

**Coral Springs  
Improvement District  
Regular Meeting**

**Agenda**

**May 20, 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, May 20, 2024 at 4:00 p.m.

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1. **Call to Order**
2. **Audience Comments**
3. **Approval of the Minutes of the April 15, 2024 Meeting**
4. **Financials for April 2024**
5. **Consideration of Resolution 2024-05, Approving the General Fund Budget for Fiscal Year 2025 and Setting the Public Hearing**
6. **Consideration of Resolution 2024-06, Calling for a General Election for the Purpose of Electing a Board of Supervisors on November 5, 2024**
7. **Consideration of a Request by Staff to Piggyback on Contract BLDZ127418B1, Stinging Insect Live Relocation and Removal Services Between Broward County Board of Commissioners and Willie the Bee Man, Inc. (Staff also requests permission to continue piggybacking on any mutually agreed upon extensions of the contract) – Danielle**
8. **Staff Request Board Consideration of a Quote from Huber Technologies in the Amount of \$29,676.96 to Conduct a Complete Rebuild of the Wastewater Bar Screen Under the Sole Source Agreement Huber's Sole Contract with the District – Joe/Mike**
9. **Staff Request Board Consideration to Piggyback on RFP 19-073-MC Geographic Information System (GIS) Consulting Services between the City of North Miami Beach and Florida Technical Consultants (Florida Technical Consultants will provide GIS services to the District according to the terms of the contract) – Joe/Danielle**
10. **Staff Request Board Ratification of the Expense of \$5,280 for the Repair of a Portion of the Driveway in the Easement at 1388 NW 103 Lane Coral Springs (The damage was done during repair work carried out on the District's sewer lateral located under the driveway) – Frank/Joe**
11. **Consideration of Change Order from Trio Development Corporation, Project for Lift Station 42 (The change order reduces the original contract**

**amount of \$96,193.80 by \$118.07 for a final contract price of \$96,075.73) –**

**Joe/Frank**

12. **Consideration of Staff Request to Piggyback on RFP #22-001 Retirement Plan Investment Advisory Services Agreement Plans between the City of Pinellas Park and Sage View Advisory Group, LLC (*Sage View agrees to provide the District with the Terms and Conditions as Provided in RFP #22-001 with the City of Pinellas Park. District Counsel to discuss option with new procurement levels and policy*) – (Committee/Seth)**
13. **Consideration of Work Authorization #228 –Upgrading WWTP IFIX Version 5.8 Workstations WS1 & WS2**
14. **Engineer’s Report**
15. **Staff Reports**
  - A. **Manager – Ken Cassel**
    - Number of Registered Voters – 24,155
  - 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**
16. **Supervisors’ Requests/Comments**
17. **Adjournment**

\*Next regular meeting scheduled for June 17, 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, April 15, 2024 at 4:00 p.m. at the District Offices, 10300 NW 11<sup>th</sup> Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Curt Tiefenbrun	President
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)
Christian McShea	Water Department
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
Dr. Geraldine Edrei	Edrei Global Services, LLC
Tim Day	Inframark
Robert Koncar	Inframark
Sandra Demarco	Inframark (Via Teams)

***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**

**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**

Dr. Edrei provided a presentation recognizing the District was awarded the Water Fluoridation Quality Award from the CDC for 2022.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 18, 2024 Meeting**

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor the minutes of the March 18, 2024 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Financials for March 2024**

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

**SIXTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

**A. Work Authorization #226 for Stormwater Pump Station – Spare Engine for a Total Cost of \$148,270**

Mr. Olson provided an overview of the work associated with Work Authorization #226.

On MOTION by Mr. Ritter seconded by Mr. Groenevelt with all in favor Work Authorization #226 was approved 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**

Mr. Hosein and Mr. Olson provided an overview of the work associated with Work Authorization #227.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Work Authorization #227 was approved for a total cost of \$38,113.

**SEVENTH 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 provided updates.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Manager – Ken Cassel**

- There being no report, the next item.

**B. Department Reports**

• **Operations – David McIntosh**

- Mr. McIntosh reported he is meeting with Stantec on April 23, 2024.
- Ms. Beyer and he reviewed the investment policy and will provide a recommendation at the next meeting.
- He will be meeting to review Covid supplies reimbursements.
- He provided an update on communications Quest has been having with residents regarding trees.

