

**Coral Springs
Improvement District
Regular Meeting**

Agenda

August 19, 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, August 19, 2024 at 4:00 p.m.

- 1. Call to Order**
- 2. Audience Comments**
- 3. Approval of the Minutes of the July 15, 2024 Meeting**
- 4. Financials for July 2024**
- 5. Budget Public Hearing to Adopt the Fiscal Year 2025 General Fund Budget**
 - A. Resolution 2024-08, Adopting the Fiscal Year 2025 General Fund Budget
 - B. Resolution 2024-09, Levying Non-Ad Valorem Assessment
- 6. Consideration of a Contract with Polydyne for the Purchase of Polymer for the Wastewater Department “Piggybacking” on a Contract between Polydyne, Inc. and Hillsborough County Including any Contract Renewals (*Polydyne, Inc. – Hillsborough County’s contract for bulk liquid polymer will expire on September 30, 2024*) – Danielle/Mike**
- 7. Consideration of Work Authorizations**
 - A. Amendment #1 to Work Authorization #221 for Site No. 17 Canal Bank Stabilization, Reimbursing \$182,444.58
 - B. Work Authorization #228 for WWTP Plant E Improvements at a Total Job Price of \$329,434
- 8. Engineer’s Report**
- 9. Staff Reports**
 - A. Manager – Ken Cassel
 - Proposed Fiscal Year 2025 Meeting Schedule
 - 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

10. Supervisors' Requests/Comments

11. Adjournment

*Next regular meeting scheduled for September 16, 2024

Third Order of Business

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, July 15, 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 (Via Teams)
David McIntosh	Director of Operations
Joe Stephens	Director of Utilities
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Jan Zilmer	Director Human Resources
Rick Olson	District Engineer
Janice Rustin	Lewis Longman Walker (Via Teams)
Shawn Frankenhauser	Stormwater Department (Via Teams)
Frank Kozlowski	Field Department (Via Teams)
Christian McShea	Water Department (Via Teams)
Mike Hosein	Wastewater Department (Via Teams)
Brian Klein	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department (Via Teams)
Danielle Keira-Cancel	Procurement (Via Teams)
Julie Beyer	IT Specialist
Robert Koncar	Inframark
Peter Napoli	Stantec
Travis McEwen	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. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Presentation by Lewis, Longman and Walker on New Procurement Policy Based on Legislative Changes to the District’s Charter

Lewis, Longman and Walker provided a presentation on the purchasing policy based on the newly passed enabling legislation.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the new purchasing policy was adopted.

FOURTH ORDER OF BUSINESS

Presentation by Stantec on Updated District’s Revenue Sufficiency Analysis Projections

Stantec provided a presentation on revenue sufficiency.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the revenue sufficiency analysis projections report was approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the June 17, 2024 Meeting

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the June 17, 2024 meeting were approved.

SIXTH ORDER OF BUSINESS

Financials for June 2024

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

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Approving the Fiscal Year 2025 Water and Sewer Budget and Setting the Public Hearing

The Fiscal Year 2025 Water and Sewer budget was reviewed.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor, Resolution 2024-07 approving the Fiscal Year 2025 Water and Sewer Budget and setting the public hearing for September 16, 2024 at 4:00 p.m., was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for 10038 Vestal Place

Staff reviewed the request for an encroachment agreement.

On MOTION by Mr. Ritter seconded Mr. Groenevelt with all in favor an encroachment agreement of five feet into the canal at 10038 Vestal Place was approved.

NINTH ORDER OF BUSINESS

Consideration of a Request by Staff to Piggyback on SFWMD RFP 6000001535 for the Purchase of Aquatic Herbicides (We are currently piggybacking from South Florida Water Management District (SFWMD) for all herbicides and these contracts expired on June 30. SFWMD opened the bids to RFP 6000001535 Herbicides, Adjuvancts, and Algaecides on May 29, 2024 with responses from eight (8) bidders. Pricing agreements were issued to seven (7) of these bidders with the lowest price on various herbicides, adjuvancts, and algaecides on July 1, 2024. CSID is anticipating spending over the charter purchasing amount with Nutrien AG Solutions, Inc. We are seeking approval from the Board to piggybacking from price agreement 460000500515 with Nurtien AG Solutions until June 30, 2025.)

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor, piggybacking on SFWMD RFP 6000001535 for the purchase of aquatic herbicides was approved.

TENTH ORDER OF BUSINESS

Consideration/Authorization for the District Manager to Sign FDEM Contract Pending Legal Review

On MOTION Mr. Ritter seconded by Mr. Groenevelt with all in favor the District Manager was authorized to execute the addendum to the FDEM grant for additional funding subject to final legal review was approved.

ELEVENTH 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. Olson reported the tree survey was progressing well. They will be bringing a work authorization for investigative work on Digester E in the future.

TWELFTH ORDER OF BUSINESS Staff Reports**A. Manager – Ken Cassel**

Mr. Cassel stated the procurement policy is going to work because it will provide the flexibility they did not have before.

B. Department Reports

- **Operations – David McIntosh**

- Mr. McIntosh reported they are continuing with the tree inventory. A couple of residents have called the Quest hotline requesting trees be removed. They are being placed on the volunteer list.
- He is advertising for a Director of Human Resources to replace Mr. Zilmer. Mr. Zilmer will stay on until January 31, 2025.

- **Utilities Update – Joe Stephens**

- Mr. Stephens reported he is working a lot with the grants. They resubmitted for the septic sewer grant last week. It is approximately \$2.5 Million for the project.
- Mr. McIntosh noted it is a lot of work and beneficial.

- **Utility Billing Customer Service Report – Brian Klien (Report Provided)**

Mr. Klien reviewed his report; a copy of which is attached hereto as part of the public record. He noted 35 residences were shut off for not payment last week. Only two of those have yet to pay.

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

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

- **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**

Ms. Beyer did not have anything additional to report.

- **Human Resources – Jan Zilmer**

Mr. Zilmer reported they are in open enrollment. The representative was on site to introduce staff to Florida Blue.

- **Engineering – Glen Hanks**

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

- **Motion to Accept Department Reports**

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

- Mr. Behn noted they submitted the information for the 3M and Dupont settlements. Another two settlements that have come down are Tyco and PFAS. The applications for those settlements are not available yet.

THIRTEENTH ORDER OF BUSINESS Supervisors' Requests/Comments

- Mr. Ritter thanked Mr. McEwen for attending the Board meeting.
- Mr. Tiefenbrun commented on the growth of the District and innovative ideas which come from staff.

FOURTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting was adjourned.

Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Fourth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

**SUMMARY FINANCIAL REPORTING
BOARD MEETING AUGUST 19, 2024**

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

For Period Ending July 31, 2024

	Actual ENDING 07/2024	BUDGET THRU 07/2024	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2023/2024
REVENUES				
TOTAL REVENUES	\$ 14,444,150	\$ 13,138,552 *	\$ 1,305,598	\$ 15,766,262
CARRY FORWARD	\$ -	\$ 3,463,333	\$ (3,463,333)	\$ 4,156,000
TOTAL REVENUE WITH CARRY FORWARD	\$ 14,444,150	\$ 16,601,885	\$ (2,157,735)	\$ 19,922,262
EXPENDITURES				
TOTAL ADMINISTRATIVE	\$ 1,896,092	\$ 1,939,536	\$ (43,444)	\$ 2,327,443
TOTAL PLANT	\$ 5,352,002	\$ 7,962,936	\$ (2,610,934)	\$ 9,555,523
TOTAL FIELD	\$ 2,153,154	\$ 4,114,411	\$ (1,961,257)	\$ 4,937,293
TOTAL EXPENDITURES	\$ 9,401,247	\$ 14,016,883	\$ (4,615,635)	\$ 16,820,259
AVAILABLE FOR DEBT SERVICE	\$ 5,042,902			\$ 3,102,003
Total Debt Service	\$ 2,324,936			\$ 2,818,070
Excess Revenues (Expenses) After Debt Service	\$ 2,717,966			\$ 283,933

