

**Coral Springs
Improvement District
Regular Meeting**

Agenda

September 18, 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

Revised Meeting Agenda

Monday, September 18, 2023 at 4:00 p.m.

*Added Item

1. **Call to Order**
2. **Approval of the Minutes of the August 21, 2023 Meeting**
3. **Audience Comments**
4. **Financials for August 2023**
5. **Budget Public Hearing to Adopt Fiscal Year 2024 Water and Sewer Budget**
 - A. Motion to Open Public Hearing
 - B. Public Comments
 - C. Motion to Close Public Hearing
 - D. Resolution 2023-13, Adopting the Fiscal Year 2024 Water and Sewer Budget
6. **Consideration of the Purchase of Four Trucks from Duval Ford, Piggybacking Off Florida Sheriff's Contract FSA-22-Vel-30/FSA 22-VEH 20**
(Due to supply issues, staff had to place an order for the trucks on September 6, 2023 as the ordering window closed on September 8, 2023. There is a 6-to-7-month lead time for vehicles. These trucks are budgeted for in the W&S 2024 budget and the District has used the Florida Sheriff's contract in the past for purchases) - Joe
7. **Staff Request Board Consideration of an Opportunity for the District to Piggyback Contract IFB# Event 139 between City of Fort Lauderdale as the Lead Agency for the Southeast Florida Governmental Purchasing Cooperative Group, and Allied Universal Corp for the Purchase of Sodium Hypochlorite**
(The District is a member of the co-op and has piggybacked off the previous contract for sodium hypochlorite purchase) - Christian
8. **Advisory Committee Final Report**
9. **Engineer's Report**
 - A. Amendment #2 to Work Authorization #187, Returning Unspent Allowance of \$13,000*

10. Staff Reports

A. Manager – Ken Cassel

- i. Congratulations Letter to Board Members from Representative Dan Daley
- ii. Audit Committee Selection Process
 - Appointment of Committee Members
 - Establishment of RFP Evaluation Criteria
 - Authorization to Proceed with RFP

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
- Engineering – Glen Hanks
- Motion to Accept Department Reports

C. Attorney

11. Supervisors' Requests

12. Adjournment

*Next regular meeting scheduled for October 16, 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, August 21, 2023 at 4:09 p.m. at the District Offices, 10300 NW 11th 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
Dave Schuman	District Engineer
Curt Dwiggin	Field Department
Asad Hosein	Stormwater Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Afzal Hosein	Wastewater Department
Osmanny Larzabal	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department
Resident	

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 July 17, 2023 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the minutes of the July 17, 2023 meeting were approved.

THIRD ORDER OF BUSINESS

Audience Comments

- A resident commented on the resiliency project and posting information on the website. She also commented on the algae bloom.

FOURTH ORDER OF BUSINESS

Financials for July 2023

There being no questions or comments,

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor the financials for July 2023 were approved.

FIFTH ORDER OF BUSINESS

Budget Public Hearing to Adopt Fiscal Year 2024 General Fund Budget

The public hearing was opened. There being no public comments,

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the public hearing was closed.

A. Resolution 2023-9, Adopting the Fiscal Year 2024 General Fund Budget

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor Resolution 2023-9, adopting the Fiscal Year 2024 General Fund Budget, was adopted.

B. Resolution 2023-10, Levying Non Ad Valorem Assessments

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor Resolution 2023-10, levying non ad valorem assessments, was adopted.

SIXTH ORDER OF BUSINESS

Review and Discussion of Proposed Fiscal Year 2024 W&S Budget

A workshop was set for Tuesday, September 5, 2023 at 5:30 p.m.

SEVENTH ORDER OF BUSINESS

Consideration of Ratification of Payments to Blood Hound, LLC for Emergency Location Services in the Amounts of \$4,312.50 and \$5,400

Mr. Dwiggins reviewed the request for ratification.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor payments to Blood Hound, LLC for emergency location services in the amounts of \$4,312.50 and \$5,400 were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Ratification of Emergency Purchase Replacement air Conditioner Unit for Wastewater Department Office in the Amount of \$5,600

Mr. Hosein reviewed the request for ratification.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor the emergency purchase replacement air conditioner unit for the Wastewater Department office in the amount of \$5,600 was ratified.