• **Utilities Update – Joe Stephens**

- Mr. Stephens reported he submitted new grant applications.
- He had a meeting with Broward County regarding underground bores and locations.
- Last Wednesday they had a meeting regarding the large meter analysis and report.
- They have a meeting with the Department of Water Emergency Management next week.

• **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. He provided an update on the internship program and a candidate has been selected.

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

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record. He provided an update on the internship program. They selected a candidate and are waiting for a response.

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

A copy of the report was provided and 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. All the surplus equipment has been awarded to bidders and picked up.

- **Financing and Accounting – Sue Beyer**

- Ms. Beyer reported they collected all the money for the surplus equipment.
- The proposed Fiscal Year 2025 General Fund budget will be on the May agenda.

- **Human Resources – Jan Zilmer**

- Mr. Zilmer reported they will be fully staffed if the electrician is hired for the Maintenance Department.
- There have been two injuries this year.

- **Engineering – Glen Hanks**

Mr. Hanks reviewed his report, a copy of which is attached hereto and made a 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 reported the bill that was passed is still on its way to the Governor’s office.
- He provided an update on the Supervisor of Elections memorandum.
- EPA adopted its standards, and it will not be an issue for the District.

**ELEVENTH ORDER OF BUSINESS                      Supervisors’ Requests/Comments**

- Mr. Ritter thanked Ms. Beyer, Mr. Stephens and Mr. Zilmer on their good work on identifying services for a financial advisor.
- Mr. Tiefenbrun reported on the City’s meeting. A proclamation adopted for Earth Day was presented to the District. He read it into the record. There will be an Earth Festival on April 27, 2024 and he volunteered to attend on behalf of the District. He met and had a discussion with Mr. Marty Kiar, the Broward County Property Appraiser. He will be on vacation but expects to be back in time to attend the next meeting.

**TWELFTH ORDER OF BUSINESS                      Adjournment**

There being no further business, the meeting was adjourned at 4:53 p.m.

\_\_\_\_\_  
Kenneth Cassel  
Assistant Secretary

\_\_\_\_\_  
Curt Tiefenbrun  
President

# **Fourth Order of Business**



# CORAL SPRINGS IMPROVEMENT DISTRICT

**FINANCIAL REPORT SUMMARY – MEETING MAY 20, 2024**

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

For Period Ending April 30, 2024

	Actual ENDING 04/2024	*	BUDGET THRU 04/2024	*	VARIANCE Actual to Budget (UNDERBUDGET)	*	ADOPTED BUDGET FY 2023/2024
<b>REVENUES</b>							
TOTAL REVENUES	\$ 9,732,633	*	\$ 9,196,986	*	\$ 535,647	*	\$ 15,766,262
CARRY FORWARD	\$ -		\$ 2,424,333		\$ (2,424,333)		\$ 4,156,000
<b>TOTAL REVENUE WITH CARRY FORWARD</b>	<b>\$ 9,732,633</b>		<b>\$ 11,621,320</b>		<b>\$ (1,888,686)</b>		<b>\$ 19,922,262</b>
<b>EXPENDITURES</b>							
TOTAL ADMINISTRATIVE	\$ 1,351,635		\$ 1,357,692		\$ (6,058)		\$ 2,327,473
TOTAL PLANT	\$ 3,685,581		\$ 5,574,055		\$ (1,888,474)		\$ 9,555,523
TOTAL FIELD	\$ 1,531,405		\$ 2,880,088		\$ (1,348,683)		\$ 4,937,293
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,568,621</b>		<b>\$ 9,811,835</b>		<b>\$ (3,243,214)</b>		<b>\$ 16,820,289</b>
<b>AVAILABLE FOR DEBT SERVICE</b>	<b>\$ 3,164,012</b>						<b>\$ 3,101,973</b>
<b>Total Debt Service</b>	<b>\$ 1,637,035</b>						<b>\$ 2,818,070</b>
<b>Excess Revenues (Expenses) After Debt Service</b>	<b>\$ 1,526,978</b>						<b>\$ 283,903</b>
<b>Debt Service Coverage - Current</b> 1.93							<b>Debt Service-Budget</b> 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 April 30, 2024