Debt Service Coverage - Current 2.17

Debt Service-Budget 1.10

Debt Service Requirement 1.10

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

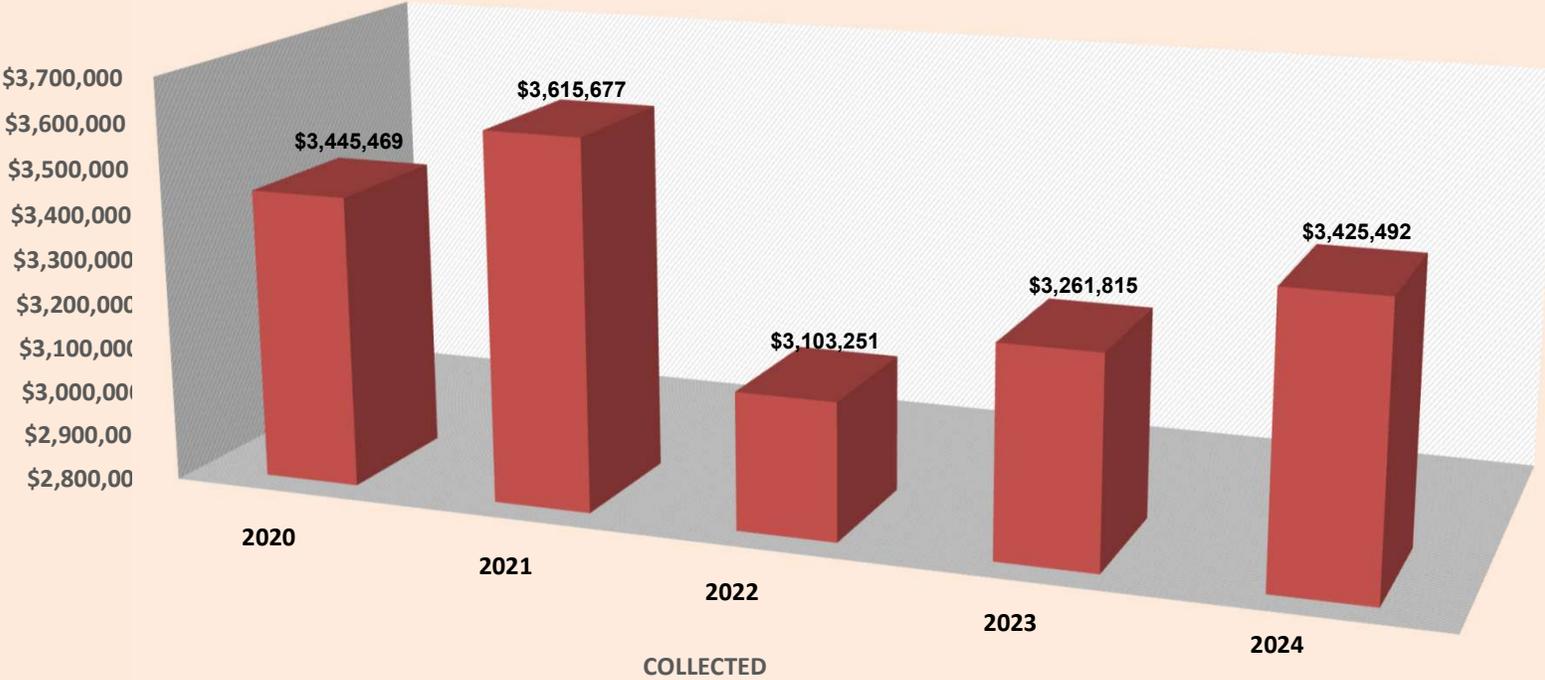
CORAL SPRINGS IMPROVEMENT DISTRICT

General Fund
SUMMARY REPORT

For Period Ending July 31, 2024

	Actual ENDING 07/2024	BUDGET THRU 07/2024	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2023/2024
REVENUES				
TOTAL REVENUES	\$ 4,165,075	\$ 2,873,693	\$ 1,291,382	\$ 3,448,432
CARRY FORWARD	\$ -	\$ 4,993,768	\$ (4,993,768)	\$ 5,992,522
TOTAL REVENUE WITH CARRY FORWARD	\$ 4,165,075	\$ 7,867,462	\$ (3,702,387)	\$ 9,440,954
EXPENDITURES & RESERVES				
TOTAL ADMINISTRATIVE	\$ 470,997	\$ 703,784	\$ (232,788)	\$ 844,541
TOTAL FIELD	\$ 1,293,476	\$ 6,580,344	\$ (5,286,868)	\$ 7,896,413
TOTAL EXPENDITURES	\$ 1,764,473	\$ 7,284,128	\$ (5,519,655)	\$ 8,740,954
RESERVES				
RESERVED FOR OPERATING	-	337,500	(337,500)	450,000
RESERVED FOR PROJECTS AND EMERGENCIES	-	187,500	(187,500)	250,000
TOTAL OPERATIONAL EXPENDITURES & RESERVES	\$ 1,764,473	\$ 7,809,128	\$ (6,044,655)	\$ 9,440,954
EXCESS REVENUES (EXPENSES)	\$ 2,400,602			\$ -

NON AD VALOREM ASSESSMENTS COMPARED TO **JULY** PRIOR FISCAL YEARS



Fifth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

GENERAL FUND

**APPROVED
TENTATIVE
BUDGET**

FY 2024 / 2025

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**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
Approved Tentative Budget
Fiscal Year 2024 - 2025**

DESCRIPTION	ACTUAL FYE 9/2023	ADOPTED BUDGET FY 2023/2024	ACTUAL thru 3/31/2024	TOTAL Projected thru 9/30/2024	PROPOSED BUDGET FY 2024/2025
Revenue					
Non Ad Valorem Taxes	3,261,963	3,407,082	3,247,752	3,244,840	3,577,436
Permit Fees	5,600	3,200	12,950	25,900	20,000
Miscellaneous Revenues	10,544	-	500	1,000	-
Interest	449,109	-	394,725	789,451	300,000
Shared Personnel Revenue	38,150	38,150	19,631	39,262	40,464
Carry Forward Assigned Funds	-	5,992,522	-	-	4,375,955
Total Revenues	3,765,366	9,440,954	3,675,558	4,100,453	8,313,855

Expenses

Administrative Personnel

Supervisor Fees	7,800	7,200	3,508	7,016	12,000
Salaries And Wages	194,644	223,921	102,036	204,073	249,364
Special Pay	-	268	908	1,816	289
FICA Expense	14,645	17,682	7,047	14,095	19,996
Pension Expense	5,654	13,435	5,549	11,098	14,962
457 Match	5,654	13,435	5,261	10,522	14,962
Health Insurance	13,833	49,399	29,673	59,345	129,769
Workers' Comp. Insurance	1,015	533	90	179	604
Payroll Processing Fees	-	2,580	1,890	3,780	2,500
Tuition Reimbursement	-	7,480	-	-	9,560
Total Administrative Personnel	243,246	335,933	155,962	311,924	454,006

Administrative Non-Personnel

Engineering Fees	39,922	44,100	2,454	4,909	18,600
Attorney Fees	93,273	96,000	34,535	69,071	96,000
Special Consulting Services	1,000	200,000	11,974	23,948	155,000
Newsletter	-	-	3,128	6,255	4,800
Cybersecurity & It Services	-	13,737	6,458	12,915	14,400
Annual Audit	8,200	10,700	8,800	8,200	11,400
GASB Valuation Fee	350	500	-	-	400
Management Fees	64,506	64,509	32,253	64,506	68,437
Telephone	3,742	3,860	1,974	3,948	3,950
Postage	752	730	369	737	760
Printing & Binding	1,418	1,380	738	1,476	1,530
Paver Driveway Incentive Program	-	12,500	-	-	12,500
Rentals And Leases	13,506	13,905	6,990	13,980	14,400
Insurance	982	1,300	1,180	2,361	3,000
Legal Advertising	3,129	6,000	1,812	3,624	5,000
Bank Fees	65	100	20	40	250
Monitoring Fees	324	400	162	324	500
Employment Screening	948	800	371	742	1,000
Technology	25,783	17,363	8,688	17,376	17,900
Office Supplies	7,352	8,290	4,171	8,341	8,520

