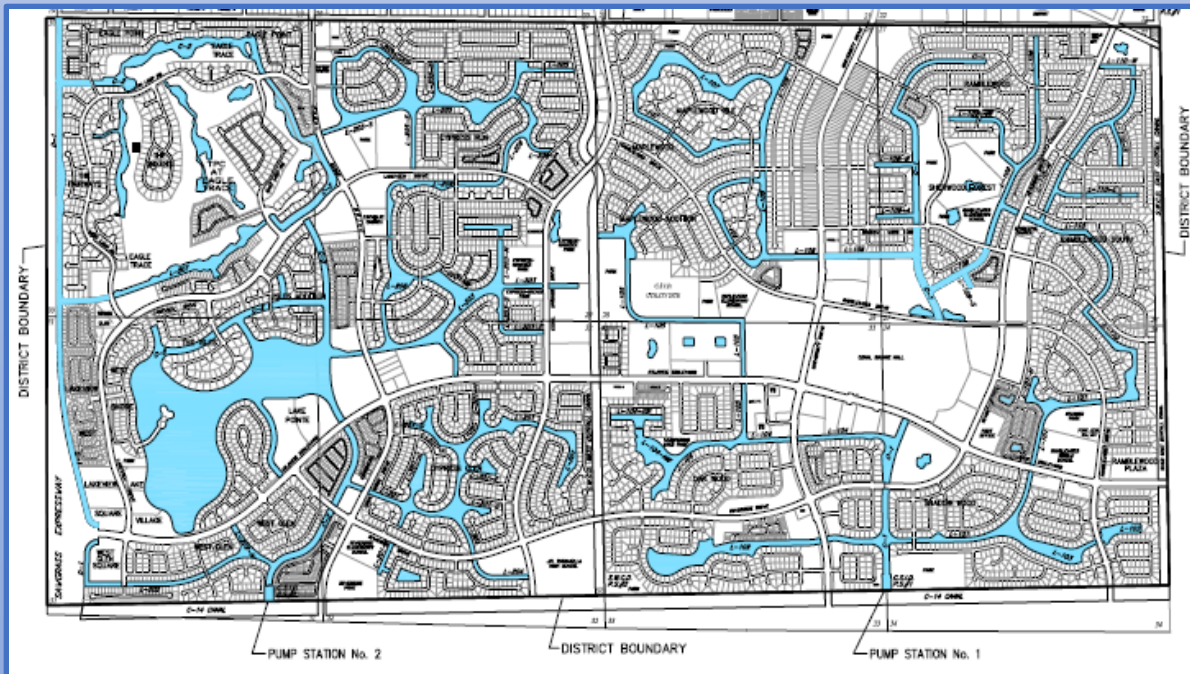
The District was formed enabling the development of the Southern portion of the City of Coral Springs. This was only possible by providing drainage to that land. The District levies and collects non-ad valorem assessments for the purpose of maintenance, operation and repair of the stormwater management system.

The primary responsibility of the stormwater management department is to prevent flooding throughout the District. Stormwater runoff is conveyed to canals via street drains which are maintained by the City of Coral Springs and/or private HOA’s.

CSID monitors and adjusts the water levels in 22 miles of canals, and is responsible for maintenance therein. The District keeps vegetation growth in the canals under control through chemical and biological (natural) methods, and routinely removes debris of all kinds from canals.



The District maintains and operates two pump stations, each capable of pumping 200,000 gallons per minute.



**CORAL SPRINGS IMPROVEMENT DISTRICT****GENERAL FUND****Approved Tentative Budget****Fiscal Year 2023 - 2024**

DESCRIPTION	ACTUAL FYE 2022	ADOPTED BUDGET FY 2022-2023	ACTUAL thru 3/31/2023	TOTAL Projected thru 9/30/2023	Tentative BUDGET FY 2023-2024
Assessment Revenues	3,103,269	3,244,840	3,109,229	3,244,840	3,407,082
Permit Review Fees	8,200	1,000	1,600	3,200	3,200
Miscellaneous Revenue	-	-	-	-	-
Interest Income	33,156	-	120,657	241,315	-
Shared Personnel Revenue	37,039	38,150	19,076	38,152	38,150
Carry Forward Assigned Funds	-	5,488,636	-	-	5,992,522
<b>TOTAL REVENUES</b>	<b>3,181,663</b>	<b>8,772,626</b>	<b>3,250,562</b>	<b>3,527,507</b>	<b>9,440,954</b>

**ADMINISTRATIVE**

Supervisor Fees	7,200	7,200	2,400	4,800	7,200
Salaries and Wages	176,036	239,000	75,288	150,576	223,921
Special Pay	250	300	-	-	268
FICA Taxes	14,648	18,300	5,148	10,297	17,682
Pension Expense	11,571	28,700	3,879	7,758	26,870
Health Insurance	79,635	73,300	6,894	13,788	49,399
Worker's Compensation Ins.	365	700	423	846	533
Payroll Processing Fees	-	-	-	-	2,580
<b>TOTAL ADMIN PERSONNEL</b>	<b>289,706</b>	<b>367,500</b>	<b>94,033</b>	<b>188,065</b>	<b>328,453</b>

**ADMINISTRATIVE EXPENSES**

Engineering Fees	21,553	44,100	10,973	21,947	44,100
Legal Fees	96,200	96,000	34,747	69,494	96,000
Special Consulting Services	52,521	200,000	-	-	200,000
Annual Audit	8,200	10,700	8,200	16,400	10,700
Actuarial Computation-OPEB	-	1,400	-	-	500
Management Fees	62,630	64,506	31,013	62,026	64,509
Telephone Expense	3,649	3,760	1,558	3,116	3,860
Postage	1,156	810	311	622	730
Printing & Binding	1,382	1,380	592	1,184	1,380
Paver Driveway Incentive Program	-	12,500	592	1,184	12,500
Administrative Building Costs (Rent)	13,151	13,120	5,631	11,262	13,905
Insurance	947	1,300	409	818	1,300
Legal Advertising	662	6,000	293	587	6,000
Other Charges	1,490	1,700	200	400	1,300
Computer Expense/Technology	24,663	31,500	7,034	14,068	31,100
Digital Record Management	-	11,000	-	-	-
Office Supplies	7,809	7,790	3,344	6,688	8,290
Dues, Licenses & Subscriptions	4,365	7,900	3,175	6,350	7,900
Promotional Expense	8,275	5,260	-	-	4,800
Education	-	-	-	-	7,480
Capital Purchases	-	11,000	-	-	-
<b>TOTAL ADMIN GENERAL</b>	<b>308,652</b>	<b>531,726</b>	<b>108,073</b>	<b>216,145</b>	<b>516,354</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>598,358</b>	<b>899,226</b>	<b>202,105</b>	<b>404,210</b>	<b>844,807</b>

DESCRIPTION	ACTUAL FYE 2022	ADOPTED BUDGET FY 2022-2023	ACTUAL thru 3/31/2023	TOTAL Projected thru 9/30/2023	Tentative BUDGET FY 2023-2024
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**FIELD PERSONNEL**

Salaries & Wages	302,788	318,000	148,259	296,518	328,425
Special Pay	900	1,000	-	-	758
FICA Taxes	23,176	25,000	11,018	22,035	25,124
Pension Expense	36,251	39,000	15,581	31,162	39,411
Health Insurance	75,471	107,000	49,373	98,747	112,306
Worker's comp Ins	10,353	17,000	4,548	9,097	16,619
Payroll Processing Expense	-	-	-	-	3,380
<b>TOTAL FIELD PERSONNEL</b>	<b>448,939</b>	<b>507,000</b>	<b>228,780</b>	<b>457,559</b>	<b>526,023</b>

**FIELD OPERATIONS**

Water Quality Testing	2,432	3,000	1,126	2,252	3,000
Communications-Radios/Cellphones	784	2,200	281	563	2,200
Electric	933	1,200	360	720	1,500
Rentals and Leases	47	500	-	-	500
Insurance	11,140	18,300	5,767	11,534	13,000
R&M - General	152,784	26,035	4,825	9,650	30,135
R&M - Vehicles	1,261	5,500	1,459	2,919	5,500
R&M - Trash pickup	2,266	5,200	2,056	4,113	5,200
R&M - Pump Stations	58,202	100,265	439	877	72,055
R&M - Facility	10,726	11,500	4,349	8,698	12,000
Culvert Inspection & Cleaning	56,960	94,500	19,500	39,000	290,000
Canal Dredging & Maintenance	-	-	-	-	25,000
Vegetation Management	12,441	15,000	-	-	15,000
Operating Supplies	632	19,600	1,059	2,118	22,100
Chemicals	157,788	145,000	87,816	175,631	160,000
Uniforms	1,304	2,900	535	1,069	2,100
Motor & Propane Fuels	31,898	57,300	7,124	14,248	51,300
Dues, Licenses, Schools & Training	632	8,400	1,059	2,118	10,100
Education (Schools & Training)	-	-	-	-	11,200
Capital Outlay-Equipment	-	10,000	-	-	47,000
Capital Improvements	958,909	6,140,000	320,590	641,180	6,616,500
<b>TOTAL FIELD OPERATIONS</b>	<b>1,461,137</b>	<b>6,666,400</b>	<b>458,346</b>	<b>916,692</b>	<b>7,395,390</b>
<b>TOTAL FIELD</b>	<b>1,910,076</b>	<b>7,173,400</b>	<b>687,126</b>	<b>1,374,251</b>	<b>7,921,413</b>
<b>TOTAL OPERATIONAL EXPENDITURES</b>	<b>2,508,434</b>	<b>8,072,626</b>	<b>889,231</b>	<b>1,778,462</b>	<b>8,766,220</b>

**Reserves**

Reserved for 1st Qtr. Operating	-	450,000	-	-	450,000
Reserves for Designated Projects/Emergency	-	250,000	-	-	250,000
<b>Total Reserves</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>700,000</b>

<b>TOTAL EXPENSES &amp; RESERVES</b>	<b>2,508,434</b>	<b>8,772,626</b>	<b>889,231</b>	<b>1,778,462</b>	<b>9,466,220</b>
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<b>Excess Revenues Over Expenditures &amp; Reserves</b>	<b>673,230</b>	<b>-</b>	<b>2,361,331</b>	<b>1,749,045</b>	<b>-</b>
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**REVENUES:**

**Assessments**

The District levies a Non-Ad Valorem Assessment on all taxable property within the Coral Springs Improvement District to fund operating and maintenance expenditures, and future reserves. Based on the following table:

**Fee Impact Examples**

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<b>Parcel Type</b>	<b>Impervious Area</b>
Residential Dwelling - Tier 1	1,947
Residential Dwelling - Tier 2	3,423
Residential Dwelling - Tier 3	5,449
Residential Dwelling - Tier 4	6,792
Small Apartment Building	9,354
Large Apartment Building	178,965
Retail/Office	21,261
Big Box Store	188,748

**Source:** Assessment Methodology Study – 5/2018

**Permit Review Fees**

Permit fees are based on prior year's revenues. The revenue budgeted from this source is \$3,200.

**Interest Income**

Interest is earned from the District's funds on deposit in money market accounts and in investment pools. Interest rates are at historic highs.

**Shared Personnel Revenue**

The District has an interlocal agreement with Pinetree Water Control District. Under the provisions of that agreement the District provides the services of an appropriately licensed field supervisor to Pinetree. Budgeted revenue from this source is \$39,290.

**EXPENDITURES**

**ADMINISTRATIVE**

**Supervisor Fees**

Board of Supervisors may be compensated \$200 per meeting, not to exceed \$2,400 each per year. Based on 3 supervisors and 12 meetings per year, the amount should not exceed \$7,200.

**Salaries and Wages**

The total amount of budgeted wages for this Fiscal Year is \$223,921

**Special Pay**

Special pay is a holiday bonus based on number of years of service. Special pay is budgeted for \$268.

**FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$223,921 and Supervisors Fees of \$7,200 FICA taxes are being budgeted for a rounded figure of \$17,682.

**Pension Expense**

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$223,921 pension expense is budgeted for \$26,870.

**Health Insurance**

The District offers each employee Health, Life, Dental and Disability Insurance. In addition, the board members are provided Health and Dental Insurance only. The projected cost to be paid by the District for this fiscal year is \$49,399.

**Worker's Compensation Insurance**

The District's Worker's Compensation Insurance premium is budgeted for \$533.

**Payroll Processing Fees**

In April of 2023, the District contracted with PayCom for payroll processing services. The projected amount for payroll fees for this fiscal year is \$2,580.

**Engineering Fees**

The District contracts for general engineering services on an annual basis. Based on prior years' experience, the projected amount for this Fiscal Year is \$44,100.



**Legal Fees**

The District currently has a contract with Lewis Longman & Walker, P.A. as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, etc. Based on prior years' experience the projected amount for this Fiscal Year is \$96,000.

**Special Consulting Services**

The District will need to engage a consultant who specializes in legislative codification. Certain District limitations relating to bidding threshold requirements, efficiencies, gains and benefits inherent in contract administration, and supervisor compensation levels need to be revised and updated. Additional consulting may be needed to conduct workshop sessions involving staff and department managers. The total amount being budgeted is \$200,000.

**Annual Audit**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. Based on the current activity level the amount is not expected to exceed \$10,700.

**Actuarial Computation - OPEB**

Florida Statutes require the employer to make health coverage available to retirees at the employer's group rate. The Governmental Accounting Standards Board requires a periodic actuarial assessment of the cost and liability associated with these benefits. In June 2017 GASB 75 replaced and expanded GASB 45 reporting requirements. The District is budgeting \$500 for this assessment.

**Management Fees**

This service includes \$64,509 in management and financial advisory services provided to the District under the Management Contract with Inframark.

**Telephone**

Telephone and fax machine expenses are budgeted for this Fiscal Year at \$3,860.

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc. The projected expense for this Fiscal Year is \$730.

**Printing and Binding**

Checks, stationery, envelopes, photocopies, etc. The projected expense for this Fiscal Year is \$1,380.