	<b>Actual ENDING 04/2024</b>	<b>BUDGET THRU 04/2024</b>	<b>VARIANCE Actual to Budget (UNDERBUDGET)</b>	<b>ADOPTED BUDGET FY 2023/2024</b>
<b>REVENUES</b>				
<b>TOTAL REVENUES</b>	\$ 3,874,840	\$ 2,011,585	\$ 1,863,255	\$ 3,448,432
<b>CARRY FORWARD</b>	\$ -	\$ 3,495,638	\$ (3,495,638)	\$ 5,992,522
<b>TOTAL REVENUE WITH CARRY FORWARD</b>	\$ 3,874,840	\$ 5,507,223	\$ (1,632,383)	\$ 9,440,954
<b>EXPENDITURES &amp; RESERVES</b>				
<b>TOTAL ADMINISTRATIVE</b>	\$ 323,654	\$ 492,804	\$ (169,150)	\$ 844,807
<b>TOTAL FIELD</b>	\$ 567,579	\$ 4,620,824	\$ (4,053,245)	\$ 7,921,413
<b>TOTAL EXPENDITURES</b>	\$ 891,232	\$ 5,113,628	\$ (4,222,396)	\$ 8,766,220
<b>RESERVES</b>				
<b>EXCESS REVENUES (EXPENSES)</b>	\$ 2,983,608			\$ 674,734
<b>FUND BALANCE BEGINNING 10/1/23</b>	\$ 13,024,938	*		
<b>CURRENT FUND BALANCE ENDING</b>	\$ 16,008,546			

\* Fund Balance changes due to audit adjustments

# **Fifth Order of Business**

**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO CHAPTER 2004-469, LAWS OF FLORIDA**

**WHEREAS**, in accordance with Section 12, of Chapter 2004-469, Laws of Florida, the District Manager has heretofore prepared and submitted a proposed general fund budget to the Board for Fiscal Year 2024/2025, a copy of which is attached hereto as Exhibit A, and

**WHEREAS**, the Board of Supervisors has determined to conduct a public hearing to consider the proposed general fund budget on August 19, 2024;

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

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

**Section 2.** The budget proposed by the District Manager for Fiscal Year 2024/2025 is hereby tentatively approved as a basis for conducting a public hearing to finally adopt the recommended general fund budget.

**Section 3.** A public hearing on the proposed general fund budget is hereby set for the following date, hour and location:

Date: August 19, 2024  
Hour: 4:00 PM  
Location: District Offices  
10300 N.W. 11<sup>th</sup> Manor  
Coral Springs, Florida 33071

**Section 4.** The District Manager shall publish or have published notices required of said public hearing as required by Chapter 2004-469, Laws of Florida.

**Section 5.** This resolution shall take effect upon its adoption.

**PASSED AND ADOPTED** by the Board of Supervisors of the Coral Springs Improvement District, this 20<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Curt Tiefenbrun, President

\_\_\_\_\_  
Kenneth Cassel, Assistant Secretary

**Exhibit A**



**CORAL SPRINGS IMPROVEMENT DISTRICT**

**GENERAL FUND**

**PROPOSED  
TENTATIVE  
BUDGET**

**FY 2024 / 2025**

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## **BUDGET HIGHLIGHTS**

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**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
Tentative Proposed 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
<b>Revenue</b>					
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
<b>Total Revenues</b>	<b>3,765,366</b>	<b>9,440,954</b>	<b>3,675,558</b>	<b>4,100,453</b>	<b>8,313,855</b>

**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
<b>Total Administrative Personnel</b>	<b>243,246</b>	<b>335,933</b>	<b>155,962</b>	<b>311,924</b>	<b>454,006</b>

**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  
Tentative Proposed 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
<b>Total Administrative Non-Personnel</b>	<b>278,874</b>	<b>508,874</b>	<b>135,767</b>	<b>257,459</b>	<b>463,182</b>
<b>Total Administrative Expenses</b>	<b>522,120</b>	<b>844,807</b>	<b>291,729</b>	<b>569,383</b>	<b>917,188</b>

**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
<b>Total Stormwater Personnel</b>	<b>450,897</b>	<b>537,223</b>	<b>225,894</b>	<b>451,787</b>	<b>551,917</b>

**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
<b>Total Stormwater Operations</b>	<b>284,987</b>	<b>720,690</b>	<b>140,651</b>	<b>281,303</b>	<b>644,750</b>