**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
Approved Tentative Budget
Fiscal Year 2024 - 2025**

DESCRIPTION	ACTUAL FYE 9/2023	ADOPTED BUDGET FY 2023/2024	ACTUAL thru 3/31/2024	TOTAL Projected thru 9/30/2024	PROPOSED BUDGET FY 2024/2025
Dues, Licenses, Subscriptions	8,648	3,175	4,675	4,675	4,675
Promotional Expense	4,974	4,800	-	-	1,000
Open House	-	-	4,738	9,477	6,960
Staff Development	-	4,725	278	555	12,200
Total Administrative Non-Personnel	278,874	508,874	135,767	257,459	463,182
Total Administrative Expenses	522,120	844,807	291,729	569,383	917,188

Stormwater Personnel

Salaries And Wages	304,551	328,425	150,651	301,301	339,175
Special Pay	-	758	-	-	866
FICA Expense	22,721	25,124	11,360	22,720	25,947
Pension	16,412	19,706	7,767	15,535	20,351
457 Match	16,412	19,706	7,767	15,535	20,351
Health Insurance	79,123	112,306	43,515	87,030	112,966
Workers' Comp. Insurance	9,097	16,619	4,236	8,473	17,162
OPED Expense	-	-	-	-	400
Payroll Processing Fees	2,582	3,380	597	1,193	2,500
Tuition Reimbursement	-	11,200	-	-	12,200
Total Stormwater Personnel	450,897	537,223	225,894	451,787	551,917

Stormwater Operations

Water Quality Testing	1,804	3,000	1,356	2,712	4,000
Telephone	753	2,200	241	483	1,000
Electric	1,043	1,500	571	1,141	1,800
Rentals and Leases	-	500	-	-	2,700
Insurance	11,534	13,000	13,866	27,732	35,000
R&M-General	12,306	30,135	2,250	4,500	30,200
R&M-Fencing	-	-	-	-	1,000
R&M-Culvert Inspect/Cleaning	19,500	290,000	62,670	125,340	139,500
R&M-Canal Dredging	-	25,000	-	-	-
R&M-Vegetation Management	-	15,000	-	-	15,000
R&M-Vehicles	2,626	5,500	755	1,510	5,500
R&M-Trash Pick-Up	5,072	5,200	4,037	8,074	7,500
R&M-Facility Maintenance	24,916	12,000	11,023	22,045	50,000
R&M-Pump Stations	37,692	72,055	3,636	7,272	97,100
Other Operating Supplies	1,612	22,100	500	1,000	22,100
GIS Services	-	-	-	-	10,000
Herbicides (Chemicals)	145,019	160,000	31,287	62,574	160,000
Uniform Rental	1,052	2,100	456	912	2,000
Gas & Diesel Fuel	16,529	9,300	2,566	5,132	9,300
Propane Fuel	-	42,000	4,970	9,940	42,000
Dues, Licenses, Subscriptions	3,528	10,100	400	800	2,550
Staff Development	-	-	68	136	6,500
Total Stormwater Operations	284,987	720,690	140,651	281,303	644,750

**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
Approved Tentative Budget
Fiscal Year 2024 - 2025**

DESCRIPTION	ACTUAL FYE 9/2023	ADOPTED BUDGET FY 2023/2024	ACTUAL thru 3/31/2024	TOTAL Projected thru 9/30/2024	PROPOSED BUDGET FY 2024/2025
Stormwater Capital Projects					
Capital Projects	-	47,000	43,955	133,568	125,000
Safety & Sustainability	34,806	5,516,500	13,959	27,918	4,075,000
R&M-Canal Stabilization/Repair	1,061,111	1,100,000	22,829	326,825	1,300,000
Total Capital Projects	1,095,917	6,663,500	80,743	488,311	5,500,000
Total Stormwater	1,831,801	7,921,413	447,288	1,221,402	6,696,667
Total Administration & Stormwater Expenses	2,353,921	8,766,220	739,017	1,790,785	7,613,855
Reserves					
Reserved for 1st Qtr. Operating	-	450,000	-	-	450,000
Reserved for Designated Projects/Emergency	-	250,000	-	-	250,000
Total Reserves	-	700,000	-	-	700,000
Total Expenses & Reserves	2,353,921	9,466,220	739,017	1,790,785	8,313,855
Excess Reserves over Expenses & Reserves	1,411,444	-	2,936,541	2,309,668	-

Coral Springs Improvement District
General Fund
Approved Tentative Budget
Fiscal Year 2024 / 2025

REVENUES:

Assessments

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

Fee Impact Examples

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

Source: Assessment Methodology Study – 5/2018

Permit Review Fees

The District restructured permit fees during the 2023/2024 Fiscal Year. The Board of Supervisors approved the new fee schedule. The budget for permit review fees is based on the previous year's earnings. The amount budgeted for this line item is \$20,000.

Interest Income

The District earns interest on funds deposited in various money markets and pools of investment accounts. Interest rates have leveled off but are holding above 5% as of the printing of this budget.

Shared Personnel Revenue

The District has an interlocal agreement with Pinetree Water Control District. Under the provisions of that agreement the District provides the services of an appropriately licensed field supervisor to Pinetree. Budgeted revenue from this source is \$40,464.

EXPENDITURES

ADMINISTRATIVE

Supervisor Fees

The members of the Board of Supervisors receive \$200 per meeting, not to exceed \$2,400 each per year. Due to new regulations the Board will increase from three members to five after the 2024 elections. Based on five supervisors and twelve meetings per year, the amount should not exceed \$12,000.

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$249,364

Special Pay

Special pay is a holiday gift based on the number of years of service. The budget for special pay is \$289.

FICA Taxes

Governmental FICA tax is 7.65% of employee gross pay. Based on salaries of \$249,364 and Supervisors Fees of \$12,000 the budget for FICA taxes is \$19,996.

Pension Expense

The District provides a pension plan whereby the employer contributes on a percentage basis for the employees. Based on salaries of \$249,364 the pension expense budget is \$29,924.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. In addition, the board members can choose to receive Health and Dental Insurance only. The projected cost to be paid by the District for this fiscal year is \$129,769.

Education

The District values continued learning and encourages employees to further their education. The District will pay for classes taken by employees when the subject is related to the employee's job. The total budget is \$9,560.

Worker's Compensation Insurance

The District's Worker's Compensation Insurance budget is \$604.

Payroll Processing Fees

In April of 2023, the District contracted with PayCom for payroll processing services. The projected amount for payroll fees for this fiscal year is \$2,500.

Engineering Fees

During the 2023/2024 Fiscal Year the District hired a full-time Director of Engineering. The District has reduced its budget for outside contracted engineering services to \$18,600.

Legal Fees

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

Special Consulting Services

At times, the District needs additional consulting to conduct workshop sessions involving staff and department managers. The total amount budgeted is \$155,000.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The budget for the 2024 audit is approximately \$11,400.

Actuarial Computation - OPEB

Florida Statutes require the employer to make health coverage available to retirees at the employer's group rate. The Governmental Accounting Standards Board requires a periodic actuarial assessment of the cost and liability associated with these benefits. In June 2017 GASB 75 replaced and expanded GASB 45 reporting requirements. The District is budgeting \$400 for this assessment.

Management Fees

This service includes \$68,437 in management and financial advisory services provided to the District under the Management Contract with Inframark.

Telephone

Telephone expenses budgeted for this Fiscal Year at \$3,950.

Postage

Mailing of agenda packages, overnight deliveries, correspondence. Budgeted amount for this Fiscal Year is \$760.

Printing and Binding

Checks, stationery, envelopes, photocopies, and other informational mailings. The budgeted amount for this Fiscal Year is \$1,530.

