

**Coral Springs
Improvement District
Regular Meeting**

Agenda

April 15, 2024

Coral Springs Improvement District

Board of Supervisors
 Curt Tiefenbrun, President
 Ben Groenevelt, Vice President
 Mark Ritter, Secretary

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

Meeting Agenda

Monday, April 15, 2024 at 4:00 p.m.

1. **Call to Order**
2. **Audience Comments**
3. **Presentation to the District by Edrei Global Services on Behalf of the Florida Department of Health, Recognizing CSID’s Community Water System was Awarded the Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC) for 2022**
4. **Approval of the Minutes of the March 18, 2024 Meeting**
5. **Financials for March 2024**
6. **Consideration of Work Authorizations**
 - A. Work Authorization #226 for Stormwater Pump Station – Spare Engine for a Total Cost of \$148,270
 - B. Work Authorization #227 for Deep Injection Wells Operating Permit Renewal for a Total Cost of \$38,113
7. **Engineer’s Report**
8. **Staff Reports**
 - A. Manager – Ken Cassel
 - B. Department Reports
 - Operations – David McIntosh
 - Utilities Update – Joe Stephens
 - Utility Billing Customer Service Report – Brian Klien (Report Provided)
 - Water – Christian McShea (Report Provided)
 - Wastewater – Mike Hosein (Report Provided)
 - Stormwater – Shawn Frankenhauser (Report Provided)
 - Field – Frank Kozlowski (Report Provided)
 - Maintenance Report – Jovan Selvon (Report Provided)
 - Procurement Report – Danielle Keira-Cancel (Report Provided)
 - Finance and Accounting – Sue Beyer

- Human Resources – Jan Zilmer
- Engineering – Glen Hanks
- Motion to Accept Department Reports

C. Attorney

9. Supervisors' Requests/Comments

10. Adjournment

*Next regular meeting scheduled for May 20, 2024

Fourth 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, March 18, 2024 at 4:00 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Curt Tiefenbrun	President
Ben Groenevelt	Vice President
Mark Ritter	Secretary

Also present were:

Ken Cassel	District Manager
Seth Behn	District Attorney
David McIntosh	Director of Operations
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jan Zilmer	Director Human Resources
Frank Kozlowski	Field Department (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Jodi Babaganov	Utility Billing and Customer Service
Danielle Keira-Cancel	Procurement Department (Via Teams)
Jovan Selvon	Maintenance Department (Via Teams)
Julie Beyer	IT Specialist
Tim Day	Inframark
Robert Koncar	Inframark
Sandra Demarco	Inframark

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

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

- There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 26, 2024 Meeting

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the minutes of the February 26, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Financials for February 2024

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the financials for January 2024 were approved.

FIFTH ORDER OF BUSINESS

Acceptance of Conveyance Documents for New Water and Sewer Installed

- This will transfer ownership of the newly installed facilities associated with Fire Station 64 to the District.
- It is consistent with other documents like this.
- Some items need to be addressed before it is fully conveyed.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the conveyance documents for the new water and sewer installed were accepted.

SIXTH ORDER OF BUSINESS

Staff Requests Board Consideration to Declare the Equipment in the List Provided as Surplus so Staff can Take the Necessary Actions to Dispose of the Items

- Mr. McIntosh reviewed the 14 items to be declared surplus.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the items listed were declared surplus.

SEVENTH ORDER OF BUSINESS

Consideration of Request by Staff for CSID to Piggyback on Contract B230154DWJ between Lee County and Miller Pipeline, LLC for Wastewater Collections System Rehabilitation until June 20, 2026 and Including any Mutually Agreed Upon Extension of the Contract. Staff also Request Board Approval of Miller Pipeline, LLC Quote FL-CSID-2024 Sewer Rehab-LS 13 in the

Amount of \$1,317,878.40, to conduct budgeted repairs to basin that serves Lift Station 13. (The pricing is in accordance with the terms of contract B230154DWJ between Lee County and Miller Pipeline, LLC. The quote does not include the cost for bonding which will be provided later)

- The total amount for the rehabilitation of Lift Station 13 is \$1.3 Million.
- The District used to have a contract with another company for this type of work, but they would sub-contract to Miller Pipeline, LLC. This is a better option for the District because it removes the middleman.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor a contract with Miller Pipeline, LLC, piggybacking off the Lee County contract, for wastewater collections system rehabilitation until June 20, 2026 and including any mutually agreed upon extension of the contract, as well as the Miller Pipeline, LLC quote in the amount of \$1,317,878.40 for repairs of Lift Station 13, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on Contract No. 001935 between Central Florida Expressway Authority and Quest Corporation of America for Public Information Services December 8, 2025 and Including any Mutually Agreed Upon Extension of the Contract (Staff also request Board approval of Quest quote in the total amount of \$55,969 for proposed project plan and public relations approach for tree inventory project. This quoted amount of 577 hours at \$97 includes \$40,352 that was approved for prior projects and not billed by Quest as well as an additional \$15,617)

- This includes the unused balance of last year's contract.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor piggybacking off contract between Central Florida Expressway Authority and Quest Corporation of America for public information services December 8, 2025 and including any mutually agreed upon extension of the contract, as well as the Quest quote in the total amount of \$55,969 for proposed project plan and public relations approach for tree inventory project, was approved.