**CORAL SPRINGS IMPROVEMENT DISTRICT  
GENERAL FUND  
Tentative Proposed 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
<b>Stormwater Capital Projects</b>					
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
<b>Total Capital Projects</b>	<b>1,095,917</b>	<b>6,663,500</b>	<b>80,743</b>	<b>488,311</b>	<b>5,500,000</b>
<b>Total Stormwater</b>	<b>1,831,801</b>	<b>7,921,413</b>	<b>447,288</b>	<b>1,221,402</b>	<b>6,696,667</b>
<b>Total Administration &amp; Stormwater Expenses</b>	<b>2,353,921</b>	<b>8,766,220</b>	<b>739,017</b>	<b>1,790,785</b>	<b>7,613,855</b>
<b>Reserves</b>					
Reserved for 1st Qtr. Operating	-	450,000	-	-	450,000
Reserved for Designated Projects/Emergency	-	250,000	-	-	250,000
<b>Total Reserves</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>700,000</b>
<b>Total Expenses &amp; Reserves</b>	<b>2,353,921</b>	<b>9,466,220</b>	<b>739,017</b>	<b>1,790,785</b>	<b>8,313,855</b>
<b>Excess Reserves over Expenses &amp; Reserves</b>	<b>1,411,444</b>	<b>-</b>	<b>2,936,541</b>	<b>2,309,668</b>	<b>-</b>

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

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**REVENUES:**

**Assessments**

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

**Fee Impact Examples**

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

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

**Permit Review Fees**

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.

General Fund  
Proposed Tentative Budget  
Fiscal Year 2024 / 2025

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**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.

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

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**Office Supplies**

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

**Dues, Subscriptions, Licenses & Staff Development**

	<b><u>Yearly</u></b>
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.

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

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**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  
Proposed Tentative Budget  
Fiscal Year 2024 / 2025

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**Communications-Radios/Cellphones**

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

	<b><u>Yearly</u></b>
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:

<b><u>Address</u></b>	<b><u>Yearly</u></b>
Pump Station #1 – 121 NW 93 <sup>rd</sup> Terrace	\$ 900
Pump Station #2 – 12000 SW 1 <sup>st</sup> 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.

	<b><u>Yearly</u></b>
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



General Fund  
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**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.

	<b><u>Yearly</u></b>
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 1<sup>st</sup> 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.

# **Sixth Order of Business**

RESOLUTION NO. 2024 – 06

A RESOLUTION OF THE CORAL SPRINGS IMPROVEMENT DISTRICT CALLING FOR A GENERAL ELECTION FOR THE PURPOSE OF ELECTING A BOARD OF SUPERVISORS ON NOVEMBER 5, 2024, INCLUDING SEAT 1, SEAT 2, SEAT 3, SEAT 4, AND SEAT 5; QUALIFYING CANDIDATES; SETTING TERMS; AND APPLICABLE LAW

WHEREAS the Coral Springs Improvement District (“District”) is an independent special district created through Chapter 70-617, Laws of Florida, as amended by Chapters 89-419 and 2004-469, Laws of Florida, and most recently Chapter 2021-253, Laws of Florida (“Charter”); and

WHEREAS the Charter requires the District call for a general election in November 2024 (“Election”), so qualified voters in the District may elect a Board of Supervisors (“Board”) to seats specifically designated as Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5; and

WHEREAS the Charter requires that Seat 1, Seat 2, and Seat 3 shall each serve an initial term of four years while Seat 4 and Seat 5 shall each serve an initial term of two years, and that general elections shall occur every two years thereafter, starting in 2026, for expiring seats to serve terms of four years each; and

WHEREAS, Cord Byrd, Secretary of State of the State of Florida has given notice that the General Election shall take place on November 5, 2024; and

WHEREAS the Charter requires that the newly elected Board take office on the second Tuesday following the Election; and

WHEREAS the qualifying period for candidates runs from Noon, Monday, June 10, 2024, and concludes at Noon, Friday, June 14, 2024; and

WHEREAS the Charter requires that the Broward County Supervisor of Elections qualify each Election candidate, without limitation, by accepting and approving all required documents including filing fees and sworn oaths, conduct the Election, and certify the Election results all in accordance with Florida law; and

WHEREAS the Charter requires that Election candidates conduct their campaign pursuant to Florida law.

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

Section 1. Calling the Election. The Coral Springs Improvement District Board of Supervisors hereby calls a general election for November 5, 2024 (“Election”), so qualified voters may elect a Board of Supervisors to seats specifically designated as Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5, in accordance with Florida law.

Section 2. Term of Office. Seats 1, 2, and 3 shall be elected for an initial term of 4 years. Seats 4 and 5 shall be elected for an initial term of 2 years.