Paver Driveway Incentive Program

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

Administrative Building Costs

This expense represents the costs of operating and maintaining the administration building. The projected amount for this cost is \$14,400.

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. Insurance costs have increased and the expected amount for this Fiscal Year should not exceed \$3,000.

Legal Advertising

The District does its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, and informational notices. Based on prior years' spending the amount should not exceed \$5,000.

Other Charges / Contingencies

The District has minimal budgeting for various bank charges, monitoring fees and employment screening as needed. The budgeted amount for these items totals \$1,750.

Technology / Cybersecurity

All the District's financial records, accounts payable, customer accounts are on a secure main frame computer owned by Coral Springs Improvement District. Cybersecurity has become an increased need to protect the information of CSID and its customers. The budgeted amount for technology is \$32,300.

General Fund
Approved Tentative Budget
Fiscal Year 2024 / 2025

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$8,520.

Dues, Subscriptions, Licenses & Staff Development

	<u>Yearly</u>
Annual renewal fee to Florida Assoc.	\$ 4,500
Annual Special District fee	175
Staff Development CEU/Licenses	<u>12,200</u>
Total	<u>\$16,875</u>

Newsletters

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

Open House

The District feels it is important for the residents to experience CSID. To give our residents the opportunity to gain knowledge about the work done by our Stormwater crews, we have a yearly Open House. The budgeted amount for this line item is \$6,960.

Capital Purchases

There are no budgeted expenditures.

FIELD OPERATIONS

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$339,175.

Special Pay

Special pay is a holiday gift to employees based on the number of years of service. The amount budgeted for this fiscal year is \$866.

FICA Taxes

Government FICA tax is currently 7.65%. Based on salaries of \$339,175 the budget for FICA taxes is \$25,947.

Pension Expense

The District has a pension plan whereby the employer contributes to the plan annually. Based on salaries of \$339,175 the pension expense budgeted is \$40,702.

Health Insurance

The District offers the employees' Health, Life, Dental and Disability Insurance. The projected cost to the District for this fiscal year is \$112,966.

Education

The District values continued learning and encourages employees to further their education. The District will pay for classes / seminars taken by employees when the subject is related to the employee's job. The total budget is \$12,200.

Worker's Compensation Insurance

The District's budget for Worker's Compensation Insurance premiums is \$17,162.

Payroll Processing Fees

In April of 2023, the District contracted with PayCom for payroll processing services. The projected amount for payroll fees for this fiscal year is \$2,500.

Water Quality Testing

The District does Water Quality Testing to provide a guide for planning the aquatic plant control program, which provides indications of dangerous or threatening conditions. Based on last year's quarterly evaluations the budget is set at \$4,000.

General Fund
Approved Tentative Budget
Fiscal Year 2024 / 2025

Communications-Radios/Cellphones

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

	<u>Yearly</u>
Field Supervisor	\$ 500
Truck No. 1	250
Truck No. 1	<u>250</u>
Total	\$1,000

Electric

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

<u>Address</u>	<u>Yearly</u>
Pump Station #1 – 121 NW 93 rd Terrace	\$ 900
Pump Station #2 – 12000 SW 1 st Street	<u>900</u>
Total	\$1,800

Rentals and Leases

Payments related to a lease on a copy machine. The projected cost for this fiscal year is \$2,700.

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. Insurance costs have increased and the expected amount for this Fiscal Year should not exceed \$35,000.

Repair & Maintenance - General

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

	<u>Yearly</u>
Vehicle Maintenance	5,500
Pump Station Repairs/Maintenance	97,100
Trash Pick-up Service	7,500
General, GIS Service & Misc	<u>41,200</u>
Total	\$151,300

Repair & Maintenance - Facility

Estimated costs for general facility maintenance are \$50,000.

Culvert Inspection and Cleaning

Culvert inspection and cleaning budget for this year is \$139,500.

Vegetation Management

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

Operating Supplies

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

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

Herbicides / Chemicals

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

Uniform Rental / Purchase

Estimated costs for uniform rental / purchase including Employee Safety Boot Allowance for the budget year are \$2,000.

Motor Fuels & Propane

Estimated costs for motor fuels at \$9,300 and propane at \$42,000 for at total budget of \$51,300.

Dues, Licenses, Staff Development

Stormwater employees must have an Aquatic License. This expense includes the classes, licenses and all fees related to the employee obtaining an Aquatic License. This year's projected amount should not exceed \$9,050.

Capital Outlay-Equipment

Capital outlay budget for equipment is \$125,000, for the purchase and installation of a new engine.

Capital Projects

Capital projects budgeted in the amount of \$5,500,000 for canal bank restoration, and the Windstorm Mitigation Safety and Sustainability project.

Reserves for 1st Quarter Operating

First quarter reserves budget for operating expenses is \$450,000.

Reserves for Assigned Projects and Emergencies

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

5A

RESOLUTION 2024-08**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE CORAL SPRINGS IMPROVEMENT DISTRICT,
ADOPTING THE FINAL GENERAL FUND BUDGET FOR
FISCAL YEAR 2025**

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

WHEREAS, a public hearing was held on this 19th day of August, 2024, at which hearing members of the general public were given the opportunity to speak and the Board was able to hear any objections to the final budget prior to the adoption of the same; and

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

WHEREAS, the Board, having conducted said public hearing and having heard any objections and suggestions pertaining to the budget, has determined that it is in the best interests of the District and those residing within the District to adopt the Final General Fund Budget for Fiscal Year 2025.

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

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

Section 2. The General Fund Budget heretofore submitted to and approved by the Board is hereby adopted as the final General Fund Budget of the District for Fiscal Year 2025.

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

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

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

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District, this 19th day of August, 2024.

Curt Tiefenbrun, President

Kenneth Cassel, Assistant Secretary

Exhibit A

Fiscal Year 2025 Final Budget

5B

RESOLUTION 2024-09

A RESOLUTION OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, LEVYING AND IMPOSING A NON AD VALOREM MAINTENANCE AND OPERATIONS SPECIAL ASSESSMENT FOR FISCAL YEAR 2025

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

WHEREAS, the District Board of Supervisors (the “Board”) finds and has determined that the District's total General Fund maintenance and operations budget, taking into consideration other revenue sources during Fiscal Year 2025, will amount to approximately \$ _____; and

WHEREAS, the Board further finds and has determined that the District’s total maintenance and operations during Fiscal Year 2025 will amount to \$ _____; and

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

WHEREAS, the Board understands that this Resolution levies only the maintenance and operations assessments for Fiscal Year 2025, and that the President of the District, the District Manager or the designee of the District Manager, shall certify a total non-ad valorem assessment roll in a timely manner to the Tax Collector in and for Broward County for collection to include all assessments levied and approved by the District on the property for maintenance and operation special assessments; and

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

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

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

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

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

Section 4. The levy and imposition of the maintenance and operations special assessments on platted lots included in the District, all of which shall be levied and certified as a total amount on the non-ad valorem assessment roll to the Broward County Property Appraiser and Tax Collector by the designee of the President of the Board on compatible medium no later than the 15th day of September 2024, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

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

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

PASSED AND ADOPTED this 19th day of August 2024, by the Board of Supervisors of the Coral Springs Improvement District, Broward County, Florida.

Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Exhibit A

(to be completed by Assessment Department)

Sixth Order of Business

August 1, 2024

Danielle Cancel
Procurement Manager
Coral Springs Improvement District
10300 N.W. 11th Manor
Coral Springs, FL 33071

Subject: Piggyback Contract Offer for the Purchase of Polymer
RE: Broward County; Agreement No. OPN2118441B1

Dear Ms. Cancel,

Polydyne Inc. is pleased to offer the Coral Springs Improvement District the option to piggyback the purchase of cationic emulsion polymer, CLARIFLOC SE-676, from the referenced Broward County contract. While CLARIFLOC SE-676 was not specifically included in this solicitation, it does include CLARIFLOC EA-149. CLARIFLOC SE-676 and EA-149 are similar in composition. With this piggyback agreement, the unit price for CLARIFLOC SE-676 will be \$1.55/Lb. in drums. The term of this Agreement begins August 20, 2024, and continues through August 19, 2025. It includes four one-year renewals at adjusted prices. Attached for your reference is Amendment No. 3., and Broward County's acceptance. All terms and conditions stated therein will apply.