**Paver Driveway Incentive Program**

An incentive of \$250 payment each year to the first fifty District residents to replace a concrete or other impervious surface driveway with a pervious paver type driveway. The total budget is \$12,500.

**Administrative Building Costs**

This expense represents the costs of operating and maintaining the administration building. The projected amount for this cost is \$13,905.

**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 \$1,300.

**Legal Advertising**

The District does most of its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, etc. Based on prior years' experience the amount should not exceed \$6,000.

**Other Charges / Contingencies**

The District is budgeting \$1,300 for various bank charges incurred on its accounts.

**Computer Expense/Technology**

All the District's financial records, accounts payable are processed on a main frame computer owned by Coral Springs Improvement District Water and Sewer Fund. The budget amount for this technology is \$31,500 and includes the cost of digital record keeping for engineering/project plans.

General Fund  
Approved Tentative Budget  
Fiscal Year 2023 / 2024

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**Office Supplies**

Accounting and Administrative Supplies. Projected expense for this year is \$8,290.

**Dues, Licenses, Subscriptions**

	<b><u>Yearly</u></b>
Annual renewal fee to Florida Assoc.	\$3,000
Annual Special District fee	175
Accounting and seminars	1,000
Management related training	3,700
Others	<u>25</u>
Total	\$7,900

**Promotional Expense**

The District circulates periodic newsletters for the purpose of keeping its residents informed of issues affecting them and may sponsor other events for educating District residents about the services being provided. The annual budget for this item is \$4,800.

**Education**

The District values continued learning and encourages employees to further their education. The District will pay for classes / seminars taken by employees when the subject is related to the employee's job. The total budget is \$7,480.

**Capital Purchases**

There are no budgeted expenditures.

## **FIELD OPERATIONS**

### **Salaries and Wages**

The total amount of budgeted wages for this Fiscal Year is \$328,425.

### **Special Pay**

Special pay is a holiday bonus based on the number of years of service. Special pay is budgeted for \$758.

### **FICA Taxes**

FICA tax is established by the law and currently is 7.65%. Based on salaries of \$328,425 FICA taxes are being budgeted for a rounded amount of \$25,124.

### **Pension Expense**

The pension plan was established whereby the employer contributes into the plan annually. Based on salaries of \$328,425 pension expense is budgeted for \$39,411.

### **Health Insurance**

The District offers the employees' Health, Life, Dental and Disability Insurance. The projected cost to be paid by the District for this fiscal year is \$112,306.

### **Worker's Compensation Insurance**

The District's Worker's Compensation Insurance premium is budgeted for \$16,619.

### **Payroll Processing Fees**

In April of 2023, the District contracted with PayCom for payroll processing services. The projected amount for payroll fees for this fiscal year is \$3,380.

### **Water Quality Testing**

Water Quality Testing is done to provide a guide for planning the aquatic plant control program and in addition provides indications of dangerous or threatening conditions. Based on last year's quarterly testing the amount is estimated to be \$3,000.

**Communications-Radios/Cellphones**

The District provides Sprint/T-Mobile telephones for the field employees. The following are the estimated costs for the budget year.

	<b><u>Yearly</u></b>
Field Supervisor	\$1,200
Truck No. 1	500
Truck No. 1	<u>500</u>
Total	\$2,200

**Electric**

The District currently has the following utility accounts with Florida Power and Light for purposes of providing electricity to two pump stations:

<b><u>Address</u></b>	<b><u>Yearly</u></b>
Pump Station #1 – 121 NW 93 <sup>rd</sup> Terrace	\$ 750
Pump Station #2 – 12000 SW 1 <sup>st</sup> Street	<u>750</u>
Total	\$1,500

**Rentals and Leases**

Payments related to a lease on a copy machine. The projected cost to be paid by the District for this fiscal year is \$500.

**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. Based on the prior years' experience the expected amount for this Fiscal Year should not exceed \$13,000.

**Repair & Maintenance - General**

The following is a listing of the different repairs and maintenance needed for operations.

	<b><u>Yearly</u></b>
Vehicle Maintenance	5,500
Pump Station Repairs/Maintenance	72,055
Trash Pick-up Service	5,200
Misc. Repairs	<u>30,135</u>
Total	\$112,890

**Repair & Maintenance - Facility**

Estimated costs for general facility maintenance are \$12,000.

**Culvert Inspection and Cleaning**

Culvert inspection and cleaning costs of \$131,500 are being budgeted this year. In addition, \$158,500 has been budgeted for engineering assessments. Total budget for this category is \$290,000.

**Canal Dredging & Maintenance**

Estimated costs for dredging and maintenance are \$25,000.

**Vegetation Management**

Prevention of growth of invasive vegetation in canal rights-of-way, with associated bank repair. This should not exceed \$15,000.

**Operating Supplies**

The following is a listing of the different operating supplies needed for operations.

	<b><u>Yearly</u></b>
Safety equipment	6,575
Annual Waterway Cleanup Donation	525
Grass eating triploid carp	<u>15,000</u>
Total	<b>\$22,100</b>

**Chemicals**

Estimated costs for chemicals for the budget year are \$160,000.

**Uniform Rental / Purchase**

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$2,100.

**Motor Fuels & Propane**

Estimated costs for motor fuels and propane for the budget year are \$51,300.

**Dues, Licenses, Schools**

Employees are required to have an Aquatic License. This expense includes the classes, licenses and all fees related to the employee obtaining an Aquatic License. This year's projected amount should not exceed \$10,100.

**Education**

The District values continued learning and encourages employees to further their education. The District will pay for classes / seminars taken by employees when the subject is related to the employee's job. The total budget is \$11,200.

**Capital Outlay-Equipment**

Capital outlay for equipment is budgeted for \$47,000.

**Capital Improvements**

Capital improvements in the amount of \$6,616,500 are being budgeted for canal bank restoration, canal bank assessment, safety, and sustainability project. LP Fuel tank storage capacity increase and purchase of spare motor for stormwater pumps.

**Reserves for 1<sup>st</sup> Quarter Operating**

The amount of \$450,000 is reserved toward 1<sup>st</sup> quarter operation expenses.

**Reserves for Assigned Projects and Emergencies**

The reserve fund is established to set aside funds for projects designed to maintain the District's drainage assets and to provide for unexpected events/natural disasters that may occur other than those related to Hurricanes. This fiscal year the amount projected to be set aside is \$250,000.

**5A**



**RESOLUTION 2023-9****A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE CORAL SPRINGS IMPROVEMENT DISTRICT,  
ADOPTING THE FINAL GENERAL FUND BUDGET FOR  
FISCAL YEAR 2024**

**WHEREAS**, pursuant to Section 12 of Chapter 2004-249, Laws of Florida, the District Manager has heretofore prepared and submitted to the Board of Supervisors, for approval, the District's proposed General Fund Budget for the ensuing fiscal year, said proposed budget having been previously approved by the Board of Supervisors; and

**WHEREAS**, a public hearing was held on this 21<sup>st</sup> day of August, 2023, at which hearing members of the general public were given the opportunity to speak and the Board was able to hear any objections to the final budget prior to the adoption of the same; and

**WHEREAS**, notice of the public hearing on the adoption of the final budget was duly published as required by law; and

**WHEREAS**, the Board, having conducted said public hearing and having heard any objections and suggestions pertaining to the budget, has determined that it is in the best interests of the District and those residing within the District to adopt the Final General Fund Budget for Fiscal Year 2024.

**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 General Fund Budget heretofore submitted to and approved by the Board is hereby adopted as the final General Fund Budget of the District for Fiscal Year 2024.

**Section 3.** A verified copy of said final General Fund Budget shall be attached as an exhibit to this Resolution as Exhibit A and shall be included as part of the District's "Official Record of Proceedings."

**Section 4.** The District Manager shall transmit a copy of this Resolution to the proper public officials so that its purpose and effect may be carried out in accordance with the law.

**Section 5.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the Board of Supervisors of the Coral Springs Improvement District, this 21<sup>st</sup> day of August, 2023.

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Curt Tiefenbrun, President

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Kenneth Cassel, Assistant Secretary

**Exhibit A**

**Fiscal Year 2024 Final Budget**

**5B**

**RESOLUTION 2023-10**

**A RESOLUTION OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, LEVYING AND IMPOSING A NON AD VALOREM MAINTENANCE AND OPERATIONS SPECIAL ASSESSMENT FOR FISCAL YEAR 2024**

**WHEREAS**, certain improvements existing within the Coral Springs Improvement District (the “District”) and certain costs of operation, repairs and maintenance are being incurred by the District; and

**WHEREAS**, the District Board of Supervisors (the “Board”) finds and has determined that the District's total General Fund maintenance and operations budget, taking into consideration other revenue sources during Fiscal Year 2024, will amount to approximately \$ \_\_\_\_\_; and

**WHEREAS**, the Board further finds and has determined that the District’s total maintenance and operations during Fiscal Year 2024 will amount to \$ \_\_\_\_\_; and

**WHEREAS**, the Board further finds that the non-ad valorem special assessments it levies and imposes by this Resolution for maintenance and operations on the parcels of property involved will reimburse and fund the District for certain special and peculiar benefits received by the benefitted properties flowing from the maintenance, operation and repair of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

**WHEREAS**, the Board understands that this Resolution levies only the maintenance and operations assessments for Fiscal Year 2024, and that the President of the District, the District Manager or the designee of the District Manager, shall certify a total non-ad valorem assessment roll in a timely manner to the Tax Collector in and for Broward County for collection to include all assessments levied and approved by the District on the property for maintenance and operation special assessments; and

**WHEREAS**, the Board finds that there are, as provided in Exhibit A, attached hereto and made a part hereof, assessable units which are responsible for the aforesaid costs of operation, repairs and maintenance as indicated therein.

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

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

**Section 2.** A special assessment for maintenance and operations as provided for in Chapter 2004-489, Laws of Florida is hereby levied upon the platted lots within the District, and each benefitted property shall pay its proportionate share of the maintenance and operations assessments so levied, as identified in Exhibit A.

**Section 3.** That the collection and enforcement of the aforesaid maintenance and operations assessments on platted lots shall be by the County Tax Collector serving as agent of the State of Florida in Broward County (“Tax Collector”) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice. All assessments levied by the District shall be subject to the same discounts as Broward County taxes.

**Section 4.** The levy and imposition of the maintenance and operations special assessments on platted lots included in the District, all of which shall be levied and certified as a total amount on the non-ad valorem assessment roll to the Broward County Property Appraiser and Tax Collector by the designee of the President of the Board on compatible medium no later than the 15<sup>th</sup> day of September 2023, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

**Section 5.** The President of the Board of the Coral Springs Improvement District hereby designates the District Manager to perform the certification duties with respect to the list of lands included in the District that must pay the maintenance and operations assessment levy. Said assessments shall be extended by the Broward County Property Appraiser on the Broward County tax roll and shall be collected by the Broward County Tax Collector in the same manner and time as the Broward County taxes. The proceeds therefrom shall be paid to the Coral Springs Improvement District.

**Section 6.** The District Manager shall transmit a copy of this Resolution to the proper public officials so that its purpose and effect may be carried out in accordance with law.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of August 2023, by the Board of Supervisors of the Coral Springs Improvement District, Broward County, Florida.

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Kenneth Cassel  
Assistant Secretary

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Curt Tiefenbrun  
President

**Exhibit A**

**(to be completed by Assessment Department)**

# **Sixth Order of Business**





Coral Springs  
Improvement District

**PROPOSED  
TENTATIVE  
BUDGET  
FY 2023 | 2024**



**WATER & SEWER**



**CORAL SPRINGS IMPROVEMENT DISTRICT**  
**PROPOSED TENTATIVE BUDGET FY 2023 | 2024**

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# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **BOARD OF SUPERVISORS**

- Curtis J. Tiefenbrun, President
- Stephen Lytle, Vice President
- Benjamin E. Groenevelt, 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
- Sue Beyer, Director of Finance & Accounting

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER ENTERPRISE FUND  
Tentative Proposed Budget  
Fiscal year 2023-2024**

DESCRIPTION	ADOPTED BUDGET FY 2022-2023	ACTUAL ENDING 5/31/23	TOTAL Projected thru 9/30/2023	Proposed Tentative FY 2023 2024
<b>REVENUE</b>				
WATER REVENUE	7,486,370	4,949,425	7,424,137	7,860,690
SEWER REVENUE	6,775,552	4,445,321	6,667,982	7,114,330
STANDBY REVENUE	3,120	35,680	53,520	25,000
PROCESSING FEES	12,000	7,540	11,310	11,000
LIEN INFORMATION FEES	9,000	7,925	11,888	11,000
DELINQUENT FEES	170,000	205,350	308,025	200,000
CONNECTION FEE REVENUE	-	13,400	20,100	14,000
METER FEES	-	2,675	4,013	3,500
CONTRACT BILLING SERVICES	72,470	48,308	72,462	76,104
CONTRACT HR & PAYROLL SERVICES	14,521	9,682	14,523	14,952
TECHNOLOGY SHARING REVENUE	16,883	11,255	16,883	17,389
INTEREST		434,529	651,794	300,000
RENT REVENUE	71,249	74,296	111,444	111,955
FED GRANT-BLOWER REPLACEMENT	500,000	-	500,000	-
MISCELLANEOUS REVENUE	-	45,360	48,039	-
Carry forward balance	3,648,911	-	-	4,156,000
<b>TOTAL REVENUES</b>	<b>18,780,076</b>	<b>10,290,746</b>	<b>15,916,119</b>	<b>19,922,262</b>