NINTH ORDER OF BUSINESS

Consideration of Response to RFP #2023-04 Submitted by Universal Engineering Services for Underground Facilities Line Locating Services

Mr. Dwiggins reviewed the services to be provided.

On MOTION by Mr. Lytle seconded by Mr. Groenevelt with all in favor RFP #2023-04, for underground facilities line locating services, was awarded to Universal Engineering Services.

TENTH ORDER OF BUSINESS

Consideration of Response to RFP #2023-05 Submitted by Officestream, Inc for the IBM Server Upgrade and Installation

The proposal for the upgrade and installation was reviewed.

On MOTION by Mr. Groenevelt seconded by Mr. Lytle with all in favor RFP #2023-05, for the IBM server upgrade and installation was awarded to Officestream, Inc.

ELEVENTH ORDER OF BUSINESS

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*)

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor the amendment to LMK contract for LS #9 CIPP lining mains and laterals repair was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2023-11, Updating Resolution 2015-13, Providing for the Provision of Certain Insurance Benefits to Board Members, Spouses and Dependents

Mr. McIntosh explained the previous resolution that was adopted allowed insurance for Board members and their spouses. This resolution adds dependents as an option.

On MOTION by Mr. Groenvelt seconded by Mr. Lytle with all in favor Resolution 2023-11, updating Resolution 2015-13 providing for the provision of certain insurance benefits to Board members, spouses and dependents, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2023-12, Delinquency Fee Policy

This item was removed from the agenda for consideration as it is not needed.

FOURTEENTH ORDER OF BUSINESS

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 (*ACF 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*)

Mr. Stephens reviewed the contract.

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor a contract with ACF Standby Systems, LLC for generator maintenance, piggybacking off Colombia County, Florida contract 2022-AA, was approved.

FIFTEENTH ORDER OF BUSINESS

Engineer’s Report

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

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• Consideration of Meeting Schedule for Fiscal Year 2024

The Board reviewed the proposed meeting schedule.

On MOTION by Mr. Lytle seconded by Mr. Groenvelt with all in favor the meeting schedule for Fiscal Year 2024 was approved as presented.

Mr. Cassel discussed the conflict of interest on the evaluation committees. They are also going to look at working it into the contracts with the vendors, in accordance with other State Statutes.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh discussed the newsletter. They will be meeting with Quest to get input on the newsletter. An internal newsletter was also suggested.
- Globaltech will be inspecting the District Office building for necessary internal and external infrastructure improvements.

• Utilities Update – Joe Stephens

Mr. Stephens reported FEMA will be funding the District’s water and wastewater plant facility hardening through a \$2.2 Million grant. It is a phased project.

• Utility Billing Customer Service Report – Osmanny Larzabal (Report Provided)

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

• Water – Christian McShea (Report Provided)

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

- **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.

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

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

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

A copy of the report was provided to the Board and 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.

- **Human Resources – Jan Zilmer**

Mr. Zimmer reported the following:

- He is working with CVS to provide tetanus and flu shots next month.
- He is working with Paycom on the benefits for January 1, 2024.

- **Motion to Accept Department Reports**

On MOTION by Groenevelt seconded by Mr. Lytle with all in favor the department reports were accepted.

C. Attorney

Mr. Behn reported the District is subject to financial audit requirements by an outside third party. He provided a presentation of the procurement process for an auditor.

SEVENTEENTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Tiefenbrun brought up the District's hurricane protocol. He would like to be informed about the process. Mr. Cassel stated the District has a hurricane preparedness manual, which is updated yearly.

- Mr. Tiefenbrun also discussed communication with residents.
- Mr. Tiefenbrun discussed canal conditions. Mr. Cassel noted the stormwater crew is in every canal, at least once a month. They document what is going on in each canal.
- Mr. Behn provided an update on communications with the Supervisor of Elections' office.

EIGHTEENTH 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.

Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Fourth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

FINANCIAL REPORT SUMMARY – MEETING SEPTEMBER 18, 2023

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

For Period Ending August 31, 2023

	Actual ENDING 8/31/23		BUDGET THRU 8/31/23		VARIANCE Actual to Budget (UNDERBUDGET)		ADOPTED BUDGET FY 2022/2023
REVENUES							
TOTAL REVENUES	\$ 15,081,831	*	\$ 13,870,235	*	\$ 1,211,596	*	\$ 15,131,165
CARRY FORWARD	\$ -		\$ 3,344,835		\$ (3,344,835)		\$ 3,648,911
TOTAL REVENUE WITH CARRY FORWARD	\$ 15,081,831		\$ 17,215,070		\$ (2,133,239)		\$ 18,780,076

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

EXPENDITURES							
TOTAL ADMINISTRATIVE	\$ 1,663,448		\$ 2,432,139		\$ (768,691)		\$ 2,653,243
TOTAL PLANT	\$ 5,869,652		\$ 8,523,873		\$ (2,654,221)		\$ 9,298,770
TOTAL FIELD	\$ 2,809,324		\$ 3,527,760		\$ (718,435)		\$ 3,848,465
TOTAL EXPENDITURES	\$ 10,342,424		\$ 14,483,772		\$ (4,141,348)		\$ 15,800,478
AVAILABLE FOR DEBT SERVICE	\$ 4,739,407						\$ 2,979,598
Total Debt Service	\$ 2,567,338						\$ 2,817,818
Excess Revenues (Expenses) After Debt Service	\$ 2,172,069						\$ 161,781
Net Assets Beginning	\$ 41,174,831						
Net Assets Ending	\$ 43,346,900						

Debt Service Coverage July 2023
1.85

Debt Service-Budget
1.06

Debt Service Requirement 1.10

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

For Period Ending August 31, 2023

	Actual ENDING 8/31/23	BUDGET THRU 8/31/23	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2022/2023
REVENUES				
TOTAL REVENUES	\$ 3,704,704	\$ 3,010,324	\$ 694,380	\$ 3,283,990
CARRY FORWARD	\$ -	\$ 5,031,250	\$ (5,031,250)	\$ 5,488,636
TOTAL REVENUE WITH CARRY FORWARD	\$ 3,704,704	\$ 8,041,574	\$ (4,336,870)	\$ 8,772,626
EXPENDITURES & RESERVES				
TOTAL ADMINISTRATIVE	\$ 489,700	\$ 824,291	\$ (334,590)	\$ 899,226
TOTAL FIELD	\$ 1,750,239	\$ 6,575,617	\$ (4,825,378)	\$ 7,173,400
TOTAL EXPENDITURES	\$ 2,239,939	\$ 7,399,907	\$ (5,159,968)	\$ 8,072,626
RESERVES				
EXCESS REVENUES (EXPENSES)	\$ 1,464,765			\$ 700,000
TOTAL EXPENSES & RESERVES	\$ 3,704,704			\$ 8,772,626
FUND BALANCE BEGINNING	\$ 11,654,210	*		
FUND BALANCE ENDING	\$ 13,119,013			

* Fund Balance changed due to audit adjustments

CORAL SPRINGS IMPROVEMENT DISTRICT

Processed Checks totals

FUND	CHECKS PROCESSED	AMOUNT
General Fund	8/1/23 - 8/31/23	\$86,190.68
Water and Sewer	8/1/23 - 8/31/23	\$435,543.54

Fifth 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
REVENUE				
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
TOTAL REVENUES	18,780,076	10,290,746	15,916,119	19,922,262

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
TOTAL ADMINISTRATION	2,653,243	1,189,201	1,801,323	2,327,472

Plant

Water (Dept 321)				
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	-	-	-	-
TOTAL DEPT #321 (WATER)	3,617,293	1,647,680	2,471,519	4,010,384