NINTH ORDER OF BUSINESS

Engineer’s Report

A copy of the report was included in the agenda package and is attached hereto as part of the public record. Mr. Hosein provided an update on the digester project.

TENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reported there was another meeting with the City and Special Districts within the City. It was a good meeting and the idea of everyone working together is strong. Everyone is on the same page.

B. Department Reports

• **Operations – David McIntosh**

- Mr. McIntosh reported the Open House was a success and there was a great employee turnout.
- Stantec is working on the rate sufficiency analysis. They have a meeting next week with staff to review the initial findings. There will be a workshop to discuss the findings.
- He agrees with Mr. Cassel on the meetings with the City and other Special Districts.

• **Utilities Update – Joe Stephens**

- Mr. Stephens was not in attendance and did not have anything to report.

• **Utility Billing Customer Service Report – Jodi Babaganov (Report Provided)**

Ms. Babaganov reviewed her 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. Mr. Tiefenbrun asked about the internship project. Mr. McShea indicated they are still on pace to receive applicants.

- **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. There was a minor increase in rainfall. He received feedback from residents who were not aware of how much the District does. Any questions regarding trees were referred to Quest.

- **Field – Frank Kozlowski (Report Provided)**

Mr. Kozlowski reviewed his report; a copy of which is attached hereto as part of the public record. He showed the new backhoe at the Open House. Lift Station 42 work has started. The water loss program is also starting. A new employee will begin March 20, 2024.

- **Maintenance Report – Jovan Selvon (Report Provided)**

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

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

Ms. Kiera-Cancel reviewed her report; a copy of which is attached hereto as part of the public record.

- **Financing and Accounting – Sue Beyer**

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

- **Human Resources – Jan Zilmer**

➤ Mr. Zilmer reported they are fully staffed except for an electrician position.

- **Engineering – Glen Hanks**

➤ There are people on site measuring and preparing for the hurricane hardening project.

- The lift station project is rolling.
- Ms. Julie Beyer set up a permitting email system for easier processing.

- **Motion to Accept Department Reports**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the Department Reports were accepted.

C. Attorney

- Mr. Behn distributed a memorandum regarding frequently asked questions on the General Election.
- The District will need to adopt a resolution regarding the General Election.
- The bill amending procurement passed and will go to the Governor for signature. He suggested a new procurement policy for the District.
- The bill regarding 12-year term limits and requiring the District to provide a report on its goals, objectives, and measuring performance passed both houses.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests/Comments

- Mr. Ritter commented the Open House was a success. He requested Mr. Cassel follow up on the idea of having a financial advisor. He also noted Quest did an excellent job with the tree questions.
- Mr. Groenevelt also commented on the success of the Open House.
- Mr. Tiefenbrun commented on the success of the Open House, and he received positive feedback from residents. He also noted Commissioner Metayer Bowen was in attendance.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 5:00 p.m.

Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Fifth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

FINANCIAL REPORT SUMMARY – MEETING APRIL 15, 2024

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

For Period Ending March 31, 2024

	Actual ENDING 03/2024		BUDGET THRU 03/2024		VARIANCE Actual to Budget (UNDERBUDGET)		ADOPTED BUDGET FY 2023/2024
REVENUES							
TOTAL REVENUES	\$ 8,154,287	*	\$ 7,891,881	*	\$ 262,406	*	\$ 15,783,762
CARRY FORWARD	\$ -		\$ 2,078,000		\$ (2,078,000)		\$ 4,156,000
TOTAL REVENUE WITH CARRY FORWARD	\$ 8,154,287		\$ 9,969,881		\$ (1,815,594)		\$ 19,939,762
EXPENDITURES							
TOTAL ADMINISTRATIVE	\$ 1,168,569		\$ 1,163,736		\$ 4,833		\$ 2,327,472
TOTAL PLANT	\$ 3,204,570		\$ 4,777,762		\$ (1,573,192)		\$ 9,555,523
TOTAL FIELD	\$ 1,379,670		\$ 2,468,647		\$ (1,088,976)		\$ 4,937,293
TOTAL EXPENDITURES	\$ 5,752,808		\$ 8,410,144		\$ (2,657,336)		\$ 16,820,288
AVAILABLE FOR DEBT SERVICE	\$ 2,401,478						\$ 3,119,474
Total Debt Service	\$ 1,402,195						\$ 2,818,070
Excess Revenues (Expenses) After Debt Service	\$ 999,283						\$ 301,404
Net Assets Beginning	\$ 41,174,831						
Net Assets Ending	\$ 42,174,114						
Debt Service Coverage - Current 1.71							Debt Service-Budget 1.11