**EXPENSES**

**ADMINISTRATION (Dept 310)**

SALARIES & WAGES	1,140,560	413,874	620,811	843,366
SPECIAL PAY	2,531	-	-	2,011
FICA EXPENSE	87,253	30,640	45,960	64,518
PENSION EXPENSE & MATCH	136,868	56,502	113,003	101,204
HEALTH INSURANCE	257,219	168,914	253,371	233,474
WORKER'S COMP. INSURANCE	2,625	1,082	1,624	1,940
EDUCATION	31,668	-	-	20,840
OPEB EXPENSE	3,005	-	-	3,100
ENGINEERING FEES	33,600	6,866	10,298	33,600
TRUSTEE FEES	10,675	9,159	9,159	9,759
ATTORNEY FEES	60,000	33,127	49,690	60,000
SPECIAL CONSULTING SERVICES	158,000	76,384	114,577	152,000
CYBERSECURITY & IT SERVICES	100,000	49,572	74,358	100,000
TRAVEL PER DIEM (BOARD)	8,000	490	735	12,000
ANNUAL AUDIT	15,750	12,300	12,300	15,750
GASB VALUATION FEE	3,200	2,590	3,885	3,900
MANAGEMENT FEES	96,764	56,446	84,669	96,764
TELEPHONE	15,200	11,047	16,571	26,158
POSTAGE	55,780	34,541	51,811	55,780
PRINTING AND BINDING	46,600	31,814	47,722	47,900
ELECTRIC EXPENSE	15,400	7,300	10,950	15,000
RENTALS AND LEASES	3,150	313	470	3,850
INSURANCE	18,750	9,502	14,254	16,000
REPAIR & MAINTENANCE	41,000	15,424	23,136	41,000
LEGAL ADVERTISING	4,500	-	-	4,500
EMPLOYMENT ADS	13,550	3,532	5,298	13,000
OTHER CURRENT CHGS-GENERAL	32,950	6,328	9,492	34,200
MONITORING FEES	600	162	243	600
EMPLOYMENT SCREENING	3,000	1,940	2,910	3,000

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER ENTERPRISE FUND  
Tentative Proposed Budget  
Fiscal year 2023-2024**

DESCRIPTION	ADOPTED BUDGET FY 2022-2023	ACTUAL ENDING 5/31/23	TOTAL Projected thru 9/30/2023	Proposed Tentative FY 2023 2024
MERCHANT FEES (PAYMENTUS)	90,100	52,401	78,602	86,000
TECHNOLOGY EXPENSE	99,095	44,591	66,887	117,209
TOILET REBATE	14,850	6,039	9,059	14,850
OFFICE SUPPLIES	4,000	5,875	8,812	10,000
DUES, LICENSES, SUBSCRIP.	15,000	3,606	5,409	13,000
PROMOTIONAL EXPENSE	22,000	21,184	31,776	29,700
CAPITAL OUTLAY	10,000	10,968	16,452	40,000
BANK FEES	-	4,688	7,032	1,500
<b>TOTAL ADMINISTRATION</b>	<b>2,653,243</b>	<b>1,189,201</b>	<b>1,801,323</b>	<b>2,327,472</b>

**Plant**

<b>Water (Dept 321)</b>				
SALARIES & WAGES	857,166	618,822	928,233	1,039,133
SPECIAL PAY	1,010	-	-	1,306
FICA EXPENSE	65,573	44,416	66,623	79,493
PENSION EXPENSE	102,860	44,253	66,379	124,696
HEALTH INSURANCE	205,672	87,438	131,157	228,745
WORKER'S COMP. INSURANCE	30,822	17,461	26,192	29,037
EDUCATION	22,596	-	-	24,940
OPEB EXPENSE	1,968	-	-	3,400
WATER QUALITY TESTING	32,470	17,404	26,106	26,540
TELEPHONE	3,500	986	1,479	2,500
ELECTRIC EXPENSE	424,600	300,020	450,030	560,000
RENTALS AND LEASES	3,250	117	176	3,250
INSURANCE	89,540	51,065	76,598	85,213
REPAIR & MAINTENANCE	340,656	55,923	83,884	326,746
R&M-FILTERS FOR WATER PLANT	222,800	13,429	20,144	217,460
OFFICE SUPPLIES	1,785	181	272	1,000
OTHER OPERATING SUPPLIES	29,850	5,620	8,430	29,850
CHEMICALS	460,721	352,922	529,383	418,678
LAB CHEMS/TEST EQUIP	42,769	17,926	26,889	32,464
UNIFORM RENTAL	4,170	1,893	2,839	5,195
MOTOR FUELS	79,055	1,032	1,548	61,650
DUES, LICENSES, SUBSCRIP.	19,460	5,637	8,455	23,090
CAPITAL OUTLAY	575,000	11,135	16,703	686,000
RENEWAL & REPLACEMENT	-	-	-	-
<b>TOTAL DEPT #321 (WATER)</b>	<b>3,617,293</b>	<b>1,647,680</b>	<b>2,471,519</b>	<b>4,010,384</b>

<b>Waste Water (Dept 322)</b>				
SALARIES & WAGES	906,730	610,538	915,807	999,649
SPECIAL PAY	1,465	-	-	1,577
FICA EXPENSE	69,365	46,375	69,563	76,475
PENSION EXPENSE	108,807	49,689	99,377	119,958
HEALTH INSURANCE	218,159	88,460	132,690	259,131
WORKER'S COMP. INSURANCE	32,806	7,497	11,246	25,532
EDUCATION	23,646	-	-	20,640
OPEB EXPENSE	2,102	-	-	3,100
WATER QUALITY TESTING	43,223	24,277	36,415	44,000
TELEPHONE	2,904	1,516	2,274	2,900
ELECTRIC EXPENSE	250,000	150,615	225,922	270,000
RENTALS AND LEASES	3,388	-	-	2,200
INSURANCE	81,100	44,994	67,491	75,650
REPAIR & MAINTENANCE	633,060	194,180	291,270	652,838

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER ENTERPRISE FUND  
Tentative Proposed Budget  
Fiscal year 2023-2024**

DESCRIPTION	ADOPTED BUDGET FY 2022-2023	ACTUAL ENDING 5/31/23	TOTAL Projected thru 9/30/2023	Proposed Tentative FY 2023 2024
SLUDGE MANAGEMENT-SEWER	256,600	139,890	209,835	237,400
CHEMICALS	98,510	42,741	64,112	101,600
OFFICE SUPPLIES	950	376	564	950
OTHER OPERATING SUPPLIES	9,000	3,486	5,229	9,000
LAB CHEMS/TEST EQUIP	4,000	1,825	2,738	4,000
UNIFORM RENTAL	4,350	1,958	2,938	5,375
MOTOR FUELS	62,520	14,414	21,621	49,920
DUES, LICENSES, SUBSCRIP.	15,950	2,461	3,692	36,030
CAPITAL OUTLAY	1,905,899	710,852	1,066,279	1,452,000
<b>TOTAL DEPT #322 (WASTEWATER)</b>	<b>4,734,534</b>	<b>2,136,145</b>	<b>3,229,062</b>	<b>4,449,923</b>
<b>Maintenance (Dept 323)</b>				
SALARIES & WAGES	495,029	316,476	474,714	539,930
SPECIAL PAY	967	-	-	1,191
FICA EXPENSE	37,869	24,398	36,597	41,305
PENSION EXPENSE	59,403	28,292	56,584	64,792
HEALTH INSURANCE	114,844	68,586	102,879	182,766
WORKER'S COMP. INSURANCE	20,605	4,303	6,455	17,008
EDUCATION	14,910	-	-	15,200
OPEB EXPENSE	846	-	-	2,200
TELEPHONE	3,630	1,746	2,619	3,500
RENTALS AND LEASES	7,100	2,978	4,466	7,100
INSURANCE	3,600	2,199	3,298	4,000
REPAIR & MAINTENANCE	122,100	51,375	77,063	133,342
OFFICE SUPPLIES	900	413	619	900
OTHER OPERATING SUPPLIES	20,500	7,765	11,647	31,100
UNIFORM RENTAL	3,120	1,164	1,747	3,670
MOTOR FUELS	6,520	2,226	3,339	5,210
DUES, LICENSES, SUBSCRIP.	7,000	991	1,487	7,000
CAPITAL OUTLAY	28,000	-	-	35,000
<b>TOTAL DEPT #323 (MAINTENANCE)</b>	<b>946,943</b>	<b>512,912</b>	<b>783,514</b>	<b>1,095,214</b>
<b>TOTAL PLANT (DEPT #321 - #323)</b>	<b>9,298,770</b>	<b>4,296,737</b>	<b>6,484,096</b>	<b>9,555,522</b>
<b>Field (Dept 330)</b>				
SALARIES & WAGES	903,637	653,950	980,925	1,090,726
SPECIAL PAY	1,754	-	-	1,957
FICA EXPENSE	69,128	50,556	75,835	83,443
PENSION EXPENSE	108,437	49,928	74,892	130,887
HEALTH INSURANCE	256,412	125,575	188,363	286,923
WORKER'S COMP. INSURANCE	32,681	18,411	27,616	42,056
EDUCATION	25,746	-	-	27,840
OPEB EXPENSE	3,150	-	-	4,000
WATER QUALITY TESTING	1,000	155	233	1,000
NATURESCAPE IRRIGATION SERVICE	3,400	-	-	3,400
TELEPHONE	18,600	6,059	9,088	10,500
ELECTRIC EXPENSE	118,000	80,535	120,803	126,842
RENTALS AND LEASES	9,500	1,758	2,637	9,500
RENT EXPENSE-SCADA	56,040	32,690	49,035	56,040
INSURANCE	26,000	13,879	20,818	23,154
REPAIR & MAINTENANCE	178,250	142,221	213,332	231,470

**CORAL SPRINGS IMPROVEMENT DISTRICT  
WATER & SEWER ENTERPRISE FUND  
Tentative Proposed Budget  
Fiscal year 2023-2024**

DESCRIPTION	ADOPTED BUDGET FY 2022-2023	ACTUAL ENDING 5/31/23	TOTAL Projected thru 9/30/2023	Proposed Tentative	
				FY 2023	2024
R&M LIFT STATIONS	157,850	66,259	99,388	80,850	
R&M-GENERATORS	34,600	6,117	9,176	26,100	
METERS	31,440	16,863	25,295	29,471	
OFFICE SUPPLIES	1,680	598	896	1,680	
OTHER OPERATING SUPPLIES	57,190	45,239	67,858	62,200	
UNIFORM RENTAL	5,730	3,218	4,827	6,835	
MOTOR FUELS	27,740	23,188	34,782	24,920	
DUES, LICENSES, SUBSCRIP.	10,500	2,658	3,987	10,500	
CAPITAL OUTLAY	1,710,000	761,099	1,141,648	2,565,000	
<b>TOTAL DEPT #330 (FIELD)</b>	<b>3,848,465</b>	<b>2,100,954</b>	<b>3,151,432</b>	<b>4,937,293</b>	
<b>TOTAL EXPENSES ALL DEPTS</b>	<b>15,800,478</b>	<b>7,586,892</b>	<b>11,436,850</b>	<b>16,820,287</b>	
<b>AVAILABLE FOR DEBT SERVICE</b>	<b>2,979,599</b>	<b>2,703,854</b>	<b>4,479,269</b>	<b>3,101,975</b>	

**DEBT SERVICE**

**PRINCIPAL**

PRINCIPAL EXP-2016	1,795,000	1,795,000	1,795,000	1,850,000
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**INTEREST**

INTEREST EXP-2016	1,022,817	681,881	1,022,817	968,070
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<b>TOTAL DEBT PAYMENTS</b>	<b>2,817,817</b>	<b>2,476,881</b>	<b>2,817,817</b>	<b>2,818,070</b>
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<b>Excess Revenues After Debt Service</b>	<b>161,782</b>	<b>226,973</b>	<b>1,661,452</b>	<b>283,905</b>
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<b>Debt Service Ratio</b>	<b>1.06</b>	<b>1.09</b>	<b>1.59</b>	<b>1.10</b>
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# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### PROPOSED TENTATIVE BUDGET

The District will use reserve funds in the amount of \$4,086,000 to help offset infrastructure projects required by Plant & Field departments, which the majority was carry forward from unused reserve funds from the prior Fiscal Year.

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 \$7,860,690.

#### 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 the previous year's revenue the sewer revenues are projected to be \$7,114,330.

#### Standby Revenue

The standby charge is applied to each lot, parcel, or tract, which has been reserved for water and sewer capacity. The amount projected for this Fiscal Year is \$25,000.

#### 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 \$11,000.

#### 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 \$11,000.





# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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 \$200,000.

#### Contract Utility Billing Services

The District provides utility billing services for the benefit of cost sharing. This Fiscal Year the District expects to receive \$76,104.

#### 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 \$14,952.

#### Rent Revenue

This line item represents the lease space within the plant. The total budgeted revenue from this source is \$111,955.

#### 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 \$17,389.

#### Miscellaneous Revenues

Represents income from unexpected activities during the year. At times the District participates in rebate events, or surplus sales to dispose of unrepairable equipment. This is unexpected revenue and is not budgeted.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **ADMINISTRATION EXPENDITURES**

#### Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$843,366.

#### Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$2,011.

#### FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$843,366, the amount projected for FICA tax is \$64,518.

#### 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 \$843,366, the amount projected for pension expense is \$101,204.

#### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$233,474.

#### Worker's Compensation Insurance

Worker's compensation insurance is being budgeted for \$1,940.

#### Unemployment Compensation

Unemployment compensation is expected to be \$0.

#### Tuition Reimbursement

The budgeted amount is estimated to be \$20,840.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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 \$3,100.

#### Engineering Fees

The District currently has a contract with Globaltech, Inc., 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)	\$9,159
AMTEC Report	<u>600</u>
Total Expenses	\$9,759

#### 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. This year's budget is not expected to exceed \$60,000.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **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 these services is \$152,000.

#### Information & Technology Services

The District retained a Consulting firm specialized in technology and cybersecurity to manage the Districts' Network and computer platforms. The projected amount for this service is estimated for \$100,000.

#### Travel & Per Diem (Board)

This expense represents travel expenses for the Board of Supervisors and Directors. The budgeted amount for this fiscal year is \$12,000.