Waste Water (Dept 322)				
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
TOTAL DEPT #322 (WASTEWATER)	4,734,534	2,136,145	3,229,062	4,449,923
Maintenance (Dept 323)				
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
TOTAL DEPT #323 (MAINTENANCE)	946,943	512,912	783,514	1,095,214
TOTAL PLANT (DEPT #321 - #323)	9,298,770	4,296,737	6,484,096	9,555,522
Field (Dept 330)				
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
TOTAL DEPT #330 (FIELD)	3,848,465	2,100,954	3,151,432		4,937,293
TOTAL EXPENSES ALL DEPTS	15,800,478	7,586,892	11,436,850		16,820,287
AVAILABLE FOR DEBT SERVICE	2,979,599	2,703,854	4,479,269		3,101,975

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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TOTAL DEBT PAYMENTS	2,817,817	2,476,881	2,817,817		2,818,070
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Excess Revenues After Debt Service	161,782	226,973	1,661,452		283,905
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Debt Service Ratio	1.06	1.09	1.59		1.10
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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
Totals	31,740,000	6,063,248	37,803,248

5D.

RESOLUTION 2023-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT ADOPTING THE WATER AND SEWER BUDGET FOR FISCAL YEAR 2024

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

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

WHEREAS, pursuant to the requirements of the Bond Resolution for said issue, the Board of Supervisors caused a budget to be prepared for the operation and maintenance of said system for Fiscal Year 2024, which by reference is made a part hereof; and

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

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

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

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

Section 2. The District Water and Sewer System Operating and Maintenance Budget (“Budget”), showing expected revenues of \$ _____; debt service requirement of \$ _____; expected operation and maintenance expenses of \$ _____; such that said Budget shows a surplus of \$ _____ prior to subordinate lien debt expense of \$ _____; and the operation and maintenance thereof can continue through Fiscal Year 2024; said Budget is hereby adopted and certified by the Board of Supervisors of the Coral Springs Improvement District.

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

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

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District, this 18th day of September 2023.

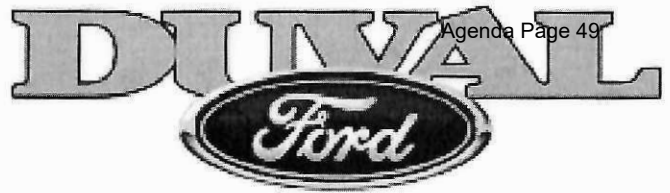
Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Exhibit A

FY 2024 Water and Sewer Budget

Sixth Order of Business



09/6/2023

Duval Ford agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in FLORIDA SHERIFFS ASSOCIATION LIGHT VEHICLE CONTRACT FSA 22-VEL-30 / FSA 22-VEH20. Duval Ford agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Duval Ford 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**

Duval Ford Representative	CSID Representative
Title: <u>Government Sales</u>	Title: _____
Name: (Print) <u>Jared Davis</u>	Name: (Print) _____
<u>[Signature]</u> <u>9/6/23</u>	_____ _____
Signature Date	Signature Date

DUVAL FORD

Tel 904-388-2144	405 Lane Ave N Jacksonville, FL 32254	www.duvalford.com Richard.tackett@duvalmotor.com
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Coral Springs Improvement District

Prepared for:	Contract Holder	REV: 9/1/2023
Coral Springs Improvement District Joe Stephens ioes@csidfl.org	Duval Fleet Jared Davis (Work) 904-388-2144 (Fax) 904-387-6816 jared.davis@duvalmotor.com 405 Lane Ave N Jacksonville, FL 32254	

PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL



We appreciate your interest and the opportunity to quote. Pricing references the FLORIDA SHERIFFS ASSOCIATION LIGHT VEHICLE CONTRACT FSA 22-VEL-30 / FSA 22-VEH20. If you have any questions regarding this quote please call! Note, Vehicle will be ordered white exterior unless specified on purchase order. Shipping and Invoicing instructions are required on agency purchase order.

Rate/ Hr

Labor Hours.