Section 3. Applicable Law. The Broward County Supervisor of Elections shall qualify Election candidates, without limitation, by accepting and approving required documents including filing fees and sworn oaths, and shall conduct the Election and certify its results, all pursuant to Florida law. Election candidates shall also conduct their campaigns in accordance with Florida law.

Section 4. Qualifying Period. The qualifying period for Election candidates shall commence at noon on June 10, 2024, and shall end at noon on June 14, 2024.

Section 5. Assumption of Office. Newly elected Board Members shall assume office on the second Tuesday following their election. Current Board members shall continue to serve until that date. The newly elected Board of Supervisors shall organize at their first regularly scheduled meeting following their assumption of office.

Section 6. Effective Date. This resolution shall become effective upon passage.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

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CURTIS J. TIEFENBRUN  
Board President

ATTEST:

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MARK RITTER  
Board Secretary

## **Seventh Order of Business**

**Lead Agency Contact (Contact Unit Mgr if Incorrect)**  
dnurse@broward.org

<b>Contract ID #</b> BLD2127418B1_1	<b>Document Description</b> Stinging Insect Live Relo	<b>Start Date</b> 2/5/2024	<b>End Date</b> 2/4/2025	<b>Not To Exceed</b> \$96,340.00	<b>Amount Ordered</b> \$975.00
<b>Vend#-AddrID-ContactID</b> 0000008939	<b>Legal Name</b> WILLIE THE BEE MAN INC	<b>Vendor Contact Email</b> invoices@williethethebeeman.buzz		<b>Vendor Phone #</b> 305/933-2337	

Item #	Category	Description	Total Line Qty Released	UOM	Maximum Line Amount	Unit Price	Total Line Released Amount	Amount Paid
		ft. 1 in. to 60 ft. High						
BLD2127418B1_1_015	0407200	Grp.2- Emergency Services	0.00	EA	\$0.00	\$495.00	\$975.00	\$0.00
		Pcard Usage	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>Vendor Total</b>					\$31,500.00		\$975.00	\$0.00

Departmental Usage	# of PO's	Amount Ordered	Amount Paid
<b>Department Totals</b>	0	\$0.00	\$0.00

Renewals		
Line #	Starts	Expires
1	2/5/24	2/4/25
2	2/5/25	2/4/26
3	2/5/26	2/4/27
4	2/5/27	2/4/28
5	2/5/28	2/4/29

**Lead Agency Contact (Contact Unit Mgr if Incorrect)**

dnurse@broward.org

<b>Contract ID #</b> BLD2127418B1_1	<b>Document Description</b> Stinging Insect Live Relo	<b>Start Date</b> 2/5/2024	<b>End Date</b> 2/4/2025	<b>Not To Exceed</b> \$96,340.00	<b>Amount Ordered</b> \$975.00
<b>Vend#-AddrID-ContactID</b> 0000008939	<b>Legal Name</b> WILLIE THE BEE MAN INC	<b>Vendor Contact Email</b> invoices@williethethebeeman.buzz		<b>Vendor Phone #</b> 305/933-2337	

Item #	Category	Description	Total Line Qty Released	UOM	Maximum Line Amount	Unit Price	Total Line Released Amount	Amount Paid
BLD2127418B1_1_001	0400500	Grp.1- Live Bee Relocation- Ground Level Utility Box	0.00	EA	\$0.00	\$225.00	\$0.00	\$0.00
BLD2127418B1_1_002	0400500	Grp.1- Live Bee Relocation- 0 ft. 1 in. to 10 ft. High	0.00	EA	\$0.00	\$295.00	\$0.00	\$0.00
BLD2127418B1_1_003	0400500	Grp.1- Live Bee Relocation- 10 ft. 1 in. to 20 ft. High	0.00	EA	\$0.00	\$395.00	\$0.00	\$0.00
BLD2127418B1_1_004	0400500	Grp.1- Live Bee Relocation- 20 ft. 1 in. to 30 ft. High	0.00	EA	\$0.00	\$495.00	\$0.00	\$0.00
BLD2127418B1_1_005	0400500	Grp.1- Live Bee Relocation- 30 ft. 1 in. to 40 ft. High	0.00	EA	\$0.00	\$795.00	\$0.00	\$0.00
BLD2127418B1_1_006	0400500	Grp.1- Live Bee Relocation- 40 ft. 1 in. to 60 ft. High	0.00	EA	\$0.00	\$995.00	\$0.00	\$0.00
BLD2127418B1_1_007	0400500	Grp.1- Emergency Services	0.00	EA	\$0.00	\$495.00	\$0.00	\$0.00
BLD2127418B1_1_008	0400500	Grp.1- Allowance- Specialized Equipment Rental over 30 ft.	0.00	EA	\$31,500.00	\$1.00	\$0.00	\$0.00
BLD2127418B1_1_009	0407200	Grp.2- Stinging Insect Removal- Ground Level Utility Box	0.00	EA	\$0.00	\$195.00	\$0.00	\$0.00
BLD2127418B1_1_010	0407200	Grp.2- Stinging Insect Removal- 0 ft. 1 in. to 10 ft. High	0.00	EA	\$0.00	\$295.00	\$0.00	\$0.00
BLD2127418B1_1_011	0407200	Grp.2- Stinging Insect Removal- 10 ft. 1 in. to 20 ft. High	0.00	EA	\$0.00	\$395.00	\$0.00	\$0.00
BLD2127418B1_1_012	0407200	Grp.2- Stinging Insect Removal- 20 ft. 1 in. to 30 ft. High	0.00	EA	\$0.00	\$495.00	\$0.00	\$0.00
BLD2127418B1_1_013	0407200	Grp.2- Stinging Insect Removal- 30 ft. 1 in. to 40 ft. High	0.00	EA	\$0.00	\$795.00	\$0.00	\$0.00
BLD2127418B1_1_014	0407200	Grp.2- Stinging Insect Removal- 40	0.00	EA	\$0.00	\$995.00	\$0.00	\$0.00