#### Annual Audit

The District's auditing firm is Keefe, McCullough & Co., LLP. Based on the current activity level this amount should not exceed \$15,750.

#### 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 \$3,900.

#### 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 \$96,764.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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 \$26,158.

#### Postage

Overnight deliveries, general, 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	40,600
Accounting	2,000
Personnel Department	3,000
Marketing Materials	<u>2,300</u>
Total	\$47,900

#### Electric Expense

This expense includes the electrical service for the Administrative Building. Based on prior years' expenses the projected amount for this Fiscal Year is \$15,000.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### ADMINISTRATION EXPENDITURES (Continued)

#### Rentals and Leases

The following charges are being budgeted in the Fiscal Year:

Copier Lease	\$ 2,700
Mail Machine	<u>1,150</u>
Total	\$ 3,850

#### 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 \$16,500.

#### Repair and Maintenance

The following expenses are anticipated for the budget year.

A/C Maintenance & Repairs	\$23,900
Pest Control	2,100
Carpet, Windows, Floors & General Cleaning	8,200
Building Small Supplies/Materials	1,800
Roof Repairs	4,000
Contingencies	<u>1,000</u>
Total	\$ 41,000



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### ADMINISTRATION EXPENDITURES (Continued)

#### Legal Advertising

The District posts 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:

Employee Appreciation	16,500
Miscellaneous Charges	<u>17,700</u>
TOTAL	\$ 34,200

#### 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 \$86,000.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **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 \$117,209.

#### Employment Ads

Recruiting Expenses for qualified candidates for Plant Operators, Field, and Administration Personnel. Based on prior years' experience the amount should not exceed \$13,000.

#### 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 \$10,000.

#### Dues, Licenses, Schools & Permits

This item includes professional publications such as GAS Guide and Florida Statutes. This expense also covers the cost for CPA continuing education requirements and license renewal, management training, and training related to human resources. The amount should not exceed \$13,000.

#### Promotional Expenses

The District is budgeting \$29,700 for the budget year.

#### Capital Outlay

The budgeted amount of \$40,000 is being provided for a structural evaluation of the Administration Building and updates to the conference room.





# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **EXPENDITURES - PLANT OPERATIONS**

#### Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$2,578,711.

#### Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$4,073.

#### FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$2,578,711, the amount projected for FICA tax is \$197,272.

#### 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 \$2,578,711, the amount projected for pension expense is \$309,445.

#### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$670,641.

#### Worker's Compensation Insurance

Worker's compensation insurance is being budgeted for \$71,577.

#### Tuition Reimbursement

The amount budgeted is \$60,780.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **EXPENDITURES - PLANT OPERATIONS (Continued)**

#### OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$8,700.

#### 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 \$70,540.

#### 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 \$8,900

#### Electric Expense

The electric requirements for the plant facility and wells are based upon the operating history. Based on the previous year's expenses the projected amount for this Fiscal Year is \$830,000.

#### Rentals and Leases

The District is budgeting \$12,550 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 \$164,863.



**CORAL SPRINGS IMPROVEMENT DISTRICT**

**PROPOSED TENTATIVE BUDGET FY 2023 | 2024**

**EXPENDITURES - PLANT OPERATIONS (Continued)**

Repairs & Maintenance

Repair and maintenance expenses anticipated to be spent in the Fiscal Year are as follows:

Water Department

R&M General	43,300
Generator Maintenance & Repairs	32,676
Vibration Analysis Program	31,800
R&M Well & Deep Well	124,170
Instrument and Control Repairs/Calibration	40,500
Facility Maintenance	<u>54,300</u>
Total Water	\$ 326,746

Wastewater Department

R&M General	22,000
Generator Maintenance & Repair	27,740
Deep Well Maintenance	11,000
Instruments & Controls/ Meter Calibration	84,676
R&M Vehicles	4,000
Vibration Analysis Program	17,000
R&M Air Conditioning	19,922
Facility Maintenance	197,000
R&M Lift Stations	4,500
R&M Headworks	20,000
Mechanical Injection Well	<u>245,000</u>
Total Wastewater	\$ 652,838

**EXPENDITURES - PLANT OPERATIONS (Continued)**

Maintenance

R&M General	14,800
Vehicle Maintenance	10,400
R&M Trash Pick Up	8,742
Lawn Maintenance Contract	84,400
Other Facility Maintenance	<u>15,000</u>
Total Maintenance	\$133,342

TOTAL REPAIRS & MAINTENANCE - PLANT \$1,112,926

Filters for Water Plant

Budgeted replacement costs for filters, membranes and interconnectors for the Water Plant are \$217,460.

Sludge Management - Sewer

Sludge removal costs are budgeted for \$237,400.

Chemicals

Products used in the process of Water & Wastewater treatments. The amount projected to be spent in this Fiscal Year is \$520,278.

Office Supplies

Paper, pens, folders, and other office supplies. The projected amount for this Fiscal Year is \$2,850.



## CORAL SPRINGS IMPROVEMENT DISTRICT

### PROPOSED TENTATIVE BUDGET FY 2023 | 2024

#### **EXPENDITURES - PLANT OPERATIONS (Continued)**

##### Operating Supplies

General operating supplies include laboratory chemicals and miscellaneous tools and equipment.

The projected amount is \$69,950.

##### Uniforms

Uniform purchases, rentals and safety boot allowances are budgeted at \$14,240.

##### Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of auxiliary generators. The projected amount is \$116,780.

##### 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 \$66,120.

##### Capital Outlay

The District is budgeting for plant projects such as the addition of an above ground diesel storage tank for generator #4, Well #2 electrical panel, Andritz press replacement, and installation of 40 water sample sites. In addition, other projects to update and maintain equipment in Water and Wastewater. The total amount budgeted for Plant Capital Outlay is \$2,173,000.

Capital outlay for projects from the 2022/2023 budget year that will not be completed by the end of the current fiscal year is estimated at \$1,533,000. This amount will be charged in the 2023/2024 fiscal year.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **EXPENDITURES - FIELD OPERATIONS**

#### Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$1,090,726.

#### Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$1,957.

#### FICA Taxes

FICA tax is established by law and currently is 7.65%. Based on salaries of \$1,090,726 the amount projected for FICA tax is \$83,433.

#### 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 \$1,090,726, the amount projected for pension expense is \$130,887.

#### Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The amount budgeted is \$286,923.

#### Worker's Compensation Insurance

Worker's compensation insurance is being budgeted for \$42,056.

#### Tuition Reimbursement

The projected amount is \$27,840.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **EXPENDITURES - FIELD OPERATIONS (Continued)**

#### OPEB Expense

Other post-employment benefits (OPEB) calculation budgeted amount is based on previous year calculation and estimated to be \$4,000.

#### 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

An annual fee of \$3,400 is paid to Broward County for the operation of the Naturescape irrigation service.

#### Telephone Expense

Telephones and fax machines are budgeted annually. Based on the previous years' experience the amount should not exceed \$10,500.

#### Electric Expense

The electric requirements (for Lift Stations) are based upon the operating history. Based on prior years' expenses the projected amount for this Fiscal Year is \$126,842.

#### 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

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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.

R&M-General	\$	27,000
R&M-GIS Asbuilts		56,000
R&M-GIS Lead Copper		16,500
R&M-GIS General Services		2,500
R&M-Air Conditioning		3,500
R&M-Facility Maintenance		9,500
R&M-Vehicles		30,720
R&M Backflows		9,500
R&M-Streets & Driveways		57,250
R&M-Hydrants		<u>19,000</u>
Total Repairs & Maintenance	\$	231,470





# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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 \$80,850.

#### Generators

Amount projected for expenses related to Portable Generators including services and repairs. The District owns 7 Portable Generators. Budget amount should not exceed \$26,100.

#### 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 \$29,471.

#### 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 \$62,200.

#### Uniforms

Uniform purchases and rentals and safety boot allowances are budgeted at \$6,835.

#### Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of portable generators. The projected amount is \$24,920.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### **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 \$10,500.

#### Capital Outlay

The District is budgeting for projects such as the rehab of a lift station and sewer basin, purchase of one portable generator, sewer lining spot repairs, lift stations camera work, storage shed for generators, 2 new trucks, and a backhoe. The expected amount for this Fiscal Year should not exceed \$2,565,000.



# CORAL SPRINGS IMPROVEMENT DISTRICT

## PROPOSED TENTATIVE BUDGET FY 2023 | 2024

### 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 the remaining Debt Service requirement through 2031 of \$37,803,248.

The 2023/2024 Budget includes a principal payment of \$1,850,000 and \$968,070 for interest.

### Coral Springs Improvement District 2016 Water and Sewer Refunding Revenue Bonds Debt Service Schedule

Debt Service Due	Principal Amount	Interest Amount	Total Payment
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	793,458	2,818,458
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>Totals</b>	<b>31,740,000</b>	<b>6,063,248</b>	<b>37,803,248</b>

## **Seventh Order of Business**

Blood Hound, LLC  
 P.O. Box 715409  
 Cincinnati, OH 45271-5409  
 1-888-858-9830 - Office  
 AR@bhug.com - Email



Invoice No: 598435  
 Work Order Number: WO-00228538

**Project Location:**

Coral Springs Dr. and Ramblewood Dr.  
 Coral Springs Dr., FL 33071

Coral Springs Improvement District  
 10300 Northwest 11th Manor  
 Coral Springs, FL 33071  
 Attn: Kingston Maloi

Date of Invoice: 7/8/23  
 Due Date: 8/7/23  
 Period: 7/8/23 - 7/8/23  
 Payment Terms: Net 30

*PO- 23012.54*

Item	Quantity	Rate	Total
Advantage Locate (hourly rate)	28.75	\$150.00	\$ 4,312.50
<b>Balance Due</b>			<b>\$ 4,312.50</b>

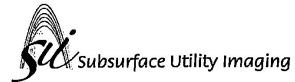
**RECEIVED**  
 By Robin Dvorshak at 2:54 pm, Jul 11, 2023

*401-330-53600-*  
*locates- GPR*

*Curt Dwiggin*

7/19/2023 2:10:12 PM

1.5% monthly service charge after 30 days



Blood Hound, LLC  
 P.O. Box 715409  
 Cincinnati, OH 45271-5409  
 1-888-858-9830 - Office  
 AR@bhug.com - Email



Invoice No: 601226  
 Work Order Number: WO-00229941  
 PO: 2301288

**Project Location:**

INTERSECTION - W Atlantic Blvd & Lakeview Dr  
 Coral Springs, FL 33071

Coral Springs Improvement District  
 10300 Northwest 11th Manor  
 Coral Springs, FL 33071  
 Attn: Kingston Maloi

Date of Invoice: 7/28/23  
 Due Date: 8/27/23  
 Period: 7/28/23 - 7/28/23  
 Payment Terms: Net 30

Item	Quantity	Rate	Total
Advantage Locate (hourly rate)	36	\$225.00	\$ 8,100.00
Trip Charge	1	\$65.00	\$ 65.00
<b>Total</b>			<b>\$ 8,165.00</b>
Payment/Credit			<b>\$ 2,765.00</b>
<b>Balance Due</b>			<b>\$ 5,400.00</b>

1.5% monthly service charge after 30 days



Blood Hound, LLC  
 P.O. Box 715409  
 Cincinnati, OH 45271-5409  
 1-888-858-9830 - Office  
 AR@bhug.com - Email



Invoice No: 601226CR  
 Work Order Number: WO-00231738  
**Project Location:**

Coral Springs Improvement District  
 10300 Northwest 11th Manor  
 Coral Springs, FL 33071

Date of Invoice: 8/11/23  
 Due Date: 9/10/23  
 Period: -  
 Payment Terms: Net 30

Item	Quantity	Rate	Total
Advantage Locate (hourly rate)	36	\$75.00	-\$ 2,700.00
Trip Charge	1	\$65.00	-\$ 65.00
<b>Total</b>			<b>\$ 2,765.00</b>
Payment/Credit			<b>\$ 2,765.00</b>
<b>Balance Due</b>			<b>\$ 0.00</b>

1.5% monthly service charge after 30 days



# **Eighth Order of Business**





INVOICE	#2422
SERVICE DATE	Aug 01, 2023
INVOICE DATE	Aug 01, 2023
DUE	Upon receipt
<b>AMOUNT DUE</b>	<b>\$0.00</b>

Coral Springs Improvement  
 10300 Northwest 11th Manor  
 Coral Springs, FL 33071

CONTACT US

6901 Okeechobee Blvd , D5-K12  
 West Palm Beach, FL 33411

(347) 218-2290  
 Mikep@csidfl.org

(561) 452-5645  
 service@airwegoac.com

Service completed by: Joe Addabbo, Ralph La Bianco

INVOICE

Services	qty	unit price	amount
Runtru by Trane 4ton 14.3 seer2 split system CONDENSER M/N : A4AC4048 AIR HANDLER M/N : A4AH4E48 KWH : 10KW MANUFACTURES WARRANTY ON PARTS, COMPRESSOR AND COILS : 5 years LABOR WARRANTY : 1 year BTUH : 45500 AHRI : 208156749	1.0	\$5,600.00	\$5,600.00
<b>Install Extras included</b>	1.0	\$0.00	
Digital Thermostat Condensate Drain Hook-Up Emergency Overflow Flood Switch Refrigerant Line Insulation Liquid Line Dryer Flush Refrigerant Lines RX-11 Vibration Proof Isolation Pads Hurricane Tie Down Straps (coated) Plywood Tops (if needed) New Metal Stands (if needed) Emergency Drain Pans (if needed)			

**Total****\$5,600.00**

## Payment History

Aug 01	Tue 1:41pm	Credit Card	\$5,600.00
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Thank you for your business and Welcome to the family, We hope that we did an awesome job for you, if so we need your help. Most of our new business comes through referrals. This means that rather than pay for advertising to get new clients, we pass the cost savings directly to you. We typically get about three referrals from each new customer. If you are 100% satisfied with the work we've done, we would really appreciate it if you could keep in mind three or more other people who we could also help. Each referral will receive a 20% discount on their total repair cost. If someone you refer to Air We Go purchases a new A/C system you will receive \$200 for the referral fee!!