Parts Quantity

0
0
0

Code	Equipment	UNIT PRICE	EXTENDED
F1C SOUTH	Ford F-150 Regular Cab XL, 4x2	\$ 36,251.00	\$ 36,251.00
F1C-BASE	Base equipment includes * 101A EQUIP GRP * 17" SILVER STEEL WHLS * 44G ELEC 10-SPDAUTO * X19 3.55 REG AXLE * 85A POWER EQUIP GRP	\$ -	\$ -
99P	2.7L V6 EcoBoost® with Auto Start-Stop Technology	\$ 1,284.00	\$ 1,284.00
44G	10-spd automatic	\$ -	\$ -
YZ/AS	Oxford White exterior/Medium Dark Slate 40/20/40 vinyl interior	\$ -	\$ -
1	96W Bedliner – Tough Bed® / TOFF spray-in	\$ 594.00	\$ 594.00
1	NSO: AM TOW Non-scheduled option: Aftermarket tow package incl hitch receiver, plug, bar, ball, pin and clip	\$ 700.00	\$ 700.00
	Factory tow not available, 3.3L gas engine not available		

UNIT COST **\$ 38,829.00**

TOTAL QUANTITY **3** **TOTAL PURCHASE** **\$ 116,487.00**



Coral Springs Improvement District

Prepared for:		Contract Holder	REV: 9/6/23	
Coral Springs Improvement District Joe Stephens ioes@csidfl.org		Duval Fleet Jared Davis (Work) 904-388-2144 (Fax) 904-387-6816 jared.davis@duvalmotor.com 405 Lane Ave N Jacksonville, FL 32254		
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL				
\$100 Labor Hours Parts Quantity			<p>We appreciate your interest and the opportunity to quote. Pricing references the FLORIDA SHERIFFS ASSOCIATION LIGHT VEHICLE CONTRACT FSA 22-VEL-30 / FSA 22-VEH20. If you have any questions regarding this quote please call! Note, Vehicle will be ordered white exterior unless specified on purchase order. Shipping and Invoicing instructions are required on agency purchase order.</p>	
	Code	Equipment	UNIT PRICE	EXTENDED
	W8A SOUTH	FORD MAVERICK PICKUP CREW CAB 4X2 [W8A]	\$ 26,115.00	\$ 26,115.00
	999.448	2.0L EcoBoost w/ 8-Speed Automatic Transmission	STANDARD	STANDARD
	96G	Bedliner – Spray-in, Dealer	\$ 494.00	\$ 494.00
	YZ/AS	Oxford White exterior/Ebony cloth interior	\$ -	\$ -
0	NOTE:	Hybrid engine available on 4x2 as well for \$1,499		
UNIT COST				\$ 26,609.00
TOTAL QUANTITY		1	TOTAL PURCHASE	\$ 26,609.00

Seventh Order of Business



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

Allied Universal Corp agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in Event No. 139 with the City of Fort Lauderdale. Allied Universal Corp agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Allied Universal Corp 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

Allied Universal Corp Representative

CSID Representative

Title: President / CEO

Title: _____

Name: (Print) John Palmer

Name: (Print) _____

Signature

Date 8/20/23

Signature

Date

Eighth Order of Business

Advisory Committee Conclusion

Introduction

A. Goal:

As defined at our first meeting, the goal of this committee is to work with the Coral Springs Improvement District (CSID) to formulate a plan to mitigate the risk of flooding and minimize erosion, while considering the impact to existing trees and wildlife habitats.

B. Scope of work:

The committee members agreed that to provide a comprehensive plan to CSID, the following items were needed for consideration:

1. Existing documentation to identify the main causes of flooding.
2. Copies of any city ordinance regarding tree removal, impact of erosion by removing trees and the effect that tree removal will have on wildlife habitats.
3. Copies of any city ordinance regarding tree removal to determine CSID's legal authority over the right of way.
4. Engineering experts to identify high risk areas that may require tree removal and in what circumstances that would be necessary.
5. A copy of the original RFP that indicated the reason why the decision was made to removal all the trees along the canals.

Recommendations:

Based on information provided by CSID; it is the final decision of the landowner committee that trees removal should be limited to the conclusions outlined in the recommendation. There is no evidence to support the original proposal that all the trees should be removed.