Debt Service Requirement 1.10

* Year end adjustments to W&S Revenue
\$976,407 accrued back to Sept 2023

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

For Period Ending March 31, 2024

	Actual ENDING 03/2024	BUDGET THRU 03/2024	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2023/2024
REVENUES				
TOTAL REVENUES	\$ 3,681,558	\$ 1,724,216	\$ 1,957,342	\$ 3,448,432
CARRY FORWARD	\$ -	\$ 2,996,261	\$ (2,996,261)	\$ 5,992,522
TOTAL REVENUE WITH CARRY FORWARD	\$ 3,681,558	\$ 4,720,477	\$ (1,038,919)	\$ 9,440,954
EXPENDITURES & RESERVES				
TOTAL ADMINISTRATIVE	\$ 285,271	\$ 422,404	\$ (137,132)	\$ 844,807
TOTAL FIELD	\$ 447,289	\$ 3,960,707	\$ (3,513,418)	\$ 7,921,413
TOTAL EXPENDITURES	\$ 732,560	\$ 4,383,110	\$ (3,650,550)	\$ 8,766,220
RESERVES				
EXCESS REVENUES (EXPENSES)	\$ 2,948,998			\$ 674,734
FUND BALANCE BEGINNING 10/1/23	\$ 13,024,938	*		
CURRENT FUND BALANCE ENDING	\$ 15,973,936			

* Fund Balance changes due to audit adjustments

Sixth Order of Business

6A

WORK AUTHORIZATION

CSID WA No. 226

Globaltech No. 151453

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

The OWNER desires design-build services related to the Stormwater Pump Station – Spare Engine, hereinafter referred to as the “Specific Project”.

Section 1 – Terms

FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

Section 2 – Scope of Work

The Coral Springs Improvement District operates two stormwater pump stations. Each station is equipped with four (4) LP fueled engines that drive axial flow pumps. The engines range in age from 17 to 23 years and OWNER has decided to replace one of the older engines at Pump Station 2. FIRM will review engine requirements, purchase the engine, remove one existing engine, install the new engine, and leave the old engine within Pump Station 2 ready to be shipped and overhauled. This Work Authorization provides for the purchase, installation, and

startup services for one new engine. Based on preliminary information from the vendor, it is anticipated that the new engine will be a Caterpillar Model G-3306B engine capable of providing 145 hp @ 1800 RPM. The new engine will be set up to be fueled with LP gas.

The requested work will be completed by implementing the following two tasks:

Task 1 – Engineering Services

This task includes project management and engineering services required to complete the project.

Engineering and Project Management

1. Attend preliminary scoping meetings with the OWNER to assist in preliminary design parameters and overall scope.
2. Prepare detailed construction schedule to include as a minimum; procurement, site mobilization, detailed construction activities, scheduled shut downs and durations, equipment/material delivery times, testing, and startup and commissioning.
3. Prepare and submit shop drawings and specifications to OWNER for review and approval. Meet with the OWNER to discuss their comments.
4. Coordinate material and equipment purchases.
5. Review, administer, and track equipment deliveries.
6. Schedule and conduct meetings, inspections, and testing with OWNER's staff.
7. Attend progress meetings and coordination meetings.
8. Oversee construction activities.
9. Conduct Substantial Completion inspection. Develop punch-list items in association with OWNER.
10. Forward equipment documentation provided by manufacturer for new equipment to OWNER.
11. Conduct startup with the Caterpillar technician present.

12. Conduct Final Completion inspection meeting and site walk through with OWNER.

Task 2 – Construction Services

The work, in general consists of the following:

1. Mobilize to site. Ensure pump station has been locked out to prevent inadvertent engine startup. Isolate all fuel from entering building.
2. Remove existing engine as identified by OWNER.
3. Drain fluids from engine to prevent leakage. Dispose of fluids (oils and coolants in acceptable manner).
4. Clean equipment pad and area immediately around engine and pump drive.
5. Install new engine on existing mount.
6. Connect new hoses and electrical leads as required.
7. Install new electrical panel as required.
8. Configure new engine for LP fuel using existing lines where possible. Calibrate fuel flow as required.
9. Fill lubricants to required levels.
10. Connect engine to existing pump drive.
11. Replace existing drive shaft guard.
12. Assist with startup services with Caterpillar technician to confirm installation tolerances and proper operation.
13. Receive Owner's documentation from manufacturer.
14. Clean up and demobilize.

Assumptions

Assumptions for the project are as follows:

- OWNER will isolate pump station prior to engine installation.
- No Building Department permits are required.

- Working hours will be Monday through Friday from approximately 8:00 AM until 5:00 PM.
- The existing engine will be removed and left within Pump Station 2 accessible from overhead door.
- Existing equipment pad will not be modified to accept new engine.
- Existing fuel piping will be re-used to the extent possible.
- Existing drive shaft guard will be re-used.
- Total project fee includes a construction allowance of \$10,000 for unforeseen conditions or additional work. If needed, access to the allowance will be authorized in writing by OWNER prior to obligating funds. Unspent allowance will be returned to OWNER through a project change order at the conclusion of the project.

Section 3 – Location

The services to be performed by the FIRM shall be within Stormwater Pump Station 2.

Section 4 – Deliverables

The FIRM will provide the following Deliverables to OWNER:

- Submittals for replacement engine.
- Construction Improvements.
- O&M manuals for the equipment of Improvements.
- Startup services for replacement engine.
- Record Drawings.