Thank you for your business. We look forward to the opportunity to continue supplying the Coral Springs Improvement District. Should you have any questions regarding this offer, please feel free to contact Chris Cherp, Sr. Technical Sales Representative, at (941) 961-3998. Upon review of this proposal and the documents provided herein, please send notification of the District's acceptance via email to bids@polydyneinc.com



Sr. Vice-President

Enclosures



**THIRD AMENDMENT TO AGREEMENT BETWEEN
BROWARD COUNTY AND POLYDYNE, INC. FOR POLYMER
(No. OPN2118441B1)**

This Third Amendment ("Third Amendment") is entered into by and between Broward County, a political subdivision of the State of Florida ("County"), and Polydyne, Inc., a foreign corporation registered to transact business in the State of Florida ("Contractor") (collectively referred to as the "Parties").

RECITALS

A. The Parties conducted a competitive solicitation for polymer, No. OPN2118441B1, which was awarded to Contractor, dated August 20, 2019 (the "Original Agreement").

B. The Original Agreement has been amended to date by two (2) previous amendments which, among other things, increased the unit price for polymer for wastewater belt presses. The Original Agreement, as amended by the first and second amendments, is referred to herein as the "Agreement."

C. The Agreement provided for a two (2) year initial term and three (3) optional renewal terms, with each renewal term lasting for a period of one (1) year, for a potential total duration of five (5) years. The Director of Purchasing has exercised each of the one-year renewal terms; thus, the Agreement will terminate on August 19, 2024.

D. The Parties now desire to further amend the Agreement to: (i) provide for an additional five (5) optional renewal terms, each one (1) year in duration, for a potential total of ten (10) years; (ii) provide for adjustments to increase the unit price for polymer for wastewater belt presses in each renewal term after August 19, 2024; and (iii) increase the maximum not-to-exceed amount for the Agreement by Eight Million Three Hundred Sixty-Six Thousand Five Hundred Thirty-One and 25/100 Dollars (\$8,366,531.25) for a new maximum not-to-exceed amount of Fourteen Million Six Hundred Eighty-Four Thousand Five Hundred Thirty and 25/100 Dollars (\$14,684,530.25).

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The above Recitals are true and correct and are incorporated herein by reference. All capitalized terms not expressly defined within this Third Amendment shall retain the meaning ascribed to such terms in the Agreement.
2. This Third Amendment shall be effective on the date of complete execution by the Parties ("Effective Date").
3. The Agreement is amended to include an additional five (5) optional renewal terms, with

each optional renewal term lasting one (1) year in duration. County’s Director of Purchasing may exercise each such renewal term, subject to their determination regarding Contractor’s satisfactory performance, determination that renewal will be in the best interest of County, and Contractor acceptance within thirty (30) days of County’s issuance of the notification of intent to renew.

4. Notwithstanding any other provision of the Agreement, the applicable unit prices for all time periods after August 19, 2024, shall be the rates stated in **Exhibit A**, attached hereto and incorporated herein, and the applicable not-to-exceed amounts shall be as follows:

Period	Not-To-Exceed Amount
Initial Term and three (3) one-year renewal periods (through 8/19/24)	\$6,317,999.00
Fourth one-year renewal period (if exercised, through 8/19/25)	\$1,571,893.75
Fifth one-year renewal period (if exercised, through 8/19/26)	\$1,622,600.00
Sixth one-year renewal period (if exercised, through 8/19/27)	\$1,673,306.25
Seventh one-year renewal period (if exercised, through 8/19/28)	\$1,724,012.50
Eighth one-year renewal period (if exercised, through 8/19/29)	\$1,774,718.75
Total Agreement (inclusive of all renewal periods)	\$14,684,530.25

5. Discriminatory Vendor and Scrutinized Companies List; Countries of Concern. Contractor hereby represents that it has not been placed on the “discriminatory vendor list” as provided in Section 287.134, Florida Statutes, and that it is not a “scrutinized company” pursuant to Sections 215.473 or 215.4725, Florida Statutes. Contractor represents and certifies that, as of the Effective Date, it is not, and for the remaining duration of the Agreement will not be, ineligible to contract with County on any of the grounds stated in Section 287.135, Florida Statutes. As of the Effective Date, Contractor represents that it is, and for the duration of the Agreement will remain, in compliance with Section 286.101, Florida Statutes.

6. Verification of Employment Eligibility. Contractor hereby represents that Contractor and each Subcontractor have registered with and use the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Third Amendment will not violate that statute. If Contractor violates this section, County may immediately terminate the Agreement for cause and Contractor shall be liable for all costs incurred by County due to the termination.

7. Prohibited Telecommunications Equipment. Contractor hereby represents and certifies that as of the Effective Date, Contractor and all Subcontractors do not use any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as such terms are used in 48 CFR §§ 52.204-24 through 52.204-26. Contractor represents and certifies that Contractor and all Subcontractors shall not provide or use such covered telecommunications equipment, system, or services for the duration of the Agreement.

8. Criminal History Screening Practices. If this Agreement is subject to the requirements of Section 26-125(d) of the Code, Contractor hereby represents and certifies that Contractor will comply with Section 26-125(d) of the Code for the remaining duration of the Agreement.

9. Polystyrene Food Service Articles. Commencing on the Effective Date, Contractor agrees that it shall not sell or provide for use on County property expanded polystyrene products or food service articles (e.g., Styrofoam), unencapsulated expanded polystyrene products, or single-use plastic straws or stirrers, as set forth in more detail in Section 27.173, Broward County Administrative Code.

10. By January 1 of each year, Contractor must submit, and cause each of its Subcontractors to submit, an Ownership Disclosure Form (or such other form or information designated by County), available at <https://www.broward.org/econdev/Pages/forms.aspx>, identifying the ownership of the entity and indicating whether the entity is majority-owned by persons fitting specified classifications.

11. In the event of any conflict or ambiguity between this Third Amendment and the Agreement, the Parties agree that this Third Amendment shall control. The Agreement, as amended herein by this Third Amendment, incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein, and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter hereof that are not contained in the Agreement as amended in this Third Amendment. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

12. Preparation of this Third Amendment has been a joint effort of the Parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than any other.

13. Contractor acknowledges that through the date this Third Amendment is executed by Contractor, Contractor has no claims or disputes against County with respect to any of the matters covered by the Agreement.

14. This Third Amendment may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

(The remainder of this page is blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Third Amendment: BROWARD COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the 16 day of April, 2024, and Polydyne, Inc., signing by and through its senior Vice President, duly authorized to execute same.

COUNTY

ATTEST:

BROWARD COUNTY, by and through its Board of County Commissioners

By: *Kim Campbell*
Broward County Administrator, as ex officio Clerk of the Broward County Board of County Commissioners

By: *Nan Rich*
Digitally signed by NAN H. RICH
Date: 2024.04.18 12:57:38 -04'00'
Mayor

___ day of _____, 20__

Approved as to form by
Andrew J. Meyers
Broward County Attorney
115 South Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600



By: Matthew Haber
Digitally signed by Matthew Haber
Date: 2024.02.28 11:13:55 -05'00'
Matthew Haber (Date)
Assistant County Attorney

By: MICHAEL KERR
Digitally signed by MICHAEL KERR
Date: 2024.02.28 11:29:10 -05'00'
Michael J. Kerr (Date)
Deputy County Attorney

MH/tb
Third Amendment - OPN2118441B1 – Polydyne
2/21/2024
1089302

**THIRD AMENDMENT TO AGREEMENT BETWEEN
BROWARD COUNTY AND POLYDYNE, INC. FOR POLYMER
(No. OPN2118441B1)**

CONTRACTOR

By: Boyd Stanley
Authorized Signer

Boyd Stanley, Sr. Vice-President
Print Name and Title

27th day of February, 2024

WITNESS/ATTEST:

Mark Schlag
Corporate Secretary or other witness
Mark Schlag, Treasurer



EXHIBIT A**UNIT PRICE BY YEAR**

Line	Item	Description	UOM	Unit Price
1	OPN2118441B1_1_001	Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.17
2	OPN2118441B1_1_002	Effective August 20, 2022, Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.48
3	OPN2118441B1_1_003	Effective August 20, 2023, Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.55
4	OPN2118441B1_1_004	Effective August 20, 2024 , Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.55
5	OPN2118441B1_1_005	Effective August 20, 2025 , Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.60
6	OPN2118441B1_1_006	Effective August 20, 2026 , Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.65
7	OPN2118441B1_1_007	Effective August 20, 2027 , Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.70
8	OPN2118441B1_1_008	Effective August 20, 2028 , Polymer for wastewater belt presses. Mfg: Polydyne, Inc., Product: Clarifloc EA-149.	LBS	\$ 1.75

From: [Wilf, John](#)
To: [Sandy Wells](#)
Cc: [O'Connell, Ellie](#)
Subject: RE: Contract Extension
Date: Wednesday, July 31, 2024 8:00:17 AM
Attachments: [image002.png](#)
[image003.png](#)

Good morning, Sandy,

It is Broward County's intent to exercise the available contract renewals on OPN2118441B1.

Should you have any questions, please contact us.

Thank you,



John Wilf, Contracts/Grants Administrator
Water and Wastewater Services, Business Operations Division
2555 West Copans Road, Pompano Beach, FL 33069
Office: 954-831-3233
Fax: 954-831-3242
www.broward.org/waterservices

From: Sandy Wells <swells@polydyneinc.com>
Sent: Tuesday, July 30, 2024 4:12 PM
To: Wilf, John <JWILF@broward.org>
Subject: FW: Contract Extension

Please see below. I received an out-of-office email from Ellie O'Connell with instructions to forward my email to you.

Thank you for your help.

Best regards,

Sandy Wells
Sr. Bid Specialist



Polydyne Inc.
1 Chemical Plant Road

Riceboro, GA 31323

Office: 912.880.2089

Main: 800.848.7659

swells@snf.com

Polydyne.snf.com

[Follow us on LinkedIn](#)

From: Sandy Wells
Sent: Tuesday, July 30, 2024 2:27 PM
To: 'eoconnell@broward.org' <eoconnell@broward.org>
Cc: Christopher Cherp <ccherp@polydyneinc.com>
Subject: Contract Extension

Good afternoon,

I am writing to inquire if the County will exercise the available contract renewal for the upcoming term. I have attached Amendment No. 3 to this email for your reference.

Could you please confirm your decision at your earliest convenience? Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Best regards,

Sandy Wells

Sr. Bid Specialist



Polydyne Inc.

1 Chemical Plant Road

[Riceboro, GA 31323](#)

Office: 912.880.2089

Main: 800.848.7659

swells@snf.com

Polydyne.snf.com
[Follow us on LinkedIn](#)

Under Florida law, most e-mail messages to or from Broward County employees or officials are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message to or from the County, inclusive of e-mail addresses contained therein, may be subject to public disclosure.



Polydyne, Inc. agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in Bid OPN2118441B1 with Broward County. Polydyne, Inc. agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Polydyne, Inc. 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**

Polydyne, Inc. Representative

CSID Representative

Title: Sr. Vice-President

Title: _____

Name: (Print) Boyd Stanley

Name: (Print) _____

 8/6/24
Signature Date

Signature Date

Seventh Order of Business

7A

AMENDMENT 1 TO
WORK AUTHORIZATION 221

Globaltech No. 151440

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 Site No. 17 Canal Bank Stabilization, hereinafter referred to as the "Specific Project."

Section 1 – Terms

NO CHANGE.

Section 2 – Scope of Work

Amendment 1 is reimbursing **\$182,444.58** for the following unspent items:

- Unused canal restoration (reduction in properties) \$111,494.58
- Unspent allowance \$70,950.00

Section 3 – Location

NO CHANGE.

Section 4 – Deliverables

NO CHANGE.

Section 5 – Time of Performance

NO CHANGE

Section 6 – Method and Amount of Compensation

This Amendment No. 1 to Work Authorization 221 decreases the \$603,781.00 contract value by -\$182,444.58 to a new final contract amount of **\$421,336.42**.

Original Contract	\$603,781.00
Unspent Items (CO1)	-\$182,444.58
Total	\$421,336.42

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 Amendment to a Work Authorization, consisting of three (3) pages 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 Palm Beach
The foregoing instrument was
acknowledged before me on this

ENGINEER
Globaltech, Inc.

Company

16 day of September, 2024 y
Richard D. Olson, P.E.
who is personally known to me OR
produced _____
as identification.

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

Signature of Notary

September 16, 2024

Date

7B.

WORK AUTHORIZATION

CSID WA No. 228

Globaltech No. 151419

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 Improvements to Wastewater Treatment Plant (WWTP) Package Plant E, 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 (WA) with the OWNER.

Section 2 – Scope of Work

WWTP Package Plant E is located within the wastewater treatment plant and has currently been removed from service for routine maintenance. To facilitate the maintenance activities, OWNER has requested that FIRM install maintenance hatches (manways) into the steel tanks (both exterior and interior walls) to facilitate access and to improve safety. Maintenance hatches will be constructed as large as possible fitting within the constraints of the existing tanks (nominal 48" x 48"

openings on the exterior tank and 36" x 36" on the interior tank). A total of three (3) hatches will be installed; two in the 131-foot diameter exterior tank accessing the aeration basin and digester and one in the 75-foot diameter inner tank accessing the clarifier. Proposed openings will be evaluated and designed by a licensed structural engineer.

FIRM has been requested to replace the fine bubble diffusers within the aeration basin while the facility is out of service. It is assumed that the diffusers will be removed and replaced in-kind with Sanitaire 9-inch membrane discs. A total of 672 membranes and restraining rings will be installed.

While the plant is out of service, FIRM will subcontract a NACE/AAMP certified coating inspector to inspect the structural steel and coatings. The certified inspector will visually inspect the interior and exterior of the tanks and coatings to evaluate the condition of the structural steel and coatings. Inspection services may include removal and destructive testing of small portions of either the steel or coatings which may require repair. Any repairs as a result of the destructive testing will be conducted by FIRM. A report summarizing the conditional assessment of the structure and coatings will be prepared providing recommendations and options for future coatings and rehabilitative projects. Implementing recommendations of the steel/coating inspector will be discussed with OWNER prior to implementation. If OWNER decides to implement remedial measures, repair costs will be paid for using the general construction allowance.

The FIRM will replace the carbon-steel airlift pipe. The exterior of the new airlift pipe will be coated with a bitumastic coating.

The project will be executed by completing the following tasks:

Task 1 – Project Coordination and Engineering

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

Project Coordination

1. Attend preliminary scoping meetings with the OWNER to discuss preliminary design parameters and overall scope.
2. Collect and review structural plans for Package Plant E
3. Collect pre-construction photographs of the construction areas and tank.
4. Prepare subcontract for structural engineer
5. Coordinate construction sequencing with OWNER.
6. Prepare subcontract with metals fabricator
7. Schedule and conduct meetings, construction, inspections, and testing with OWNER.
8. Oversee installation and coating of hatches by metals fabricator
9. Coordinated inspection and testing services
10. Prepare purchase order for fine bubble diffusers
11. Oversee installation of diffusers
12. Oversee startup services for diffusers
13. Oversee repair and replacement of 6-inch air lift line
14. Conduct walkthrough with OWNER to review final installation
15. Close out project and provide OWNER with record drawings

Engineering

A structural engineer will be subcontracted to prepare engineering drawings for the three maintenance hatches. The hatches will be designed as large as possible (nominally 48" x 48" (exterior tank) and 36" x 36" (interior tank)) while accommodating the tanks' structural constraints. FIRM will coordinate engineering design and review the Structural Engineer's plans with respect to constructability and meeting OWNER's goals. FIRM will provide drawings of proposed structural

modifications for OWNER's review and record drawings following the completion of construction services.