Finance and Administrative Services Department

**PURCHASING DIVISION**

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

**TRANSMITTED VIA EMAIL**

February 5, 2024

William Sklarroff  
Willie The Bee Man, Inc.  
2380 NE 195 Street  
Miami, FL 33180  
Email: [invoices@williethethebeeman.buzz](mailto:invoices@williethethebeeman.buzz)

RE: Solicitation No. BLD2127418B1, Stinging Insect Live Relocation and Removal Services

Dear William,

This is to confirm that the Director of Purchasing has accepted your solicitation response on the above-referenced solicitation.

A tabulation of all responses received is enclosed, with item(s) awarded to your firm indicated.

The Contract is in effect for the period beginning February 5, 2024 and ending February 4, 2025. Purchase Order(s) will be placed as and when required.

A copy of this Notice, with a copy of your solicitation response, including all terms and conditions, is being forwarded to all Using Agencies.

Thank you for your interest in doing business with Broward County.

Sincerely,

Robert Gleason, Director  
Purchasing Division

By:

Karlene Grant, Purchasing Agent Senior

C: Mr. Delanor Nurse, Contract/Grant Administrator, Senior, Broward County Traffic Engineering Division

Willie the Bee Man, Inc. agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in Solicitation BLD2127418B1 with Broward County Board of County Commissioners. Willie the Bee Man, Inc. agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Willie the Bee Man, 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**

Willie the Bee Man, Inc. Representative

CSID Representative

Title: OWNER

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

Name: (Print) WILLIAM SKLAROFF

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

William Sklaroff 3-12-2024  
Signature Date

\_\_\_\_\_  
Signature Date

# **Eighth Order of Business**

May 2, 2024

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

Subject: Sole Source Letter

City of Coral Springs, Florida (Mike Hosein)

This letter serves as a sole source document for products manufactured by Huber SE, HydroPress Huber AB and Huber Picatech AG.

Huber Technology, Inc. based in Denver, NC is the only vendor of ESCAMAX® Screen and parts for the ESCAMAX® Screen. Replacements parts for the ESCAMAX ® Screen manufactured by Huber SE are unique in design based on more than 20 years of application experience. Material selection is critical for the life expectancy of these parts and your ESCAMAX ® Screen. The proper parts design and parts manufacture ensures the lowest possible life-cycle cost for your ESCAMAX ® Screen.

Huber Technology Inc. is a subsidiary of the original manufacturer, Huber SE and the only source for the parts in the United States and Canada. Any warranty on your ESCAMAX ® Screen is void if non-factory parts are used.

To the best of our knowledge, no other vendor manufactures and distributes these or similar items. In addition to supplying spare parts for your ESCAMAX ® Screen, Huber Technology, Inc. also offers full service and repair services for your ESCAMAX ® Screen.

Please let me know should you need further details.