Section 5 – Time of Performance

Project will commence after execution of this Work Authorization and a Notice to Proceed is issued by OWNER. The FIRM and OWNER agree to the following schedule:

Task	Time Elapsed to Completion
Notice to Proceed (NTP)	0 Days
Engineering / Submittal Review	2 weeks after NTP
Procurement	18 weeks after NTP
Construction of Improvements	20 weeks after NTP
Close out	24 weeks after NTP

Section 6 – Method and Amount of Compensation

1. The FIRM shall be paid by the OWNER in accordance with the Florida's Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
- 2. Total job price: \$148,270 (includes a construction allowance of \$10,000)**
3. On the terms contained in the FIRM's said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted based on final detail design and alternative selections or omissions. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
5. An allowance of \$10,000 is included in the total fee. The allowance will not be accessed without approval by OWNER. Unused allowance will be returned at the completion of the project.
6. A Budget Summary for the above LS is provided in Attachment A.

Section 7 – Application for Progress Payment

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the

- date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.
2. The Application for Progress Payment shall identify the amount of the FIRM Total Earnings to Date based upon value of original contract Work performed to date as approved by fully executed Change Orders.
 3. Payment shall be based upon percentage of work completed based upon the approved schedule of values. Retainage in the amount of 5% will be withheld on the calculated value of any work, with the exception of stored materials which may be paid at the supplier's invoiced cost. At FIRM's request, after 50% completion of the work has been achieved, the OWNER will implement a reduction in retainage to 2.5% of all future pay requests. If retainage is reduced, FIRM may not withhold more than 2.5% retainage from subcontractors or suppliers and will be required to certify compliance with F.S. 218.70 *et seq* on each subsequent pay application. Notwithstanding the foregoing, in no instance can the amount retained be less than the value of OWNER's good faith claims plus the value of the work the OWNER determines remains to be put in place or required to be performed as remedial activities. For the purposes of this section, 50% completion shall be that point in time when OWNER determines that half of the Work required by the Contract has been completed. In no event shall the Work be determined to be 50% completed before the OWNER has paid 50% of the Contract amount and 50% of the Contract time has expired. The amount of previous Pay Estimate payments shall then be subtracted to equal the Balance Due during the Pay Estimate period.
 4. When the OWNER reduces the retainage to two and one-half percent (2.5%), FIRM must obtain the written consent of the Surety Companies furnishing the required Public Construction Bond on consent forms provided by the OWNER. The OWNER may reinstate the retainage up to five percent (5%) if the OWNER determines, at its discretion, that the FIRM is not making satisfactory progress toward final completion of the Work or where there is other specific cause for such withholding.

5. Partial payment may be made for the delivered cost of stored materials planned for incorporation into the Work, provided such materials meet the requirements of this Contract, the Contract Drawings, and the Specifications, and are delivered and suitably stored at the project site, or at another location acceptable to the OWNER. Such material must be stored in a secure manor acceptable to the OWNER, and in accordance with the manufacturer's recommendations.
6. The delivered cost of such stored or stockpiled materials may be included in any subsequent application for payment provided the FIRM meets the following conditions:
 - a. An applicable purchase order or supplier's invoice is provided listing the materials in detail, the cost of each item, and identifies this specific contract by name.
 - b. The materials are fully insured against loss or damage (from whatever source) or disappearance prior to incorporation into the Work.
 - c. Stored materials approved for payment by the OWNER shall not be removed from the designated storage area except for incorporation into the Work.
 - d. Evidence that the FIRM has verified quantity and quality of the materials delivered (verified packing list).
7. It is further agreed between the parties that the transfer of title and the OWNER's payment for any stored or stockpiled materials pursuant to these General Conditions, and any applicable provisions of the Supplementary General Conditions, shall in no way relieve the FIRM of the responsibility of ensuring the correctness of those materials and for furnishing and placing such materials in accordance with the requirements of this Contract, the Contract Drawings, the Technical Specifications, and any approved changes thereto.
8. The following monthly Application for Progress Payment shall be accompanied by Bills of Sale, copies of paid invoices, releases of lien, or

- other documentation warranting that the FIRM has received the stored materials and equipment free and clear of all liens, charges, security interests, and encumbrances (which are hereinafter in these General Conditions referred to as "Liens") and evidence that the stored materials and equipment are covered by appropriate property insurance and other arrangements to protect the OWNER's interest therein, all of which shall be satisfactory to the OWNER.
9. The FIRM shall warrant and guarantee that title to all Work, materials, and equipment covered by an Application for Progress Payment, whether incorporated in the Work or not, will pass to the OWNER no later than the time of Final Payment free and clear of all liens or other encumbrances.
 10. Progress Payments shall be made in accordance with the Local Government Prompt Payment Act. In the event any dispute with respect to any payment or pay request cannot be resolved between the FIRM and OWNER's project staff, FIRM may, in accordance with the alternative dispute resolution requirements of Florida Statute section 218.72, *et seq*, demand in writing a meeting with and review by the OWNER'S (agency) director. In the absence of the agency director, a deputy director may conduct the meeting and review. Such meeting and review shall occur within ten (10) business days of receipt by OWNER of FIRM's written demand. The OWNER's manager, shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the OWNER's final decision for the purposes of the Local Government Prompt Payment Act.
 11. The OWNER may refuse to make payment of the full amount because claims have been made against the OWNER on account of the FIRM's performance of the Work, or because Liens have been filed in connection with the Work, or there are other items entitling the OWNER to a credit against the amount recommended, but the OWNER must give the FIRM written notice within twenty (20) business days after the date on which the

invoice is stamped as received which specifies the invoice deficiency and any action necessary to make the invoice complete and proper.