FIRM will subcontract steel and coatings inspection services to a NACE/AAMP-certified specialist. FIRM will coordinate inspection services, approve destructive testing (if necessary), review summary report, and make prioritized recommendations to OWNER to implement proposed repairs.

During the construction phase, FIRM will replace the fine bubble diffusers. FIRM will inspect headers, drop-pipes and manifolds for overall condition and need for maintenance / replacement. FIRM will install new diffuser membranes and provide startup services following specifications prepared by manufacturer. Startup services will include a "wet-check" to ensure proper diffuser operation during a partially filled tank.

Task 2 – Construction Services

Construction services will include the installation of three new maintenance hatches, installation of new fine bubble diffuser membranes, repair and cleaning of the existing coarse bubble diffusers, and repair/replacement of the 8-inch diameter airlift pipe. Construction services will include and be implemented through the following tasks:

Maintenance Hatch Installation

1. Work with OWNER to identify optimum location to install the hatches.
2. Cut and remove square hatches on both the inner and outer tank walls.
3. Weld $\frac{1}{4}$ thick reinforcing plates on the sides and above the opening. It is anticipated that the reinforcing plates will extend 4-feet beyond the opening on three sides (top and two sides) and be installed on the inner tank wall.

4. Provide and weld C-channel frame onto the outside wall of both the inner and external tanks. The channel will be outfitted with 5/8-inch diameter bolt located 2-inches on center.
5. Clean and remove loose and damaged paint. Loose and damaged paint will be removed in the areas surrounding the new hatches for a distance of 1-foot beyond new work. Paint will be removed by mechanical grinding to bare steel using mechanical grinding / scraping.
6. Prime tank extending 1-foot beyond damaged areas (both sides of tank)
7. Paint damaged area extending 1-foot beyond damaged areas (both sides of tank). OWNER to provide final exterior coat paint to match existing.
8. Provide, paint and install nominal 36" x 36" and 48" x 48" steel hatch covers. Hatch covers will be mounted to tank wall using fabricated hinges attached to the hatch frame.
9. Install neoprene gasket
10. Provide and install 1.75-inch x 0.5-inch diameter stainless steel nuts, bolts and washers

Fine Bubble Diffuser Installation

Following the installation of the maintenance hatches, OWNER will remove diffuser membranes and clean the diffuser housings within the aeration basin. FIRM will assist OWNER with inspection of the airline header, drop lines, manifolds, and pipe mounts. If damage is identified, it will be reviewed with OWNER to determine an acceptable approach for making repairs. Funding for repairs will be made through the general construction allowance. Diffuser membranes will be replaced in the following sequence:

1. OWNER to remove diffuser restraining rings and airline end caps.
2. OWNER to clean airlines using potable water
3. FIRM to Install new Sanitaire 9-inch diffuser membranes per manufacturer's guidelines
4. Provide approximately 100 diffuser membranes to OWNER for spares (15%)

5. Install restraining ring on each diffuser body. Damaged restraining rings and base plates will be replaced. It is assumed that 20% (135) of restraining rings and base plates will be replaced as part of base cost estimate.
6. Fill Digester with approximately 24-inches of clean water
7. Turn on and adjust air to low volume to flush header pipe
8. Check diffusers for uniform air production and leaks
9. If leaks are found, make repairs and retest

Coarse Bubble Diffuser Cleaning and Repair

Approximately 75 membrane tube diffusers are located within the digester portion of Plant E. Visual inspection of the diffusers indicated that they were covered with rags and other debris. The following tasks will be performed:

1. Inspect piping for damage
2. OWNER to pressure wash diffusers to removed external debris
3. OWNER to remove / repair piping connection of the single tube diffuser that is visibly separated from air-line header.
4. FIRM will conduct testing of tube diffusers under partially filled tank
5. Assist OWNER with diagnostics and repair of non-functioning diffusers

Miscellaneous Piping Modifications

1. Remove SST air supply pipe as required to access airlift pipe.
2. Cut and remove the deteriorated sections of the carbon-steel airlift pipe.
3. Weld in new carbon-steel airlift pipe. Size and configuration to match existing. Mechanically clean and coat exterior of new pipe with a bitumastic coating.
4. Reinstall SST air supply pipe to airlift pipe.

Assumptions

Assumptions for the project are as follows:

- OWNER is responsible for emptying and cleaning Package Plant E.

- Inspection of the tank steel and coatings will be conducted by Corrosion Probe, Inc. (CPI), by a licensed inspector.
- Should CPI recommend any testing other than visual inspection, the test plan and cost will be reviewed with OWNER. Costs for additional testing if approved will be provided through the general construction allowance.
- Should CPI recommend maintenance or repair work, FIRM will discuss with OWNER and develop a prioritized approach. FIRM will coordinate any agreed upon repairs which will be funded through the general construction allowance.
- OWNER will be responsible for all debris disposal.
- Painting of maintenance hatches will be performed by field fabricator. FIRM will not provide painting inspector for new coatings; coatings will only be evaluated visually.
- OWNER will provide paint for final exterior coating. Newly painted exterior coatings will most likely vary from existing surfaces due to age, fading and weathering.
- Repair coatings are not be warranted due to limited areas of repair and condition of adjacent coatings.
- OWNER will remove diffuser membranes and clean diffuser bodies and air lines in preparation for FIRM to install new fine bubble diffuser membranes.
- It is assumed that diffuser bodies will remain in place; only diffuser membranes will be replaced. It is assumed that 20% (135) of the restraining rings and base plates below the membranes will be replaced. This is included in the base cost estimate. Unused restraining rings and base plates will be provided to OWNER as spares.
- Engineered drawings will not be prepared for the replacement of the sludge transfer piping or air-lift line.
- Working hours will be Monday through Friday from approximately 7:00 AM until 5:00 PM.

- Building permits are not required for work as this is considered maintenance on existing equipment.
- A general construction allowance of \$50,000 is provided in the construction budget to potentially cover repairs to coatings, tank structures, air lines or other damage observed during inspection activities. FIRM will notify and request access to construction allowance from OWNER before funds are obligated. Unspent funds will be returned to OWNER.

Section 3 – Location

The services to be performed by the FIRM shall be conducted on WWTP Package Plant E at the CSID Wastewater Utility campus.

Section 4 – Deliverables

The FIRM will provide the following Deliverables to OWNER:

- Engineering drawings for new maintenance hatches
- Construction improvements (3 maintenance hatches)
- Inspection report for tank and coating inspection
- Submittal for fine bubble diffuser membranes
- 672 diffusers 9-inch membrane diffuser membranes and restraining rings installed (plus an additional 100 to inventory)
- 135 diffuser restraining rings and base plates installed or provided as spares
- Manufacturer's literature for diffusers
- Construction improvements replacing 6-inch diameter air-lift line.

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)	Day 0
Engineering Design of Hatches	Week 1 – 4
Prepare submittal for diffusers	Week 2
OWNER Review of Diffuser Submittal	Week 3
OWNER Review of maintenance hatch design submittal	Week 5 - 6
Procurement of Diffusers	Week 4 - 5
Procurement, fabrication, installation and painting of new maintenance hatches	Week 7 – 12
Tank and Coating Inspection and Report Preparation	Week 9 - 12
OWNER to remove and clean diffusers	Week 9 – 12
Inspect air lines	Week 12
Owner Review of tank and coating inspection report	Week 13 - 14
Review meeting to discuss results of tank and coating inspection report	Week 14
Install new fine diffuser membranes	Week 13 - 16
Repair lift pipe	16
Test diffusers	Week 17
Project closeout	20 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: \$329,434** and includes a \$50,000 construction allowance.
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.

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 contracted services 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 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 named 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 Palm Beach

FIRM
Globaltech, Inc.