Sincerely,

Clay Watson  
Aftermarket Sales Manager

**Billing Address**

Coral Springs Improvement District  
 10300 NW 11th Manor  
 Coral Springs, FL 33071  
 UNITED STATES

**Delivery Address**

Coral Springs Improvement District  
 10300 NW 11th Manor  
 Coral Springs, FL 33071  
 UNITED STATES

**OFFER:** 71015433 / V1  
 Your Reference: Coral Springs, FL (13001391)  
 Your Reference: from 4/11/24

Date printed: 4/24/24  
 Our Reference: Caleb Goad  
 Phone:  
 Email: [Caleb.Goad@hhusa.net](mailto:Caleb.Goad@hhusa.net)  
 Customer No.: 116069

Pos	Quantity	Unit	Item Description	Price USD Discount (%)	Total USD Tax (%)
10/1	2.00	pcs	50588023 brush L645 6D-50 1,0	533.36 5%	<b>1,013.38</b> 0%
20/1	1.00	pcs	50588038 neoprene 650x180x 4	170.48 5%	<b>161.96</b> 0%
30/1	2.00	pcs	50167326 brush segment d103 D138/340 L 62/73	674.50 5%	<b>1,281.55</b> 0%
40/1	5.00	pcs	714228 brush segment d103 D138/340 L100/111	813.92 5%	<b>3,866.12</b> 0%
50/1	2.00	pcs	713169 flange bearing UCFC210 ZP d50 bo110 BC138 RAL 5015	109.73 5%	<b>208.49</b> 0%
60/1	1.00	pcs	713161 flange bearing UCFC208 ZP d40 bo100 BC120 RAL 5015	88.24 5%	<b>83.83</b> 0%
70/1	1.00	pcs	10124634 RakeMax/EscaMax Lower Bearing Assembly	5,376.00 5%	<b>5,107.20</b> 0%
100/1	1.00	pcs	10065401 Rebuild Kit Valve Body 5282 DN 32-40	121.51 5%	<b>115.43</b> 0%
110/1	1.00	pcs	10000002	1,000.00	<b>1,000.00</b>

**Offer:** 71015433  
 Date printed: 4/24/24  
 Page: 2 (7)

Pos	Quantity	Unit	Item Description	Price USD	Discount (%)	Total USD Tax (%)
			Frieght parts + Gangbox			0%
110/2	1.00	pcs	10000002 Huber Service Tech On-Site for Three Days (24/12)	7,507.00		<b>7,507.00</b> 0%
110/3	1.00	pcs	10000002 Huber Service Tech On-Site for Three Days (24/12)	6,932.00		<b>6,932.00</b> 0%
120/1	1.00	pcs	10000001 Crane On-Site for 2 Days	2,400.00		<b>2,400.00</b> 0%
				<b>Total net</b>	<b>USD</b>	<b>29,676.96</b>
				<b>Including Sales Tax</b>	<b>USD</b>	<b>0.00</b>
				<b>Total gross</b>	<b>USD</b>	<b>29,676.96</b>

The quotation is subject to national or international export control regulations and embargoes or any other export restrictions.

Valid for: 30 days  
 Delivery: prepaid and add  
 Payment terms: Net 30 days

Best regards

Caleb Goad  
**Huber Technology, Inc.**

Offer: 71015433  
 Date printed: 4/24/24  
 Page: 3 (7)

## Aftermarket Sales & Service Rates 2024

### Field Service Base Rates

Continental U.S., Mexico and Canada..... **\$160.00 per hour**  
 Outside Continental U.S., Mexico and Canada..... **\$240.00 per hour**

### Training

Product Training..... **\$160.00 per hour**

### Travel

Travel (time)..... **\$150.00 per hour**  
 Mileage..... **\$0.58 per mile**

### Manufacturing/Engineering Services in house

Services include failure analysis of returned hardware..... **\$150.00 per hour**

### Premium Rates

Overtime rate (in excess of 8 hours per day..... **\$240.00 per hour**  
 Standby rate..... **Applicable base rate**  
 Double time rate (Sunday, Holiday, or in excess of 12 hours)..... **\$320.00 per hour**

### Expenses

Travel and accommodations..... **Actual cost**  
 Per Diem.....Business Rate Plan 1.. **\$64.00 per day**  
 High Cost Area Rate 2.. **\$74.00 per day**  
 Service Truck Rate ..... **\$80.00 per day**  
 Materials, Equipment Rental, Supplies..... **Actual cost plus 20%**  
 Laboratory testing..... **Actual cost plus 20%**