Section 8 – Responsibilities

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM shall provide all of the labor and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

8.1 The OWNER hereby designates Shawn Frankenhauser as the OWNER's representative.

8.2 In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:

- Isolate Pump Station 2 prior to engine installation

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

Section 9 – Insurance

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

Section 10 – Level of Service

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

Section 11 – Indemnification

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of eleven (11) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

CORAL SPRINGS IMPROVEMENT DISTRICT

Signature of Witness

Signature of President

Kenneth G. Cassel
Printed name of Witness

Curt Tiefenbrun
Printed Name of President

Date

Approved as to form and legality

District Counsel

FIRM

State of Florida
County of Palm Beach

Globaltech, Inc.
Company

The foregoing instrument was acknowledged before me on this

___ day of _____, 2024 by

Signature

who is personally known to me OR produced _____ as identification.

Richard D. Olson, P.E., Vice President
Name and Title (typed or printed)

Signature of Notary

April 15, 2024
Date

Attachment A

Budget Summary



Takeoff Worksheet

03/28/24

Coral Springs Improvement Dist
151453 CSID Stormwater Pump Station Spare Engines

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
Job: 151453 CSID Stormwater Pump Station Spare Engines					
	Bid Item: 1	General Conditions			
		General Conditions	LS	1	12,000.00
				Bid Item Totals:	12,000.00
	Bid Item: 11	Equipment			
		Spare Engine	EA	1	98,747.63
		Freight	LS	1	1,230.50
		Start Up	LS	1	4,600.00
		Misc. Electrical Materials	LS	1	1,230.50
		Offloading	CR-D	1	2,604.00
		Removal & Installation	CR-D	3	7,812.00
				Bid Item Totals:	116,224.63
	Bid Item: 41	Rental Equipment & Misc. Tools			
		Skid Steer	DAY	2	1,417.54
		Equipment Pick up/Delivery	EA	1	615.25
				Bid Item Totals:	2,032.79
	Bid Item: 60	Engineering			
		Engineering	LS	1	8,013.00
				Bid Item Totals:	8,013.00
	Bid Item: 90	Allowance			
		Allowance	LS	1	10,000.00
				Bid Item Totals:	10,000.00
				Grand Totals:	148,270.42

6B.

WORK AUTHORIZATION

CSID WA GT-227

Globaltech No. 151461

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

The OWNER desires design-build services related to the Deep Injection Wells Operating Permit Renewal (DIW's Operating Permit Renewal), hereinafter referred to as the "Specific Project".

Section 1 – Terms

The FIRM shall be defined as an individual, corporation or contractor having a direct contract with the OWNER or with any other subcontractor in the performance of a part of the work contracted for under the terms of this Work Authorization with the OWNER.

Section 2 – Scope of Work

The FIRM will provide the following services in accordance with Sections 1 and 2 of the AGREEMENT:

This scope of work is for providing professional services to prepare and submit the FDEP Operating Permit for the Deep Injection Well System (IW-1, IW-2 and the dual-zone monitoring well) at the Coral Springs Improvement District Wastewater Treatment Plant (WWTP). The current operating permit expires on December 6, 2024. FDEP requires that the

operating permit renewal application be submitted 60 days prior to the permit application date. Therefore, the new permit renewal application must be submitted to FDEP on or before October 7, 2024.

Task 1 – Professional Services

This task includes project management and professional services required for the project.

Professional Services and Project Management

1. Develop a sub-contract with McNabb Hydrogeological Consulting, Inc. (MHC) to provide all of the hydrogeological services.
2. Prepare a draft Class I deep injection well operating permit renewal application with supporting information. The permit renewal permit application will include:
 - a. A comprehensive inventory of all wells within a three (3) mile radius of the deep injection well system. The well inventory will include review of well permitting records at the South Florida Water Management District, Southwest Florida Water Management District, Florida Geological Survey (Oil & Gas, and Geologic Investigations sections), United States Geological Survey, and FDEP. Wells identified within a two mile radius of the injection well system will be identified on an Area of Review Map and information (construction details, well use, permit number) for each well will be summarized on an accompanying table.
 - b. Map and cross sections showing the local and regional geology and hydrogeology will be prepared. The cross sections will depict geologic formations and hydrogeologic units, the estimated depth of the Underground Source of Drinking Water (USDW), and the direction of fluid movement within identified USDWs.
 - c. Documentation of mechanical integrity of the deep injection well system.
 - d. Tables and graphs of operating data for the injection well and both zones of the dual-zone monitor well. An interpretation of the data will be included with the application supporting information.
 - e. A proposed injection well system monitoring program.
 - f. An updated injection well system plugging and abandonment plan with an estimated cost.
 - g. Demonstration of Financial Responsibility documentation.
 - h. Submission of draft permit application to the OWNER.
 - i. Incorporation of final review comments and distribution of the final permit application to the Technical Advisory Committee (TAC), and the OWNER.

- j. Response of to up to two (2) FDEP request for additional information (RAI) regarding the permit application.
- k. Review draft permit and provide comments to CSID and FDEP
- l. Attend FDEP draft permit public notice meeting if a public meeting is held.
- m. Review Notice of Intent to Issue an operating permit and provide comments to the OWNER and FDEP.