The foregoing instrument was
acknowledged before me on this

24th day of August, 2024 by

Signature

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

Richard D. Olson, Vice President of Engineering
Name and Title (typed or printed)

Signature of Notary

August 19, 2024
Date

Attachment A

Budget Summary

ATTACHMENT A
 WA-228 CSID Plant E Rehabilitation
Engineering and Design Budget Summary

Task	Task Description	E6	E5	E4	E3	E2	E1	E0	Sr. I&C	Sr. CAD	CAD	Sr. Finance	Admin 3	Admin 2	Admin 1	Total Labor	Expense/ Subconsul. Fee	Subconsul.
		\$197.00	\$175.00	\$150.00	\$125.00	\$105.00	\$85.00	\$75.00	\$173.04	\$142.14	\$110.00	\$191.58	\$78.00	\$66.00	\$55.00			
1	Engineering and Project Coordination																	
	Project Management	24				16							4	8	4			
	Site Inspection / Scope Development	20				16								4	4			
	Tank Inspection - coordination / report review	8				24							2				\$ 5,200.00	CPI
	Equipment Selection/Coordination	2				4												
	Hatch Design	16				24					40						\$ 19,300.00	WGI
	Design Review Meeting	4				4							2					
	Final Design	8				16					28							
	Subtotal Task 1	82	0	0	0	104	0	0	0	0	68	0	8	12	8	\$ 36,410		
2	Services During Construction & Project Closeout																	
	Project Management	16				12							8	8	4			
	Submittal Review	2				2							4		4			
	Construction Site Visits	16				16											\$ 9,000.00	WGI
	Construction Interpretations	8				0							4					
	Startup	8				16							2					
	Record Drawings and O&M Manuals	4				8					22			4	4			
	Final Walkthrough with Owner	8				8							4					
	Closeout	8				4							4	2				
	Subtotal Task 2	70	0	0	0	66	0	0	0	0	22	0	26	14	12	26,752		
	Labor Subtotal Hours	152	0	0	0	170	0	0	0	0	90	0	34	26	20			
	Labor Subtotal	\$29,944	\$0	\$0	\$0	\$17,850	\$0	\$0	\$0	\$0	\$9,900	\$0	\$2,652	\$1,716	\$1,100	\$63,162		
	Labor Total															\$ 63,162		
	Subconsultant Labor Total															\$ 33,500.00		
	Subconsultant Multiplier															1.1		
	Subcontract Total															\$ 36,850.00		
	Expenses															\$ 500.00		
	TOTAL															\$ 100,512		



Takeoff Worksheet

08/12/24

**Coral Springs Improvement Dist
151419 CSID Digester E Repairs**

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
Job: 151419 CSID Digester E Repairs					
	Bid Item: 1	General Requirements			
		General Conditions	LS	1	32,560.00
				Bid Item Totals:	32,560.00
	Bid Item: 2	Sitework			
		Mob/Demob	LS	1	7,586.72
		Startup Crew	CR-D	1	2,551.76
		Punch Out Crew	CR-D	1	2,551.76
				Bid Item Totals:	12,690.24
	Bid Item: 5	Metals			
		Hatch Fabrication & Installation	EA	3	25,200.00
				Bid Item Totals:	25,200.00
	Bid Item: 9	Finishes			
		Hatch Coatings	EA	3	9,075.00
		Airlift Pipe Coatings	LS	1	5,830.00
				Bid Item Totals:	14,905.00
	Bid Item: 40	Process Interconnections			
		Fine Bubble Diffusers	LS	1	10,828.40
		Installation	CR-D	15	38,276.40
		Coarse Bubble Difusser Startup	CR-D	4	10,207.04
		Misc. Piping Modifications	LS	1	4,306.75

Takeoff Worksheet

08/12/24

Continued...

Assembly#	Part#	Description	Unit	Quantity	Ext. Price
		Construction Superintendent	HR	45	7,230.60
		Construction Assistant	HR	35	3,136.35
				Bid Item Totals:	73,985.54
Bid Item:	41	Rental Equipment & Misc. Tools			
		Confined Space Equipment	Month	1	3,962.21
		Pressure Washer 4000 PSI	WEEK	3	1,940.07
		Misc. Tools & Equipment	LS	1	2,461.00
		Safety	HR	8	1,991.92
		Safety Equipment	LS	1	1,230.50
				Bid Item Totals:	11,585.70
Bid Item:	100	Engineering			
		Engineering & Project Management	LS	1	100,512.00
				Bid Item Totals:	100,512.00
Bid Item:	101	Allowance			
		Allowance	LS	1	50,000.00
				Bid Item Totals:	50,000.00
Bid Item:	102	Bonds & Insurance			
		Bond	LS	1	7,995.95
				Bid Item Totals:	7,995.95
				Grand Totals:	329,434.43

Eighth Order of Business

Globaltech, Inc.
CSID Engineer's Report
August 19, 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
- Field work beginning in Zone 1 (East Basin – North) – 4/08/24
- Inventory is approximately 80% complete
- Met with project Team to review progress – 8/08/24
- Anticipated project completion – September 2024

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

- Approved by Board – 6/19/23
- Extension installed – 7/12/24
- Project Final Completion – 7/29/24

WA#218 – Electrical Surge System Improvements – Substantially Complete

- Approved by Board – 10/16/23
- Draft Technical Memorandum for UPS systems submitted – February 2024
- Anticipated project completion – August 2024

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
- PLC Programming currently being conducted – July 2024
- Awaiting UL inspection of panel – August 2024
- Panel installation & final wiring – September 2024
- Anticipated completion – January 2025

WA#221 – Site 17 – Canal Bank Restoration – Project Complete

- Approved by Board – 1/22/24
- Final Completion – 6/28/24
- Change order returning unspent funding on current Agenda

WA#222 – Belt Filter Press Replacement – In Progress

- Approved by Board – 1/22/24
- Conducted internal kick-off meeting
- Issued submittals for BFP to CSID
- Working on 60-percent design
- BFP Anticipated to be delivered in January 2025
- Anticipated completion – March 2025

**Globaltech, Inc.
CSID Engineer's Report
August 19, 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
- Culvert inspection completed – 4/10/24
- Conducting end wall inspections - ongoing
- Anticipated project completion – September 2024

WA#226 – Stormwater Pump Station Spare Engine Procurement – In Progress

- Approved by Board – 4/15/24
- Prepared project schedule
- Site visit to document connections and mounting details – 5/16/24
- Issued Purchase Order for replacement engine – 6/07/24
- Awaiting submittals from manufacturer
- Delivery time unknow until submittals are approved
- Anticipated project completion - November 2024

WA#227 – Deep Injection Well Operating Permit Renewal – Substantially Complete

- Approved by Board – 4/15/24
- Issued subcontract to McNabb Hydrogeologic Consultants – 4/26/24
- Submitted Permit Application to FDEP – 7/08/24
- Draft permit issued – 7/16/24
- Anticipated project completion – September 2024

WA#228 – Wastewater Treatment Plant SCADA and IFIX Upgrades – Project Complete

- Approved by Board – 5/20/24
- Field installation completed - 7/19/24
- Final Completion – 7/22/24

Work Authorizations Under Development

WA#177 – Portable Generator Storage Building – Under development

WA#228– WWTP Plant E Repairs – On current Agenda

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

Ninth Order of Business

9A

Proposed

Notice of Meetings
Coral Springs Improvement District

The Board of Supervisors of the Coral Springs Improvement District will hold their meetings for Fiscal Year 2025 in the District Offices, 10300 N. W. 11 Manor, Coral Springs, Florida at **4:00 p.m.** on the third Monday of each month unless otherwise specified below:

October 21, 2024
November 18, 2024
December 16, 2024
January 27, 2025 (Fourth Monday)
February 24, 2025 (Fourth Monday)
March 17, 2025
April 21, 2025
May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025
September 15, 2025

In addition to the regular meeting schedule, one or more Supervisors may attend weekly staff meetings/workshops every Tuesday morning at 9:00 a.m. at the District Offices. *

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

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

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

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

Kenneth Cassel
District Manager