Always remember!!!!!! "When your air don't blow, call Air We Go"

✓ Signed on 08/01/23 for \$5600

A handwritten signature in black ink, appearing to be 'A. M.', with a small comma at the end.

# **Ninth Order of Business**



## Professional Services Agreement

This Professional Services Agreement (Agreement) is entered into this 21 day of August, 2023 [YEAR] between CORAL SPRINGS IMPROVEMENT DISTRICT (OWNER), having its principal office at 10300 NW 11<sup>th</sup> Manor Coral Springs, FL 33071 and GFA INTERNATIONAL, INC. DBA UNIVERSAL ENGINEERING SCIENCES (CONTRACTOR), a company licensed to conduct business in the State of Florida, having its principal place of business at 1215 Wallace Drive Delray Beach, FL 33444.

WHEREAS, the OWNER intends to engage the CONTRACTOR to provide professional services related to Underground Facilities Line Locating Services.

In consideration of the mutual promises herein, CONTRACTOR and the OWNER agree that the terms and conditions of this Agreement are as follows:

### 1. BASIC SERVICES

- 1.1. **Scope.** CONTRACTOR shall provide the Services as described Schedule C and in individual Purchase Orders authorized in writing by the OWNER. CONTRACTOR's obligations under this Agreement are solely for the benefit of the OWNER and no other party is intended to benefit or have rights hereunder.
- 1.2. **Standard of Care.** CONTRACTOR shall perform the services under this Agreement in a manner consistent with the highest standard of care, diligence, and skill exercised by nationally recognized firms for similar services. These services will be provided by CONTRACTOR's professionals and individuals skilled in other technical disciplines, as appropriate.
- 1.3. **Instruments of Service.** CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.4. **End-Users Software License.** RESERVED
- 1.5. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.6. **Subcontractors.** Any subcontractors and outside associates of CONTRACTOR to be engaged by CONTRACTOR under this Agreement are limited to those identified in executed Purchase Orders or as the OWNER specifically approves during the performance of a Purchase Order.

### 2. THE OWNER's RESPONSIBILITIES

Unless stated otherwise in Section 7 or in individual Purchase Orders, the OWNER shall do the following in a timely manner:



- 2.1. **The OWNER's Representative.** The OWNER will designate a representative having authority to give instructions, receive information, define the OWNER's policies, and make decisions with respect to individual Purchase Orders.
- 2.2. **Project Criteria.** Provide criteria and information as to the OWNER's requirements for a Purchase Order, including design objectives and constraints, space, capacity, scope of service, task assignments, and performance requirements, and any budgetary limitations to the extent known to the OWNER.
- 2.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the OWNER relevant to a Purchase Order.
- 2.4. **Access.** Arrange for CONTRACTOR to enter upon public property as mandated by the OWNER.
- 2.5. **Review.** Respond to CONTRACTOR's request for decisions or determinations.
- 2.6. **Meetings.** Hold or arrange meetings required to assist in the service required by a Purchase Order.
- 2.7. **Project Developments.** Give prompt written notice to CONTRACTOR whenever the OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONTRACTOR's services.

### 3. PERIODS OF SERVICE

- 3.1. **Time of Performance.** The CONTRACTOR agrees that the work will be completed within the timeframe specified in the scope of services.
- 3.2. **Start of Performance.** CONTRACTOR will start the Services described in each Purchase Order upon authorization by the OWNER. If the OWNER gives authorization before signing a Purchase Order, the CONTRACTOR shall be paid as if the services had been performed after both parties signed the Purchase Order. Purchase orders will only be valid if signed by the OWNER's authorized representative.
- 3.3. **Force Majeure.** If a force, event, or circumstance beyond CONTRACTOR's or the OWNER'S control interrupts or delays CONTRACTOR's performance, the time of performance shall be equitably adjusted.
- 3.4. **Term.** This Agreement shall be in effect for three (3) years with two (2) additional, two (2) year extensions available upon mutual consent of the parties.

### 4. COMPENSATION

- 4.1. On an as-needed basis, the OWNER will issue Purchase Orders to the CONTRACTOR describing the service required under this Agreement, containing a mutually agreed upon "Not to Exceed" cost, with all required service being directly related to those services originally sought by the OWNER. In response, CONTRACTOR will prepare a scope of service and cost estimate based on the Fee Schedule attached as Schedule B, which shall become part of the Purchase Order upon execution by both parties.



- 4.2. **CONTRACTOR Services.** Based upon the Scope of Services provided for in each Purchase Order issued pursuant to the Agreement and Fee Schedule (Bid Proposal Form RFP# 2023-04 Underground Facilities Line Locating Services), the OWNER shall pay CONTRACTOR the amount stated in invoices issued for and in accordance with each Purchase Order for actual service performed during the period covered by the invoice, subject to the funding limits established in each Purchase order. Invoices are payable by the OWNER within 30 days after receipt of the approved invoice.

## 5. GENERAL CONSIDERATIONS

- 5.1. **Changes.** By written and/or electronic notice at any time, the OWNER may change services required by a Purchase Order, provided such changes are within the general scope of the services contemplated by this Agreement, subject to validation under any applicable cost or price analysis required by federal, state, or local law. In such an event, an equitable adjustment both in the compensation for and time of performance of the adjusted Purchase Order shall be made in writing prior to CONTRACTOR performing the changed services. Such changes can only be required by the OWNER's authorized representative.
- 5.2. **Access to Records.** The following access to records requirements apply to CONTRACTOR, which includes its successors, transferees, assignees, and subcontractors: (a) CONTRACTOR agrees to provide the OWNER, the State of Florida, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions; (b) CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for service being completed under this Agreement.
- 5.3. **Confidentiality and Proprietary Information.** CONTRACTOR will shall not disclose all information designated by the OWNER as confidential under Florida Public Records law (Confidential Information). CONTRACTOR will not reveal Confidential Information to a third party unless: (a) such disclosure of information deemed Confidential is permitted by law (b) the OWNER consents in writing; (c) applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure;. All drawings, specifications, technical information, and other information furnished to the OWNER by CONTRACTOR or developed by CONTRACTOR in connection with the service are, and will remain, the property of the OWNER.
- 5.4. **Disputes.** If a dispute or complaint (collectively referred to as a "Dispute") arises concerning this Agreement, the OWNER and CONTRACTOR will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.
- 5.5. **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.



- 5.6. **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement. Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.
- 5.7. **Remedies.** Nothing in this Agreement otherwise prevents the OWNER from utilizing any available remedies, administrative, contractual, or legal, where CONTRACTOR has been found to have violated or breached the terms of this Agreement.
- 5.8. **Insurance.** CONTRACTOR will maintain **insurance** against the following risks during the term of the Agreement: (a) workers compensation in statutory amounts and employer's liability for CONTRACTOR's employees' project-related injuries or disease; (b) general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from CONTRACTOR's performance under this Agreement; and (c) professional liability in the amount of \$1,000,000 for legal obligations arising out of CONTRACTOR's failure to meet the Standard of Care.
- 5.8.1. Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of service under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:
- 5.8.1.1. Any Auto (Symbol 1) Combined Single Limit (Each Accident) - \$1,000,000
  - 5.8.1.2. Hired Autos (Symbol 8) Combined Single Limit (Each Accident) - \$1,000,000
  - 5.8.1.3. Non-Owned Autos (Symbol 9) Combined Single Limit (Each Accident) - \$1,000,000
- 5.8.2. Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:
- 5.8.2.1. Each Occurrence Limit - \$1,000,000
  - 5.8.2.2. Personal & Advertising Injury Limit - \$1,000,000
  - 5.8.2.3. General Aggregate Limit - \$2,000,000
  - 5.8.2.4. Products & Completed Operations Aggregate Limit - \$2,000,000



- 5.8.3. Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the Scope of Service associated with this Agreement. In the event any service is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and its subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:
- 5.8.3.1. Workers' Compensation: Coverage A – Statutory
  - 5.8.3.2. Employers Liability: Coverage B \$1,000,000 – Each Accident
    - 5.8.3.2.1. \$1,000,000 Disease – Policy Limit
    - 5.8.3.2.2. \$1,000,000 Disease – Each Employee
- If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.
- 5.8.4. Umbrella/Excess Liability Insurance in the amount of \$2,000,000, as determined appropriate by the DISTRICT depending on the type of job and exposures contemplated. Coverage must follow the form of General Liability, Auto Liability and Employer's Liability. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to the Agreement. The Coral Springs Improvement District must be shown as an additional insured with respect to this coverage. The DISTRICT'S additional insured status shall extend to any coverage beyond the minimum limits of liability found herein. The Coral Springs Improvement District shall be named as an Additional Insured on each of the General Liability policies required herein.
- 5.8.5. Professional Risk coverage:
- 5.8.5.1. General Aggregate Limit/Each Occurrence Limit - \$1,000,000
- 5.8.6. Pollution Risk coverage:
- 5.8.6.1. General Aggregate Limit/Each Occurrence Limit - \$1,000,000
- 5.8.7. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- 5.8.8. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required of any subcontractor in the same limits and with all requirements as provided herein, including naming the DISTRICT as an additional insured, in any service that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to DISTRICT. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement
- 5.8.9. The DISTRICT reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of service being performed under this Agreement.
- 5.8.10. The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.





## 5.9. Indemnification

- 5.9.1. To the fullest extent permitted by laws and regulations, Contractor shall indemnify, defend, save and hold harmless the OWNER, its officers, agents and employees, from or on account of all claims, damages, losses, liabilities and expenses, arising out of the operations of the Contractor or his Subcontractors, agents, officers, employees or independent contractors pursuant to the contract caused by or arising out of (a) any negligent act, or willful omission or default of the Contractor and/or his subcontractors, agents, servants, or employees in the provision of the goods and/or services under the contract to include any bodily injuries, sickness, disease, death or destruction of real or tangible property; (b) the use of any improper materials in any goods or services provided pursuant to the contract; (c) a defective condition in any goods provided pursuant to the contract; (d) the violation of any federal, state, county, or municipal laws, ordinances or regulations by Contractor, his subcontractors, agents, servants, independent contractors or employees in the provision of the goods or services under the contract; or (e) the breach by Contractor of any term of the Contract including the breach of any warranty or guarantee.
- 5.9.2. Contractor agrees to indemnify, defend, save and hold harmless the OWNER, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.
- 5.9.3. Contractor shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.
- 5.9.4. OWNER reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Contractor under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive OWNER's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

## 5.10. Intentionally Omitted.

5.11. **Assignment Rights.** OWNER may offer adoption of this agreement in whole to other local governing agencies with the express written approval of the CONTRACTOR. The OWNER makes no guarantee of assignment, and the CONTRACTOR maintains the right to refuse services to other local governing agencies.

5.12. **Interpretation.** This Agreement shall be interpreted in accordance with the laws of the State of Florida.



- 5.13. **Successors.** This Agreement is binding on the successors and assignees of the OWNER and CONTRACTOR. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the OWNER.
- 5.14. **Independent Contractor.** CONTRACTOR represents that it is an independent contractor and is not an employee of the OWNER.
- 5.15. **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.
- 5.16. **Entire Agreement.** This Agreement encompasses all procurement and contract documents to include the RFP and addenda, CONTRACTOR Proposal, Contract, Schedules, Attachments, and Purchase Orders executed pursuant to this Agreement. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any modifications to this Agreement shall be in writing and signed by the OWNER and CONTRACTOR. In the event of inconsistency between the contract documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:
- 5.16.1. Terms and conditions as contained in this Agreement.
  - 5.16.2. Terms and conditions contained in RFP# 2023-04 Underground Facilities Line Locating Services, and any addenda thereto.
  - 5.16.3. Contractor's response to RFP # 2023-04 and any subsequent information submitted by Contractor during the procurement process
  - 5.16.4. Purchase orders issued under this agreement.
- 5.17. **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.
- 5.18. **Termination.** Upon seven (7) calendar day's written notice delivered by certified mail, return receipt requested, to the Successful Bidder, the DISTRICT may without cause and without prejudice to any other right or remedy; terminate the agreement for the DISTRICT'S convenience whenever the DISTRICT determines that such termination is in the best interest of the DISTRICT. Where the agreement is terminated for the convenience of the DISTRICT the notice of termination to the Successful Bidder must state that the contract is being terminated for the convenience of the DISTRICT under the termination clause and the extent of termination. Upon receipt of the notice of termination for convenience, the Successful Bidder shall promptly discontinue all service at the time and extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the Contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the service.



5.19. **Effective Date.** This Agreement is effective on the date it has been executed by both Parties.

## 6. SPECIAL PROVISIONS, EXHIBITS, and SCHEDULES.

6.1. **Duties and Responsibilities of CONTRACTOR.** CONTRACTOR or its representatives may be on site during various stages of the service to observe the progress and quality of the service and to determine, in general, if the service is proceeding in accordance with the intent of the Agreement. Visits and observations made by CONTRACTOR will not relieve other contractors of their obligation to conduct comprehensive inspections of the service, to furnish materials, to perform acceptable service, and to provide adequate safety precautions.

6.2. **Limitations of CONTRACTOR's Responsibilities.** CONTRACTOR will not be responsible for other contractors' means, methods, techniques, sequences or procedures of the service, or the safety precautions, including compliance with the program's incident thereto. CONTRACTOR will not be responsible for contractors' or their subcontractor's failure to perform the service in accordance with their contract with the OWNER or any other agreement. CONTRACTOR will not be responsible for the acts or omissions of contractors, their subcontractors or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the service.

6.3. **Schedules.** The following **Schedules** are attached to and made a part of this Agreement:

6.3.1. **Schedule A:** *Request for Proposals*

6.3.2. **Schedule B:** *Contractor Proposal*

6.3.3. **Schedule C:** *Scope of Services*

## 7.

7.1. **E-Verify:** CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below

### 7.1.1. **Definitions for this Section:**

7.1.1.1. **“Contractor”** means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

7.1.1.2. **“Subcontractor”** means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.