Assumptions

Assumptions for the project are as follows:

- Bonding is not required.
- Permit fees shall be paid by the OWNER.
- No allowance is included in this project.
- No Record Drawings or surveying shall be provided.

Section 3 – Location

The services to be performed by the FIRM shall be on the following site or sites:

Coral Springs Improvement District Waste Water Treatment Plant

Section 4 – Deliverables

The FIRM will provide the following Deliverables to OWNER:

- DIW Operating Permit Renewal Application (draft and final).
- Draft and Final responses to RAI
- Draft permit review comments.

Section 5 - Time of Performance

Project will commence after execution of this Work Authorization and a Notice to Proceed is issued by OWNER. The FIRM and OWNER agree to the following schedule:

Task	Time Elapsed to Subtask Completion
Notice to Proceed (NTP)	0 Days
Draft Application	30 Days following NTP
Final Application	7 Days after receipt of comments
RAI Responses	21 Days after receipt of RAI
Draft Permit Comments	7 Days after receipt of draft permit

Section 6 - Method and Amount of Compensation

1. The FIRM shall be paid by the OWNER in accordance with the Florida’s Prompt Payment Act Florida Statute 218.70-79 and in accordance with the payment method as set forth in Section 6 of the AGREEMENT. The calculations shall begin using the date the invoice was received.
2. Total job price: **\$38,113.00**
3. On the terms contained in the FIRM’s said proposal for the doing of said work and the said award therefore, and the specifications herein specifically referred to and made a part of this contract.
4. The cost for the above scope of services is a lump sum (LS). The LS is based on the materials, methods, and assumptions presented in the scope of services and may be adjusted based on final detail design and alternative selections or omissions. The LS shall not be greater than the stated amount unless there is an approved increase in the scope of services.
5. A Budget Summary for the above LS is provided in Attachment A.

Section 7 - Application for Progress Payment

1. Unless otherwise prescribed by law, at the end of each month, the FIRM shall submit to the OWNER for review, an Application for Progress Payment filled out and signed by the FIRM covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the AGREEMENT.

Section 8 – Responsibilities

The FIRM shall, under no circumstance, look to the OWNER to provide any labor or equipment for the FIRM. The FIRM shall provide all of the labor

and equipment necessary to perform the job or services contracted for at the expense of the FIRM. Property of any kind that may be on the premises, which are the site of the performance of this contract, during the performance of this Work Authorization, shall be at the sole risk of the FIRM.

8.1 The OWNER hereby designates Mike Hosein as the OWNER's representative.

8.2 In addition to applicable provisions of Section 2 of the AGREEMENT, the OWNER will:

- Provide copies of existing drawings and equipment cut sheets if requested by FIRM
- Pay for any required permit fees

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Rick Olson as the FIRM's representative.

Section 9 – Insurance

The FIRM shall provide certificate of insurance to the OWNER setting forth the type and amount of insurance carried by the FIRM and conforming to the minimum requirements set forth in the AGREEMENT.

Section 10 – Level of Service

The OWNER shall have the right to terminate said Agreement by giving the FIRM thirty (30) days written notice if the service that is being provided is not maintained at levels necessary to provide the required service. The OWNER will determine in its sole judgment what constitutes a satisfactory level of service.

Section 11 – Indemnification

The Firm shall indemnify and hold harmless the Owner and its officers and employees as set forth in Section 11 of the Agreement.

IN WITNESS WHEREOF, this Work Authorization, consisting of six (6) pages and Attachment A has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

CORAL SPRINGS IMPROVEMENT DISTRICT

Signature of Witness

Signature of President

Printed name of Witness

Curt Tiefenbrun
Printed Name of President

Date

Approved as to form and legality

District Counsel

State of Florida
County of Broward

ENGINEER

The foregoing instrument was
acknowledged before me on this

Globaltech, Inc.
Company

_____ day of April, 2024 by

Signature

Richard D. Olson
who is personally known to me OR
produced _____
as identification.

Richard D. Olson, P.E., Vice President
Name and Title (typed or printed)

Signature of Notary

April 15, 2024
Date

Attachment A

Budget Summary

ATTACHMENT A
WA-227_DIW Operating Permit Renewal
Engineering Budget Summary

Task	Task Description	E7	Adm 3	Adm 1	Total Labor	*Sub-Consultant Services	Sub-Consultants
		\$190.00	\$77.00	\$57.00			
	Project Management/Coordination	8	4	4			
	Prepare subcontract to MHC	2	2			\$ 29,240	MHC
	Gather Information	4					
	Coordinate financial responsibility and ownership certifications. Gather and transfer permit fee	4		2			
	Review and Sign/Seal Application	2					
	Attend Review Meeting	4					
	Subtotal Task 1	24	6	6	\$ 5,364		
	Labor Subtotal Hours	24	6	6			
	Labor Subtotal	\$4,560	\$462	\$342	\$ 5,364		
	Labor Total				\$ 5,364		
	Subconsultant Labor Total					\$ 29,240	
	Subconsultant Multiplier					1.12	
	Subcontract Total					\$32,749	
	PROJECT TOTAL					\$38,113	

MHC - McNabb Hydrogeologic Consulting

PROPOSAL FOR PROFESSIONAL SERVICES

**Professional Services for
Operation Permit Renewal of
Two Deep Injection Wells at the
Coral Springs Improvement District WTP/WWTP**