The landowner committee has determined that the following measures should be put in place to mitigate the risk of flooding, minimize erosion, and prevent the impact to existing trees and wildlife:

1. Contract with third parties to identify and remove all trash, construction debris and excessive vegetation currently located in the canals that cannot be removed by CSID.
2. Develop a mutually agreed upon voluntary program, based on risk, to have CSID remove any mutually agreed upon trees in their right of way that homeowners voluntarily would like removed.
3. Work with the City of Coral Springs to determine if mitigation would be required if targeted diseased or high-risk trees are removed for voluntary tree removal.
4. Make preliminary plan with corresponding budget estimates for a multi-year program of infrastructure improvements including dredging canals, replacing equipment, and increasing ongoing maintenance programs. The recently passed trillion-dollar federal infrastructure bill has billions of dollars of unallocated funds. Working especially with

Landowner Committee Conclusion

- the Florida congressional delegation and the Governor's office, CSID management should attempt to obtain federal funding for these improvements.
5. The suggestion of the landowner committee is for CSID to focus on education for homeowners regarding:
 - a. Keeping the canals and drains clean of debris.
 - b. Remove or prune tree canopy's that hang over the canals.
 - c. The impact of the homeowners' use of fertilizers and other chemicals on vegetation which reduces the ability to move water.

Conclusion

Based on information provided by CSID; it is the final decision of the landowner committee that trees removal should be limited to the conclusions outlined in the recommendations.

NINTH ORDER OF BUSINESS

Globaltech, Inc.
CSID Engineer's Report
September 18, 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
- Replacing DEF pump and working through transfer pump issues – 9/15/23
- Final Completion – Anticipated by 9/15/23

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
- Installed tap and valve – 8/18/23
- 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
- Insulation work anticipated to be completed week of 9/15
- Will measure and order doors following insulation
- Substantial Completion – November 2023

**Globaltech, Inc.
CSID Engineer's Report
September 18, 2023**

Work Authorizations Under Development

WA#177 – Portable Generator Storage Building

WA#216 – Electrical Surge System Improvements – On October Agenda

WA#XXX – Replacement LP Gas Tanks for PS 1 – On October Agenda

WA#XXX – New Control Panel for PW-2 – On October Agenda

9A

AMENDMENT 2 TO
WORK AUTHORIZATION 187

Globaltech No. 151178

Pursuant to the provisions contained in the “Contract for Professional Engineering Consulting and Design-Build Services on a Continuing Contract Basis” between the CORAL SPRINGS IMPROVEMENT DISTRICT, hereinafter referred to as “OWNER,” and Globaltech, Inc., hereinafter referred to as “FIRM,” dated July 1, 2012 (hereinafter referred to as “AGREEMENT”), this Work Authorization authorizes the FIRM to provide services under the terms and conditions set forth herein and in the AGREEMENT, which is incorporated herein by reference as though set forth in full.

The OWNER desires design-build services related to DIW Building 500KW Generator Replacement, referred to as the “Specific Project.”

Section 1 – Terms

NO CHANGE

Section 2 – Scope of Work

Amendment 1 reimburses an unused allowance of **\$12,952.70**.

An allowance of **\$7,047.30** was used for the following:

Description	QTY	Price	Extended
DEF Sensor	1	\$ 2,000.00	\$ 2,000.00
DEF Programming	4	\$ 155.00	\$ 620.00
Broward Permit Fee	1	\$ 824.30	\$ 824.30
Environmental Permit Coordination	1	\$ 3,603.00	\$ 3,603.00
Total			\$ 7,047.30

Section 3 – Location

NO CHANGE

Section 4 – Deliverables

NO CHANGE

Section 5 – Time of Performance

NO CHANGE

Section 6 – Method and Amount of Compensation

Original WA Budget	\$830,819.99
Amendment 1	\$0.00
Amendment 2 (allowance)	-\$12,952.70
New WA Budget	\$817,867.29

Section 7 – Application for Progress Payment

NO CHANGE

Section 8 – Responsibilities

NO CHANGE

Section 9 – Insurance

NO CHANGE

Section 10 – Level of Service

NO CHANGE

Section 11 – Indemnification

NO CHANGE

IN WITNESS WHEREOF, this Work Authorization, consisting of four (4) pages and Attachment A, has been fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly named and on its behalf, effective as of the date herein above written.