- 7.1.1.3. **“E-Verify system”** means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.
- 7.1.2. **Registration Requirement; Termination:** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors shall register with and use the E-Verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:
- 7.1.2.1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- 7.1.2.2. All persons (including sub vendors/ subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the Contract with the Coral Springs Improvement District. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the Contract is a condition of the contract with the Coral Springs Improvement District; and
- 7.1.3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., “Employment Eligibility,” as amended from time to time. This includes but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of Contract and may not be considered as such. If this Contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.



- 7.2. **Scrutinized Companies:** By execution of this Agreement, CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:
- 7.2.1. Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or
  - 7.2.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company:
    - 7.2.2.1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or
    - 7.2.2.2. Is engaged in business operations in Syria.
- 7.3. **Execution Authority.** This Agreement is a valid and authorized undertaking of the OWNER and CONTRACTOR. The representatives of the OWNER and CONTRACTOR who have signed below have been authorized to do so.
- 7.4. **Public Records.** The Parties are public agencies subject to Chapter 119, Fla. Stat. The Parties shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, the Parties agrees to:
- 7.4.1. Keep and maintain all records that ordinarily and necessarily would be required by the Parties.
  - 7.4.2. Provide the public with access to public records on the same terms and conditions that the Parties would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.
  - 7.4.3. that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.



- 7.4.4. all requirements for retaining public records and transfer, at no cost, to the Parties all records in possession of the Parties at the termination of this Agreement and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Parties in a format that is compatible with the information technology systems of the Parties. All records shall be transferred to the Parties prior to final payment being made to the Parties.
- 7.4.5. If either Party does not comply with this section, the non-breaching Party shall enforce the Agreement provisions in accordance with this Agreement and may unilaterally cancel this Agreement in accordance with state law.

**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**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

**UNIVERSAL ENGINEERING SCIENCES**

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

By: 

Title: \_\_\_\_\_

Title: President

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

Date: 8/9/23

## **TENTH ORDER OF BUSINESS**



## Professional Services Agreement

This Professional Services Agreement (Agreement) is entered into this 21 day of August, 2023 [YEAR] between CORAL SPRINGS IMPROVEMENT DISTRICT (OWNER), having its principal office at 10300 NW 11<sup>th</sup> Manor Coral Springs, FL 33071 and OFFICESTREAM, INCORPORATED (CONTRACTOR), a company licensed to conduct business in the State of South Carolina, having its principal place of business at 104 Horsepen Way Simpsonville, SC 29681.

WHEREAS, the OWNER intends to engage the CONTRACTOR to provide professional services related to IBM Server Upgrade and Installation completed on or before November 30, 2023.

In consideration of the mutual promises herein, CONTRACTOR and the OWNER agree that the terms and conditions of this Agreement are as follows:

### BASIC SERVICES

- 1.1. **Scope.** CONTRACTOR shall provide the Services as described Schedule C and in individual Purchase Orders authorized in writing by the OWNER. CONTRACTOR's obligations under this Agreement are solely for the benefit of the OWNER and no other party is intended to benefit or have rights hereunder.
- 1.2. **Standard of Care.** CONTRACTOR shall perform the services under this Agreement in a manner consistent with the highest standard of care, diligence, and skill exercised by nationally recognized firms for similar services. These services will be provided by CONTRACTOR's professionals and individuals skilled in other technical disciplines, as appropriate.
- 1.3. **Instruments of Service.** CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.4. **End-Users Software License.** RESERVED
- 1.5. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.6. **Subcontractors.** Any subcontractors and outside associates of CONTRACTOR to be engaged by CONTRACTOR under this Agreement are limited to those identified in executed Purchase Orders or as the OWNER specifically approves during the performance of a Purchase Order.

### THE OWNER's RESPONSIBILITIES

Unless stated otherwise in Section 7 or in individual Purchase Orders, the OWNER shall do the following in a timely manner:





- 1.7. **The OWNER's Representative.** The OWNER will designate a representative having authority to give instructions, receive information, define the OWNER's policies, and make decisions with respect to individual Purchase Orders.
- 1.8. **Project Criteria.** Provide criteria and information as to the OWNER's requirements for a Purchase Order, including design objectives and constraints, space, capacity, scope of service, task assignments, and performance requirements, and any budgetary limitations to the extent known to the OWNER.
- 1.9. **Data.** Provide all available information, including previous reports and any other data in the possession of the OWNER relevant to a Purchase Order.
- 1.10. **Access.** Arrange for CONTRACTOR to enter upon public property as mandated by the OWNER.
- 1.11. **Review.** Respond to CONTRACTOR's request for decisions or determinations.
- 1.12. **Meetings.** Hold or arrange meetings required to assist in the service required by a Purchase Order.
- 1.13. **Project Developments.** Give prompt written notice to CONTRACTOR whenever the OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONTRACTOR's services.

## 2. PERIODS OF SERVICE

- 2.1. **Time of Performance.** Sections 3 and 4 anticipate the orderly and continuous progress of Purchase Orders through completion of each Purchase Order's scope of service.
- 2.2. **Start of Performance.** CONTRACTOR will start the Services described in each Purchase Order upon authorization by the OWNER. If the OWNER gives authorization before signing a Purchase Order, the CONTRACTOR shall be paid as if the services had been performed after both parties signed the Purchase Order. Purchase orders will only be valid if signed by the OWNER's authorized representative.
- 2.3. **Force Majeure.** If a force, event, or circumstance beyond CONTRACTOR's or the OWNER'S control interrupts or delays CONTRACTOR's performance, the time of performance shall be equitably adjusted.
- 2.4. **Term.** This Agreement shall be in effect until November 30, 2023, unless extending in writing, upon mutual consent of the parties.

## 3. COMPENSATION

- 3.1. On an as-needed basis, the OWNER will issue Purchase Orders to the CONTRACTOR describing the service required under this Agreement, containing a mutually agreed upon "Not to Exceed" cost, with all required service being directly related to those services originally sought by the OWNER. In response, CONTRACTOR will prepare a scope of service and cost estimate based on the Fee Schedule attached as Schedule B, which shall become part of the Purchase Order upon execution by both parties.



3.2. **CONTRACTOR Services.** Based upon the Scope of Services provided for in each Purchase Order issued pursuant to the Agreement and Fee Schedule (Proposal Price Form RFP# 2023-05 IBM Server Upgrade and Installation), the OWNER shall pay CONTRACTOR an amount not to exceed the amount stated in the Fee Schedule in Exhibit B. and as stated in invoices issued for and in accordance with each Purchase Order for actual service performed during the period covered by the invoice, subject to the funding limits established in each Purchase order. Invoices are payable by the OWNER within 30 days after receipt of the approved invoice.

#### 4. **GENERAL CONSIDERATIONS**

4.1. **Changes.** By written and/or electronic notice at any time, the OWNER may change services required by a Purchase Order, provided such changes are within the general scope of the services contemplated by this Agreement, subject to validation under any applicable cost or price analysis required by federal, state, or local law. In such an event, an equitable adjustment both in the compensation for and time of performance of the adjusted Purchase Order shall be made in writing prior to CONTRACTOR performing the changed services. Such changes can only be required by the OWNER's authorized representative.

4.2. **Access to Records.** The following access to records requirements apply to CONTRACTOR, which includes its successors, transferees, assignees, and subcontractors: (a) CONTRACTOR agrees to provide the OWNER, the State of Florida, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions; (b) CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for service being completed under this Agreement.

4.3. **Confidentiality and Proprietary Information.** CONTRACTOR will hold secret and confidential all information designated by the OWNER as confidential under Florida Public Records law (Confidential Information). CONTRACTOR will not reveal Confidential Information to a third party unless: (a) such disclosure of information deemed Confidential is permitted by law (b) the OWNER consents in writing; (c) applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure;. All drawings, specifications, technical information, and other information furnished to the OWNER by CONTRACTOR or developed by CONTRACTOR in connection with the service are, and will remain, the property of the OWNER.

4.4. **Disputes.** If a dispute or complaint (collectively referred to as a "Dispute") arises concerning this Agreement, the OWNER and CONTRACTOR will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.

4.5. **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.



- 4.6. **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement. Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.
- 4.7. **Remedies.** Nothing in this Agreement otherwise prevents the OWNER from utilizing any available remedies, administrative, contractual, or legal, where CONTRACTOR has been found to have violated or breached the terms of this Agreement, subject to the Limitation of Liability provision below.
- 4.8. **Insurance.** CONTRACTOR will maintain **insurance** against the following risks during the term of the Agreement: (a) workers compensation in statutory amounts and employer's liability for CONTRACTOR's employees' project-related injuries or disease; (b) general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from CONTRACTOR's performance under this Agreement; and (c) professional liability in the amount of \$1,000,000 for legal obligations arising out of CONTRACTOR's failure to meet the Standard of Care.
- 4.8.1. Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of service under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:
- 4.8.1.1. Any Auto (Symbol 1) Combined Single Limit (Each Accident) - \$1,000,000
  - 4.8.1.2. Hired Autos (Symbol 8) Combined Single Limit (Each Accident) - \$1,000,000
  - 4.8.1.3. Non-Owned Autos (Symbol 9) Combined Single Limit (Each Accident) - \$1,000,000
- 4.8.2. Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:
- 4.8.2.1. Each Occurrence Limit - \$1,000,000
  - 4.8.2.2. Personal & Advertising Injury Limit - \$1,000,000
  - 4.8.2.3. General Aggregate Limit - \$2,000,000
  - 4.8.2.4. Products & Completed Operations Aggregate Limit - \$2,000,000
- 4.8.3. Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the Scope of Service associated with this Agreement. In the event any service is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage



for the CONTRACTOR and its subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

- 4.8.3.1. Workers' Compensation: Coverage A – Statutory
- 4.8.3.2. Employers Liability: Coverage B \$1,000,000 – Each Accident
  - 4.8.3.2.1. \$1,000,000 Disease – Policy Limit
  - 4.8.3.2.2. \$1,000,000 Disease – Each Employee
    - 4.8.3.2.2.1. If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.
- 4.8.4. Umbrella/Excess Liability Insurance in the amount of \$2,000,000, as determined appropriate by the DISTRICT depending on the type of job and exposures contemplated. Coverage must follow the form of General Liability, Auto Liability and Employer's Liability. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to the Agreement. The Coral Springs Improvement District must be shown as an additional insured with respect to this coverage. The DISTRICT'S additional insured status shall extend to any coverage beyond the minimum limits of liability found herein. The Coral Springs Improvement District shall be named as an Additional Insured on each of the General Liability policies required herein.
- 4.8.5. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- 4.8.6. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required of any subcontractor in the same limits and with all requirements as provided herein, including naming the DISTRICT as an additional insured, in any service that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to DISTRICT. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement
- 4.8.7. The DISTRICT reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of service being performed under this Agreement.
- 4.8.8. The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.

#### **4.9. Indemnification**

- 4.9.1. To the fullest extent permitted by laws and regulations, Contractor shall indemnify, defend, save and hold harmless the OWNER, its officers, agents and employees, from or on account of all claims, damages, losses, liabilities and expenses, arising out of the operations of the Contractor or his Subcontractors, agents, officers, employees or independent contractors pursuant to the contract caused by or arising out of (a) any negligent act, or willful omission or default of the Contractor and/or his subcontractors, agents, servants, or employees in the provision of the goods and/or services under the contract to include any bodily injuries, sickness, disease, death



or destruction of real or tangible property; (b) the use of any improper materials in any goods or services provided pursuant to the contract; (c) a defective condition in any goods provided pursuant to the contract; (d) the violation of any federal, state, county, or municipal laws, ordinances or regulations by Contractor, his subcontractors, agents, servants, independent contractors or employees in the provision of the goods or services under the contract; or (e) the breach by Contractor of any term of the Contract including the breach of any warranty or guarantee.

4.9.2. Contractor agrees to indemnify, defend, save and hold harmless the OWNER, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.

4.9.3. Contractor shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

4.9.4. OWNER reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Contractor under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive OWNER's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

4.10. **Assignment Rights.** OWNER may offer adoption of this agreement in whole to other local governing agencies with the express written approval of the CONTRACTOR. The OWNER makes no guarantee of assignment, and the CONTRACTOR maintains the right to refuse services to other local governing agencies.

4.11. **Interpretation.** This Agreement shall be interpreted in accordance with the laws of the State of Florida.

4.12. **Successors.** This Agreement is binding on the successors and assignees of the OWNER and CONTRACTOR. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the OWNER.

4.13. **Independent Contractor.** CONTRACTOR represents that it is an independent contractor and is not an employee of the OWNER.

4.14. **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.



- 4.15. **Entire Agreement.** This Agreement encompasses all procurement and contract documents to include the RFP and addenda, CONTRACTOR Proposal, Contract, Schedules, Attachments, and Purchase Orders executed pursuant to this Agreement. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any modifications to this Agreement shall be in writing and signed by the OWNER and CONTRACTOR. In the event of inconsistency between the contract documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:
- 4.15.1. Terms and conditions as contained in this Agreement.
  - 4.15.2. Terms and conditions contained in RFP# 2023-05 IBM Server Upgrade and Installation, and any addenda thereto.
  - 4.15.3. Contractor's response to RFP# 2023-05 and any subsequent information submitted by Contractor during the procurement process
  - 4.15.4. Purchase orders issued under this agreement.
- 4.16. **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.
- 4.17. **Termination for Convenience.** Upon seven (7) calendar day's written notice delivered by certified mail, return receipt requested, to the Successful Proposer, the DISTRICT may without cause and without prejudice to any other right or remedy; terminate the agreement for the DISTRICT'S convenience whenever the DISTRICT determines that such termination is in the best interest of the DISTRICT. Where the agreement is terminated for the convenience of the DISTRICT the notice of termination to the Successful Proposer must state that the contract is being terminated for the convenience of the DISTRICT under the termination clause and the extent of termination. Upon receipt of the notice of termination for convenience, the Successful Proposer shall promptly discontinue all service at the time and extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the Contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the service.
- 4.18. **Default.** In the event the Successful Bidder shall default in any of the terms, obligations, restrictions or conditions in the Contract Documents, the DISTRICT shall give the Successful Bidder written notice by registered, certified mail of the default and that such default shall be corrected or actions taken to correct such default shall be commenced within four (4) hours thereof. In the event the Successful Bidder has failed to correct the condition(s) of the default or the default is not remedied to the satisfaction and approval of the DISTRICT, the DISTRICT shall have all legal remedies available to it, including, but not limited to termination of the Contract in which case the Successful Bidder shall be liable for all procurement costs and any and all damages permitted by law arising from the default and breach of the Contract.