**Prepared for
Globaltech, Inc.**



March 2024

**McNabb Hydrogeologic Consulting, Inc.
4600 Military Trail, Suite 116
Jupiter, Florida
(561) 891-0763**

**PROPOSAL FOR
PROFESSIONAL SERVICES FOR OPERATING PERMIT RENEWAL
OF TWO DEEP INJECTION WELLS AT
CORAL SPRINGS IMPROVEMENT DISTRICT WTP/WWTP**

I. PROJECT DESCRIPTION

Coral Springs Improvement District (CSID) owns and operates a deep injection well system located at the site of their wastewater treatment plant (WWTP). The deep injection well system is used for disposal of treated wastewater effluent. The deep injection well system consists of two deep injection wells and a dual-zone monitor well and is operated in accordance with conditions set forth in Florida Department of Environmental Protection (FDEP) Class I deep injection well operating permit #358961-002-003-UO/1M. The operating permit has an expiration date of December 6, 2024 and must therefore be renewed to allow continued operation of the injection well system beyond this date. FDEP requires that the operating permit renewal application be submitted 60 days prior to the permit expiration date. Therefore, the permit application to renew the injection well system operating permit must be submitted to FDEP on or before October 7, 2024.

CSID has requested the services of Globaltech, Inc. (Globaltech) to provide consulting services for the renewal of the injection well system operating permit. Globaltech has in turn requested the services of McNabb Hydrogeologic Consulting, Inc. (MHC) to assist with the permit renewal consulting services. These services will include the preparation and submittal of a Class I Municipal deep injection well operating permit renewal for submittal to the FDEP, response to Request for Information (RFI) from FDEP related to the permit application, review and comment of the draft permit prepared by FDEP, attendance to the draft permit public meeting and review of the final permit.

A more detailed description of each task to be provided follows.

II. SCOPE OF SERVICES

Task A - Operating Permit Renewal Services

The following services will be provided by MHC:

1) Prepare a draft Class I deep injection well operating permit renewal application with supporting information. The permit renewal permit application will include:

- A comprehensive well inventory of all wells within a three (3) mile radius of the deep injection well system. The well inventory will include review of well permitting records at the South Florida Water Management District, Southwest Florida Water Management District, Florida Geological Survey (Oil & Gas, and Geologic Investigations sections), United States Geological Survey, and FDEP. Wells identified within a two-mile radius of the injection well system will be identified on an Area of Review Map and information

(construction details, well use, permit number) for each well will be summarized on an accompanying table.

- Map and cross sections showing the local and regional geology and hydrogeology will be prepared. The cross sections will depict geologic formations and hydrogeologic units, the estimated depth of the Underground Source of Drinking Water (USDW), and the direction of fluid movement within identified USDWs.
 - Documentation of mechanical integrity of the deep injection well system.
 - Tables and graphs of operating data for the injection well and both zones of the dual-zone monitor well. An interpretation of the data will be included with the application supporting information.
 - A proposed injection well system monitoring program.
 - An updated injection well system plugging and abandonment plan with an estimated cost.
 - Demonstration of Financial Responsibility documentation.
- 2) Provide Globaltech with the draft permit application.
 - 3) Incorporate Globaltech draft application review comments and distribute to Globaltech and the CSID for final review.
 - 4) Incorporate final review comments and distribute the permit application to Globaltech, FDEP, and the CSID.
 - 5) Respond to up to two (2) FDEP requests for additional information (RAI) regarding the permit application.
 - 6) Review draft permit and provide comments to the CSID, Globaltech and FDEP.
 - 7) Attend FDEP draft permit public notice meeting if a public meeting is held.
 - 8) Review Notice of Intent to Issue an operating permit and provide comments to the CSID, Globaltech and FDEP.

III. ASSUMPTIONS

1. Globaltech will serve as the Engineer of Record for the project.

IV. DELIVERABLES

The following deliverables will be provided to MHC:

1. Draft and final permit application with supporting information.
2. Draft and final response to RAIs.
3. Draft permit review comments.

V. COMPENSATION

Professional fees for work described in this proposal will be on a Lump Sum basis. The Lump Sum amount of compensation is shown on Table 1, below.

**Table 1
COMPENSATION
PROFESSIONAL SERVICES FOR INJECTION WELL SYSTEM OPERATING PERMIT
RENEWAL**

Task	Fee
A – Permitting Services	\$29,240
Total	\$29,240

VII. COMPLETION DATES

Following are the estimated completion times. Dates are from execution of the Work Order.