CORAL SPRINGS IMPROVEMENT DISTRICT

Signature of Witness

Signature of President

Printed name of Witness

Dr. Marty Shank
Printed Name of President

Date

Approved as to form and legality

District Counsel

FIRM

State of Florida
County of Palm Beach

Globaltech, Inc.

The foregoing instrument was
acknowledged before me on this

Signature

13th day of September 2023 by

Bruce Rahmani, P.E., VP of
Construction
who is personally known to me OR
produced _____
as identification.

Bruce Rahmani, VP of Construction
Name and Title (typed or printed)

September 13, 2023
Date

Signature of Notary

Tenth Order of Business

10Ai



Florida House of Representatives

Representative Dan Daley

District 96

District Office:
2900 N University Drive
Suite 56
Coral Springs, FL 33065
Office: (954)845-6005

Tallahassee Office:
1401 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
Office: (850) 717-5096

Stephen Lytle
Board of Supervisors
Coral Springs Improvement District

June 22, 2023

Dear Supervisor Lytle:

Congratulations on your landslide election to the Board of Supervisors for the Coral Springs Improvement District (CSID). The people of the district have spoken clearly and have given you a mandate to protect not only our water but also the trees that have earned Coral Springs a "Tree City USA" designation from the Arbor Day Foundation for the past 30 years. They will also expect a renewed dedication from the board to community engagement and transparency. I know that you are up to the task and will govern with a sense of duty and loyalty to the residents.

The CSID will be all the better for your service; you are truly making a difference in this beautiful community we all call home.

Best,


Dan Daley

*Proud of You guys!
Looking forward to all you do!*



Florida House of Representatives

Representative Dan Daley

District 96

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2900 N University Drive
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Coral Springs, FL 33065
Office: (954)845-6005

Tallahassee Office:
1401 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
Office: (850) 717-5096

Ben Groenevelt
Board of Supervisors
Coral Springs Improvement District

June 22, 2023

Dear Supervisor Groenevelt:

Congratulations on your landslide election to the Board of Supervisors for the Coral Springs Improvement District (CSID). The people of the district have spoken clearly and have given you a mandate to protect not only our water but also the trees that have earned Coral Springs a "Tree City USA" designation from the Arbor Day Foundation for the past 30 years. They will also expect a renewed dedication from the board to community engagement and transparency. I know that you are up to the task and will govern with a sense of duty and loyalty to the residents.

The CSID will be all the better for your service; you are truly making a difference in this beautiful community we all call home.

Best,


Dan Daley

Proud of your efforts!



Florida House of Representatives

Representative Dan Daley

District 96

District Office:
2900 N University Drive
Suite 56
Coral Springs, FL 33065
Office: (954)845-6005

Tallahassee Office:
1401 The Capitol
402 South Monroe Street
Tallahassee, FL 32399
Office: (850) 717-5096

Curt Tiefenbrun
Board of Supervisors
Coral Springs Improvement District

June 22, 2023

Dear Supervisor Tiefenbrun:

Congratulations on your landslide election to the Board of Supervisors for the Coral Springs Improvement District (CSID). The people of the district have spoken clearly and have given you a mandate to protect not only our water but also the trees that have earned Coral Springs a "Tree City USA" designation from the Arbor Day Foundation for the past 30 years. They will also expect a renewed dedication from the board to community engagement and transparency. I know that you are up to the task and will govern with a sense of duty and loyalty to the residents.

The CSID will be all the better for your service; you are truly making a difference in this beautiful community we all call home.

Best,


Dan Daley

So Proud of You guys!

10Aii

**CORAL SPRINGS IMPROVEMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2023, 2024 and 2025
Broward County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Electronic proposals must be received no later than 11:00 a.m. on _____ via email to Andre McAden at Andre.McAden@Inframark.com. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit electronic copy of the Proposal Documents and other requested attachments at the time and place indicated herein, email marked with the title “Auditing Services – Coral Springs Improvement District”.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal
- E. Must perform the audit fieldwork at the office where the District records are maintained.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.