4.19. **Effective Date.** This Agreement is effective on the date it has been executed by both Parties.

5. **SPECIAL PROVISIONS, EXHIBITS, and SCHEDULES.**

5.1. **Duties and Responsibilities of CONTRACTOR.** CONTRACTOR or its representatives may be on site during various stages of the service to observe the progress and quality of the service and to determine, in general, if the service is proceeding in accordance with the intent of the Agreement. Visits and observations made by CONTRACTOR will not relieve other contractors of their obligation to conduct comprehensive inspections of the service, to furnish materials, to perform acceptable service, and to provide adequate safety precautions.

5.2. **Limitations of CONTRACTOR's Responsibilities.** CONTRACTOR will not be responsible for other contractors' means, methods, techniques, sequences or procedures of the service, or the safety precautions, including compliance with the program's incident thereto. CONTRACTOR will not be responsible for contractors' or their subcontractor's failure to perform the service in accordance with their contract with the OWNER or any other agreement. CONTRACTOR will not be responsible for the acts or omissions of contractors, their subcontractors or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the service.

5.3. **Schedules.** The following **Schedules** are attached to and made a part of this Agreement:

5.3.1. **Schedule A:** *Request for Proposals*

5.3.2. **Schedule B:** *Contractor Proposal*

5.3.3. **Schedule C:** *Scope of Services*

6.

6.1. **E-Verify:** CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below

6.1.1. **Definitions for this Section:**

6.1.1.1. **“Contractor”** means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

6.1.1.2. **“Subcontractor”** means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

6.1.1.3. **“E-Verify system”** means an Internet-based system operated by the United States Department of Homeland Security that allows participating



employers to electronically verify the employment eligibility of newly hired employees.

6.1.2. **Registration Requirement; Termination:** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors shall register with and use the E-Verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

6.1.2.1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

6.1.2.2. All persons (including sub vendors/ subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the Contract with the Coral Springs Improvement District. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the contract with the Coral Springs Improvement District; and

6.1.3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of Contract and may not be considered as such. If this Contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

6.2. **Scrutinized Companies:** By execution of this Agreement, CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:





6.2.1. Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

6.2.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company:

6.2.2.1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

6.2.2.2. Is engaged in business operations in Syria.

6.3. **Execution Authority.** This Agreement is a valid and authorized undertaking of the OWNER and CONTRACTOR. The representatives of the OWNER and CONTRACTOR who have signed below have been authorized to do so.

6.4. **Public Records.** The Parties are public agencies subject to Chapter 119, Fla. Stat. The Parties shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, the Parties agrees to:

6.4.1. Keep and maintain all records that ordinarily and necessarily would be required by the Parties.

6.4.2. Provide the public with access to public records on the same terms and conditions that the Parties would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.

6.4.3. that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.

6.4.4. all requirements for retaining public records and transfer, at no cost, to the Parties all records in possession of the Parties at the termination of this Agreement and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Parties in a format that is compatible with the information technology systems of the Parties. All records shall be transferred to the Parties prior to final payment being made to the Parties.

6.4.5. If either Party does not comply with this section, the non-breaching Party shall enforce the Agreement provisions in accordance with this Agreement and may unilaterally cancel this Agreement in accordance with state law.



**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**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

**CORAL SPRINGS IMPROVEMENT DISTRICT**

**OFFICESTREAM, INCORPORATED**

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

By: Jonathan R. Aiello

Title: \_\_\_\_\_

Title: President

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

Date: 8/9/2023



## Schedule B

# Contractor Proposal

Friday, August 4, 2023  
2:00pm



**SIGN-IN SHEET FOR BID OPENING**  
**UNDERGROUND FACILITIES LINE LOCATING SERVICES / IBM SERVER UPGRADE AND INSTALLATION**  
**REQUEST FOR PROPOSALS (RFP) # 2023-04 / 2023-05**

Name	City/Company	Phone#	Email	Signature
Danielle Keira-Cancel	CSID	954-796-6620	daniellec@csidfl.org	<i>[Signature]</i>
Shawn Frankenhauser	CSID	954-796-6669	shawnf@csidfl.org	
Joe Stephens	CSID	954-796-6667	joes@csidfl.org	<i>[Signature]</i>
Curt Dwiggin	CSID	954-796-6608	curtd@csidfl.org	<i>[Signature]</i>
<i>Nouchelle Hastings</i>	<i>VES</i>	<i>305-785-6906</i>	<i>nhastings@teamves.com</i>	<i>[Signature]</i>
<i>DAVID McINTOSH</i>	<i>CSID</i>			<i>[Signature]</i>
<i>Oswany Lariabal</i>	<i>CSID</i>	<i>9/796-06613</i>	<i>mann1@csidfl.org</i>	<i>[Signature]</i>

## Executive Summary

OfficeStream, Incorporated is a company that provides Information Technology Solutions as well as Software management to small and medium businesses. We have been servicing our clients for the past eleven years from our office in Greenville, South Carolina. OfficeStream has partnered with multiple companies such as IBM, Xerox, GoDaddy, HP and Microsoft to provide as many options for our customers as possible.

While we provide a full range of IT solutions, we specialize in Utility Billing Software that runs on an IBM Power server as well as IBM Power server management and installation. OfficeStream has been providing these services to Coral Springs Improvement District as well as our other Utility Billing clients since it was founded in June 2012.

Jonathan Neideigh is the President, primary point of contact, and authorized signatory for OfficeStream, Inc.

Installing a new server at CSID will encompass a planning period and an installation configuration. During the planning period OfficeStream will gather data from and clean up the current server in preparation for migration, and order materials needed to complete the installation of the new server.

On-site services will preferably start at the end of business on a Friday to not impact the normal business operations of the Coral Springs Improvement District. A complete backup of the current server will be made at the initiation of the installation. Setup of the new server will commence as the backup is running on the current server. Once the backup has completed steps will be taken to restore the current data from the current machine to the new server. Once the data has been restored, updates will be installed in the new server. A final full backup will be performed at the end of the installation. At this time the system will be made available to Coral Springs Improvement District for verification of functionality.

### Bid Summary:

Hardware :	\$39,358.71
Software :	\$14,545.00
Labor :	<u>\$6,000.00</u>
Total Project :	\$59,903.71

## **Eleventh Order of Business**



# LMK PIPE RENEWAL

July 18<sup>th</sup>, 2023

Coral Springs Improvement District  
 Attn: Curt Dwiggin  
 10300 NW 11th Manor  
 Coral Springs, FL 33071  
 Re: CSID LS 9

Dear Mr. Dwiggin,

All elements of the repair work on lift station 9 have been completed. No additional invoices will be submitted for this project. Can you please close out the purchase order?

Please find the following cost summary:

## LMK Lift Station 9 Lining Project

invoice date	invoice number	amount
2/7/2023	22-049.01	\$280,175.24
3/6/2023	22-049.02	\$301,305.00
4/3/2023	22-049.03	\$114,101.55
5/4/2023	22-049.04	\$466.88
6/28/2023	22-049.05	\$122,742.15
	Total	\$818,790.82
	Project Est.	\$887,268.70
	Return Balance	\$68,477.88

Thank you,

*Shelly Flanery*

Shelly Flanery  
 Vice president  
 LMK Pipe Renewal

# **Twelfth Order of Business**



**RESOLUTION 2023-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT UPDATING RESOLUTIN 2015-13 AND PROVIDING FOR THE PROVISION OF CERTAIN INSURANCE BENEFITS TO BOARD MEMBERS, THE SPOUSES AND DEPENDENTS OF BOARD MEMBERS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Coral Springs Improvement District (the “District”) is a special purpose, local government created pursuant to Chapter 298, Florida Statutes, and special act of the Legislature; and

WHEREAS, the District is governed by a Board of Supervisors; and

WHEREAS, the Members of the Board of Supervisors (“Board Members”) are officers of the District; and

WHEREAS, § 112.08, *Florida Statutes*, provides that special districts are authorized to provide and pay out of available funds for all or part of the premium for health and other types of insurance for officers and employees of the special district, the spouses of such officers and employees, and their dependents; and

WHEREAS, the District provides certain insurance benefits to the employees of the District, Board members and their spouses but has not historically provided insurance benefits to Board Members’ dependents; and

WHEREAS, Resolution 2015-13 was adopted, providing for the provision of certain insurance benefits to Board members and their spouses; and

WHEREAS, the District desires to provide certain insurance benefits to the Board Members, their spouses and dependents;

NOW THEREFORE, be it resolved by the Board of Supervisors of the District that the following policies regarding the extension of certain insurance coverages to Board Members are hereby adopted:

**Section 1. Incorporation.** The recitals set forth above are hereby incorporated herein as if fully set forth.

**Section 2. Extension of Benefits.** The District hereby extends health insurance, dental insurance, and eyesight insurance (hereinafter collectively referred to as “Health Insurance Benefits”) to Board Members, spouses of Board Members and dependents of Board Members under the same terms and conditions as such benefits may be extended to other District employees.

**Section 3. Limitations.** This Resolution does not authorize the extension of any other type of insurance or benefits to Board Members, the spouses of Board Members or dependents of Board Members except the Health Insurance Benefits expressly enumerated herein. Unless otherwise expressly authorized, Board Members, their spouses and dependents are not eligible to receive other types of insurance benefits otherwise provided by the District to its employees, including, but not limited to, workers compensation, short term disability insurance, long term disability insurance, life insurance, retirement benefits or other benefits not specifically and expressly authorized by this Resolution.

**Section 4. Coverage Dates.** Health Insurance Benefits extended to a Board Member, their spouses and/or the dependents of a Board Member under this Resolution shall commence within 30 days of the Board Member’s assumption of the office and shall terminate within 30 days of Board Member’s vacation of office. Upon adoption of this Resolution, the District shall extend Health Insurance Benefits to current Board Members, their spouses and dependents who desire to receive the Health Insurance Benefits within 30 days.

**Section 4. Not Mandatory.** Notwithstanding any other provision of this Resolution, Board Members are not required to accept any Health Insurance Benefits offered under the terms of this Resolution.

**Section 5. Severability.** In the event any section, paragraph, sub-paragraph, sentence, clause, phrase or word of this Resolution shall be declared invalid, illegal or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions hereof.

**Section 6. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of Supervisors of the Coral Springs Improvement District this 21<sup>st</sup> day of August, 2023.

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Kenneth Cassel  
Assistant Secretary

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Curt Tiefenbrun  
President

# **Thirteenth Order of Business**

**RESOLUTION 2023-12**

**WHEREAS**, Section 51(1) of Chapter 2004-469, Laws of Florida authorizes the Board of Supervisors of the Coral Springs Improvement District to charge reasonable penalties against any user or property for water or sewer service charges that are delinquent; and,

**WHEREAS**, Section 52 of Chapter 2004-469, Laws of Florida authorizes the Board of Supervisors of the Coral Springs Improvement District to recover delinquent water or sewer fees or charges as well as attorney's fees and costs, in circuit court whenever such fees or charges have been in default for thirty (30) days or longer; and,

**WHEREAS**, the Board of Supervisors previously adopted Resolution 2018-4, setting a policy for delinquent accounts.

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

1. Water or sewer service fees or charges to customers of the Coral Springs Improvement District that have not been paid within thirty (30) days of their due date shall be deemed delinquent and each subsequent monthly bill shall include an additional delinquency fee of \$25.00 for each month the account is delinquent until the account is brought current.
2. In the event the delinquent account is not brought current within ninety (90) days of the first delinquency charge, the Board of Supervisors may direct District Counsel to proceed to circuit court to recover all fees or charges as well as reasonable attorney's fees and costs.

**PASSED AND ADOPTED** by the Board of Supervisors of the Coral Springs Improvement District this 21<sup>st</sup> day of August, 2023.

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Kenneth G. Cassel, Assistant Secretary

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Curt Tiefenbrun, President

# **Fourteenth Order of Business**



**ACF Standby Systems**  
Power Generation



ACF Standby Systems, LLC agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in Bid No. 2022AA with Columbia County, Florida. ACF Standby Systems, LLC agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further ACF Standby Systems, LLC 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**

ACF Standby Systems, LLC Representative

CSID Representative

Title: AFTERMARKET SALES MANAGER

Title: \_\_\_\_\_

Name: (Print) NICK DROSSOS

Name: (Print) \_\_\_\_\_

[Signature]  
Signature

8/1/2023  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ACF Standby Systems, LLC - Corporate Office**  
 9311 Solar Drive, Tampa, FL 33619

PM Agreement # PM230709-001a-AM

<b>Name:</b> Coral Springs Improvement District	<b>Billing Address:</b> 10300 NW 11th Manor, Coral Springs, FL 33071
<b>Attn:</b> Mike Percia	

Equipment	Model #	Serial #	KW	Voltage	Site
CAT	SR4B-GD	G5Y00375	1500	480	RO GENSET
CAT	C7.1	88107907	PUMP	PUMP	HSP #7
CAT	SR4	AFK00395	750	480	SO Blower
CAT	SR4B-GD	G55500097	1000	480	NO Blower
CAT	C18/500	G6B27583	500	480	Deep Well Pump Station
Cummins	DGCA-5006909	L010315927	50	240	Portable
Generac	5482510100	2084247	50	240	Portable
Generac	5482510100	2084246	50	240	Portable
Generac	MDG75	3013395208	60	MULTI	Portable
Magna Plus	MMG55	68154	60	MULTI	Portable
Magna Plus	MMG55	68155	60	MULTI	Portable
Magna Plus	MMG55	68156	60	MULTI	Portable
Magna Plus	MMG55	68157	60	MULTI	Portable
Magna Plus	MMG55	68158	60	MULTI	Portable
Doosan	G70WDO-3A-T4F	500691UAAFH41	70	MULTI	Portable
Doosan	G70WDO-3A-T4F	500690UAAFH41	70	MULTI	Portable
Doosan	G70WDO-3A-T4F	496599UJADG14	70	MULTI	Portable
Doosan	G70WDO-3A-T4F	496600UJADG14	70	MULTI	Portable

Signing a premium service agreement with ACF Standby Systems ensures your generator will operate at peak performance. Services include **Level 1 (Minor) Inspections** and **Level 2 (Major) Inspections** conducted by one of our EGSA Certified Technicians.