<u>Draft Application</u>	30 days from Notice to Proceed
<u>Final Application</u>	7 days after receipt of comments
<u>RAI Responses</u>	21 days after receipt of RAI
<u>Draft Permit Comments</u>	7 days after receipt of draft permit

<p style="text-align: center;">Budget Breakdown CSID IW-1 and IW-2 Operating Permitting Renewal Services</p>					
Activity No.	DESCRIPTION		HRS	RATE	BUDGET AMOUNT
A	Area of Review		12	\$215.00	\$2,580
	Geologic and hydrogeologic cross sections		12	\$215.00	\$2,580
	Application supporting information		94	\$215.00	\$20,210
	Plug & abandonment plan, cost estimate and diagrams		8	\$215.00	\$1,720
	RAI responses		4	\$215.00	\$860
	Review draft and notice of intent permit		6	\$215.00	\$1,290
TOTAL HOURS AND BUDGET			136		\$29,240.00

Seventh Order of Business

Globaltech, Inc.
CSID Engineer's Report
April 15, 2024

PROJECTS UNDER CONTRACT

WA#192 – Canal Right-of-Way Tree Inventory – In Progress

- Approved by Board – 9/20/21
- Board restarted project on 1/22/24
- Met with Staff, Quest and Arborist to discuss project execution – 3/08/24
- Field work beginning in Zone 1 (East Basin – North) – 4/08/24
- Anticipated project completion – August 2024

WA#213 – Digester 1 Diffuser Replacement – Complete

- Approved by Board – 4/17/23
- Replacement diffusers arrived – 2/27/24
- Provided staff with protocol for final system cleaning before diffuser installation
- Digester 1 startup -3/25/24
- Project complete

WA#214 – Blow-off Valve and Muffler Installation – Substantially Complete

- Approved by Board – 6/19/23
- Prepared purchase orders and subcontracts
- Installed tap and valve – 8/18/23
- Installed muffler – 10/20/23
- Conducted thermal survey of Blower Room – 10/26/23
- Investigating relocating muffler to external location to reduce heat within building and minimize noise.
- Substantial Completion – 11/03/23
- Developed approach to relocate muffler outside blower room building
- Ordered muffler modification / adaptor to accommodate increased air flow and further reduce sound – 3/28/24
- Moving forward to relocate muffler on west side of blower building
- Will request cost sharing for added value items

WA#216 – Replacement LP Gas Tanks for PS 1 – Substantially Complete

- Approved by Board – 10/16/23
- Addressing leak on southernmost tank coupling – 4/08/24
- Anticipated project completion – April 2024

WA#218 – Electrical Surge System Improvements – In Progress

- Approved by Board – 10/16/23
- Executed contract with Bonded Lightning Protection – 11/10/23
- Conducted inventory of surge and UPS systems – 11/20/23
- Replaced electrical surge protectors on Admin. and Maintenance Building – 1/27/24
- Draft Technical Memorandum for UPS systems submitted – February 2024
- Lightning protection system improvements began 3/25/24
- Anticipated project completion – April 2024

Globaltech, Inc.
CSID Engineer's Report
April 15, 2024

PROJECTS UNDER CONTRACT (Continued)

WA#219 – Production Well 2 Repower – In Progress

- Approved by Board – 11/13/23
- Prepared purchase orders for control panel equipment – November 2023
- Conducted preliminary review of RO Building Electrical Room
- Conducting preliminary work in Electrical RO Building Electrical Room
- Installed buried conduit for Wells 2 and 3
- VFD and panel cabinet delivered – March 2024
- Panel assembly to begin May 2024
- PLC Programming and SCADA work anticipated in June 2024
- Anticipated completion – January 2025

WA#221 – Site 17 – Canal Bank Restoration – In Progress

- Approved by Board – 1/22/24
- Prepared contract documents with B&Z Construction
- Boundary survey conducted 3/08 – 3/12/24
- Meeting to review which properties will stay in the project to occur week of 3/18/24
- Negotiated reduced fee for revised scope
- Irrigation system documentation schedule – April 16, 2024
- Mobilization scheduled – April 16, 2026
- Anticipated field work to begin – April 22, 2024
- Anticipated completion – June 2024

WA#222 – Belt Filter Press Replacement – In Progress

- Approved by Board – 1/22/24
- Conducted internal kick-off meeting
- Gathering structural information for Solids Handling Building
- Subcontracted WGI for structural investigation
- Issued purchase order for new belt filter press
- Anticipated completion – February 2025

WA#223 – Administration Building Structural Assessment – Complete

- Approved by Board – 1/22/24
- Provided architectural and structural drawings to WGI
- Prepared subcontract with WGI
- Draft Structural Assessment Report submitted to staff – 3/07/24
- Provided staff with Engineer's Estimate of Probable Construction Cost – 3/07/24
- Project completion – April 2024

**Globaltech, Inc.
CSID Engineer's Report
April 15, 2024**

PROJECTS UNDER CONTRACT (Continued)

WA#224 – Stormwater Culvert Structural Assessment – In Progress

- Approved by Board – 2/26/24
- Issued subcontract to IDC
- Field work began 3/25/24
- Completed East Bain – 4/03/24
- Anticipated project completion – June 2024

WA#225 – Surveying Services for Lift Station Upgrades – Substantially Complete

- Approved by Board – 2/26/24
- Issued subcontract to DJS Surveying
- Draft surveys delivered to CSID – April 8, 2024
- Anticipated project completion – May 2024

Work Authorizations Under Development

WA#177 – Portable Generator Storage Building – On Hold

WA#220 – Potable Water Distribution System Sample Stations – On Hold

WA#XXX – Administration Building Glass Door Replacement – Under development

WA#226 – Stormwater Pump Station Spare Engine Procurement – On Current Agenda

WA#227 – Deep Injection Well Operating Permit Renewal – On Current Agenda

WA#XXX – Wastewater Treatment Plant SCADA Improvements – Under development