A **Level 1 (Minor) Inspection** is a complete inspection of the Generator and Transfer Switch.

Testing of the transfer switch includes checking the voltage sensors, frequency and hertz. Inspection of the coolant, fuel, exhaust, lube oil and starting systems; air induction, engine monitors and safety controls will also be conducted during this inspection.

A **Level 2 (Major) Inspection** includes all checks and testing included in a **Level 1 (Minor) Inspection**.

In addition a full drainage, removal and environmentally sensitive disposal of used oil and filters will be performed. Generator will be refilled with premium grade oil. New oil filters and fuel filters will be installed.

*\*Battery replacement is recommended every 2 years and is an additional cost*

*\*Coolant, belts, hoses, air filter replacement/adding are all additional charges and quoted separately*

*\*Diesel Fuel & Tank Lab Testing and/or Cleaning Recommended Annually*

*Pricing below includes onsite labor, travel, mileage fee, oil, oil filter, fuel filter (where applicable) and disposal fees related to this service agreement. Applicable taxes are not included.*

**Please initial the service plan of your choice:**

3-Year Premium Maintenance Plan - Monthly		
Level 1 (Minor) Inspection – Eleven Per Year	\$ 39,402	
Level 2 (Major) Inspection – One Per Year	\$ 12,606	
<b>TOTAL ONE YEAR PRICING</b>	<b>\$ 52,008</b>	<u>Initial</u>

3-Year Standard Maintenance Plan - Quarterly		
Level 1 (Minor) Inspection – Three Per Year	\$ 10,746	
Level 2 (Major) Inspection – One Per Year	\$ 12,606	
<b>TOTAL ONE YEAR PRICING</b>	<b>\$ 23,352</b>	<u>Initial</u>

3-Year Basic Maintenance Plan - Semi Annually		
Level 1 (Minor) Inspection – One Per Year	\$ 3,582	
Level 2 (Major) Inspection – One Per Year	\$ 12,606	

TOTAL ONE YEAR PRICING \$ 16,188 Initial

**Additional Services (Please check and initial all that apply):**

2 Hour Load Bank Test – Performed during one of the scheduled inspections	\$ -	Initial
<b>4 Hour Load Bank Test – Performed during one of the scheduled inspections</b>	<b>\$ 6,992.00</b>	<b>Initial</b>
<b>Basic Fuel Testing – Sample taken for lab test and report (\$295/each test)</b>	<b>\$ 1,180.00</b>	<b>Initial</b>
ACHA Advanced Fuel Testing – Sample taken for lab test and report	\$ -	Initial
<b>Rupture Basin and Overfill - Test and Reporting (\$150/each test / each tank)</b>	<b>\$ 1,200.00</b>	<b>Initial</b>
Remote Monitoring - Web based monitoring (Initial Equipment, Installed, Programmed & 1st Year of Monitoring)	\$ -	Initial

**ACF Agreement Holders Receive:**

Priority Response in times of Emergency

EGSA and Factory Trained Technicians

Peace of Mind that equipment has been professionally serviced

Labor/Travel: \$ 135.00 per hour \$ 202.50 After Hours \$ 270.00 Sundays & Holidays

Mileage \$2.25/mile portal to portal

\*Please indicate next to the month(s) that you would like your major & minor services performed. This information will be utilized when scheduling your services but does not guarantee your service will be performed in that month. ACF Service will contact you to confirm the specific dates.

*Jan	*Apr	*Jul	*Oct
*Feb	*May	*Aug	*Nov
*Mar	*Jun	*Sep	*Dec

\*If a Load Bank is part of your service plan, please indicate the month it was last performed. Load Banking must be performed in combination with the scheduled maintenance services (Minor/Major Inspection). If not scheduled with a Planned Maintenance Service, additional trip charges will apply.

**Account Information:**

Billing Address: 10300 NW 11th Manor, Coral Springs, FL 33071

Billing Contact: Mike Percia

Email: mikep@csidfl.org

Phone: 954-868-3605

Site Address: 10300 NW 11th Manor Coral Springs FL 33071

Site Contact: Mike Percia

Email: mikep@csidfl.org

Phone: 954-868-3605

*\*This agreement is effective as of the date Agreement is accepted and signed by ACF Standby Systems and Owner (or authorized representative). Either party can terminate this agreement with a 30-day written notice to the other party. Please note Generac warranty does not cover rentals or after-hours calls including weekends. ACF Terms and Conditions apply and can be found at www.acfpower.com.*

Owner/Authorized Representative

ACF Standby Systems Representative



Authorized Signature/Date

Authorized Signature/Date

## GENERATOR PLANNED MAINTENANCE INSPECTION SERVICES TO BE PERFORMED:

### LEVEL 1 MINOR INSPECTION – TO BE PERFORMED MONTHLY / QUARTERLY

#### ENGINE ELECTRICAL (STARTING SYSTEM)

- Batteries – Check battery water level, age, specific gravity & perform load test. Clean batteries externally including cables & posts.
- Alternator – Visually inspect alternator & alternator belt. Measure & record alternator DC voltage output.
- Glow Plugs (where applicable) – Check for proper operation.
- Battery Charger – Visually inspect, measure & record DC voltage output.
- Starting Motor – Visually inspect, test for proper operation (Performed during engine start).
- Spark Plugs (where applicable) – Check spark plugs & spark plug wires condition & annotate recommendations for repair or replacement.
- Distributor Cap – (where applicable) – Inspect. Annotate recommendations for repair or replacement.

#### GENERATOR

- Windings – Visually inspect windings.
- Bearings – Inspect for proper lubrication.
- Brushes/Diodes – Visually inspect for wear.
- Leads/Connections – Visually inspect for wear.
- Circuit Breaker – Test for proper operation.
- Mounts/Bolts – Visually inspect for wear and/or damage.
- Noise – Annotate operational noise indicators of mechanical malfunctions.

#### SAFETY CONTROLS/CONTROL PANEL

- Voltage (where applicable) – Measure & record loaded & unloaded AC voltage.
- Frequency (where applicable) – Measure & record loaded & unloaded Hertz frequency.
- Amperage (where applicable) – Measure & record loaded amperage.
- Auto Start/Stop – Check for proper operation. If allowed, check for automatic start.
- Shutdowns – Visually inspect for wiring deterioration. Verify proper operation of shutdowns.
- Pre-alarms – Verify proper annunciation of pre-alarms.
- Remote Annunciator (where applicable) – Inspect for proper operation.

#### INSTRUMENTATION

- Oil Pressure Gauge – Check for proper operation. Measure & record oil pressure PSI.
- Water Temperature Gauge – Check for proper operation. Measure & record water temperature in degrees Fahrenheit.
- Ammeter - Check for proper operation. Measure & record amperage in DC amps.
- AC Electric Meters - Check for proper operation. Measure & record readings.
- Control Panel Wiring – Visually inspect for signs of wear & correct observed loose connections.

#### AIR INDUCTION & EXHAUST

- Precleaner – Visually inspect condition & clean when necessary.
- Air Filter – Inspect & clean air filter. Recommend replacement when necessary. Note condition of filter housing.
- Intake – Visually inspect & note condition of intake piping & gaskets.
- Turbocharger – Visually inspect turbocharger for leaks, physical condition, & annotate auditory indicators of wear.
- Exhaust/Silencer – Visually inspect for leaks & proper operation including rain cap (where applicable) Annotate anomalies in exhaust smoke.

#### LUBRICATION SYSTEM

- Lubrication Oil – Check for proper oil level.
- Crankcase Breather – Clean breather (where applicable). Annotate condition & any excessive blow by.
- Governor – Check oil level.

- Tubes, Lines, Seals & Gaskets – Visually inspect for deterioration or indications of wear.

**COOLING SYSTEM**

- Radiator – Visually inspect radiator core condition, annotate indications of coolant leakage or core blockage. Check coolant level.
- Radiator Cap – Check for indications of wear.
- Coolant – Measure & record antifreeze freeze point & PH level.
- Hoses – Visually inspect hoses, clamps, gaskets & connections.
- Fan Assembly – Visually inspect fan, fan bearing, pulleys & belts for indications of wear. Measure belt tension for proper operation.
- Water Pump – Visually inspect for proper operation, leaks, or audible indications of wear.
- Jacket Water Heater – Inspect for proper operation, indication of wear on heater & associated hoses & clamps.
- Thermostat – Check for proper operation

**FUEL SYSTEM**

- Fuel Lines & Connections – Visually inspect for proper operation & indications of deterioration.
- Priming Pump (where applicable) – Verify proper operations & inspect for seal damage or deterioration.
- Fuel Filters – Visually inspect for damage, leaks, & proper operation.
- Governor & Controls – Inspect controls & linkage for proper operation.
- Carburetor/Mixer – Visually inspect & verify proper operation.
- Day Tank/Fuel Cell – Visually inspect for leaks & check for proper operation. Make note of water in fuel cell & level of fuel.

**ATS - Automatic Transfer Switch**

- Wiring & Contacts – Visually inspect.
- Connections Temp. – Check temperature of connections with infrared temperature gun.
- Contactor Operation – If allowed, perform simulated power failure to test operation of contactor.
- Timers & Controls – Observe all time delays during simulated test.

**LEVEL 2 MAJOR INSPECTION – TO BE PERFORMED ANNUALLY**

**INCLUDES ALL SERVICES IN LEVEL 1 INSPECTION - PLUS:**

- Fuel System – Fuel filter & fuel/water separator filter replacement. Check for proper seal & operation.
- Lubricating System – Replace oil filters. Inspect all gaskets & seals. Remove existing lubricating oil & dispose. Fill with fresh engine oil, Oil sampling analyzed by independent laboratory as an option.
- Generator – Lubricate bearings if applicable.

**Austin Merring**  
*EGSA & Master Certified*  
**Technical Service Consultant**  
**Mobile (813) 480-6724**  
[a.merring@acfpower.com](mailto:a.merring@acfpower.com)

**ACF Standby Systems, LLC**  
*Corporate Office*  
**9311 Solar Drive**  
**Tampa, FL 33625**

**Office (813) 621-9671**  
**Fax (813) 621-6980**

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

# **Fifteenth Order of Business**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**August 21, 2023**

**PROJECTS UNDER CONTRACT**

**WA#187 – 500KW Emergency Generator – Substantially Complete**

- Approved by Board – 5/17/21
- Generator delivered and installed – 3/07/23
- Delivered O&M Manual and Record Drawings – 8/08/23
- Working through error codes with manufacturer
- Final Completion – Anticipated by end of September 2023

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

- Approved by Board – 9/20/21
- Waiting on direction from CSID

**WA#207 – 2024 DIW Mechanical Integrity Testing – In Progress**

- Approved by Board – 2/27/23
- Conduct Mechanical Integrity Testing of DIW 1 & 2 – October 2023
- Prepare Testing Report – December 2023
- Substantial Completion – December 2023
- Final Completion – February 2024

**WA#213 – Digester 1 Diffuser Replacement – In Progress**

- Approved by Board – 4/17/23
- Assisting staff with developing cleaning and testing protocol for air lines
- Ordered new diffusers – anticipated delivery 9/22/23
- Substantial Completion – 9/22/23
- Final Completion – 9/29/23

**WA#214 – Blow-off Valve and Muffler Installation – In Progress**

- Approved by Board – 6/19/23
- Prepared purchase orders and subcontracts
- Installing tap and valve – week of 8/14/23
- Muffler delivery anticipated – October 2023
- Substantial Completion – November 2023

**WA#215 – Maintenance Building Insulation and Airflow Improvements – In Progress**

- Approved by Board – 7/18/23
- Prepared purchase orders and subcontracts
- Work anticipated to begin early September 2023
- Substantial Completion – November 2023

**Work Authorizations Under Development**

WA#177 – Portable Generator Storage Building

WA#216 – Electrical Surge System Improvements – On September agenda

# **Sixteenth Order of Business**

**16A**

*Proposed*

Notice of Meetings  
Coral Springs Improvement District

The Board of Supervisors of the Coral Springs Improvement District will hold their meetings for Fiscal Year 2024 in the District Offices, 10300 N. W. 11 Manor, Coral Springs, Florida at **4:00 p.m.** on the third Monday of each month unless otherwise specified below:

October 16, 2023  
November 20, 2023  
December 18, 2023  
January 22, 2024 (Fourth Monday)  
February 26, 2024 (Fourth Monday)  
March 18, 2024  
April 15, 2024  
May 20, 2024  
June 17, 2024  
July 15, 2024  
August 19, 2024  
September 16, 2024

There may be occasions when one or more Supervisors will participate by telephone. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any interested person can attend the meeting at the above location and be fully informed of the discussions taking place. A scheduled meeting may be cancelled by the BOS based on the business needs of the District.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the management firm, Inframark, at (954) 603-0033 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Kenneth Cassel  
District Manager