### Fees

Visa, work permits, taxes, user fees or special assessments, etc..... **Actual cost**

### Cancellation Charges

Prior to departure for travel expenses incurred (i.e. airline / change fees)..... **Actual cost**

**Offer:** 71015433  
**Date printed:** 4/24/24  
**Page:** 4 (7)

## Aftermarket Sales & Service Rates 2024

**Field service Base Rate.** Rates are calculated from the day the Service Specialist departs Huber Technology, Huntersville, North Carolina until the day the Service Specialist returns to Huber Technology, Inc., Huntersville, North Carolina. Rates include weekends and holidays. If a Service Specialist is required to travel from any other location, including, Germany the rates are calculated from when the Service Specialist departs the home office until the day the Service Specialist returns to the home office.

**Travel.** Time includes transportation to and from the airport, security clearance, time between flight changes, driving time and local travel to and from worksite. Travel time in excess of eight (8) hours may be billed at the premium rate.

**Double Time.** Any Sunday or **Recognized Huber Technology, Inc. Holiday.**

**Transportation.** The customer is responsible for reimbursing Huber Technology, Inc. for all transportation charges associated with service work. Flights will be booked as coach-tourist class unless it is unavailable. Rental car, gas, taxis, airport / hotel limousines, company or personal vehicles will be used when necessary.

**Standby rate.** Applies to the time a Service Specialist is available for work and is located at or near the job site but unable to work due to circumstances beyond his control. Time shall be considered time worked and will be charged at the applicable base or premium rate.

**Accommodations and Meals.** Meals are charged at \$64.00 per day or \$74.00 per day depending on the area (See Business Rate Plan 1 and 2). If an overnight stay is required, the customer is required to reimburse Huber Technology, Inc. for lodging charges. Hotel rooms will be booked on a business executive, single occupancy basis.

**Visa, Work Permits & Local Taxes.** The customer is responsible to pay any and all taxes, user fees or special assessments. If a visa or work permit is required before departing for an international assignment, the fee will be charged to the customer at actual cost (including any expediting charges).

**Warranties.** Per Huber Technology, Inc.'s Terms and Conditions of Sale, Huber Technology, Inc. warrants Field Service work performed at site. "Breach of Warranty" claims do not entitle the customer to refuse payment for field service work. HUBER TECHNOLOGY, INC. MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER TECHNOLOGY, INC.'S TERMS AND CONDITIONS. HUBER TECHNOLOGY, INC. IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER TECHNOLOGY, INC. IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

**SCHEDULING – 10 Working Days Notice.** Request for field service should be made in writing (letter, fax or e-mail) to Huber Technology, Inc. at least ten (10) working days prior to the date for which services are requested. Confirmation of the service will be conveyed verbally by Huber Technology, Inc.

**Insurance.** All Huber Technology, Inc. Service Specialists are insured. Liability insurance certificates may be provided upon request by the customer in order to allow for sufficient time for document processing, the request must be made at least seven (7) working days prior to the date of services.

Huber Technology, Inc. can not offer fixed lump sum contracts for Field Service activities. The duration of site visitation is neither under our direct control nor influence, and as such we can only provide estimates of time on-site to affect the required service actions. Field service published rates and terms are valid through December 2024

**Hazardous Locations.**

Huber Technology, Inc. reserves the right to recall its personnel if the worksite does not meet governmental health and safety standards.

**Minimum Daily Charge.** For all Field Service Base Rates or combinations of Base Rates, the minimum fee will be for eight (8) hours. If services are performed on the same day as travel, travel time will be billed in addition to service time.

**Overtime.** The overtime rate applies to work or travel in excess of eight (8) hours per day (weekdays) and all Saturday work. Workdays in excess of (16) hours are prohibited. Service specialist are NOT required to perform, and may decline, work in excess of twelve (12) hours. The overtime charge shall be at the base rate plus a one hundred percent (100%) premium.

**Recognized Huber Technology, Inc. Holidays** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve and Christmas Day.

**Expenses.** The customer is responsible for ALL expenses associated with service work. All travel expenses including airfare, taxi, mileage for personal or company owned vehicles or any other chauffeured vehicle, living accommodations and meals will be invoiced. Invoices will include a cost

break-down. Copies of receipts will not be furnished unless specifically requested. Original receipts cannot be provided. Receipts for under \$25.00 cannot be provided. Use of personal or company owned vehicles will be invoice at the rate set by IRS mileage regulations.

**Payment.** All field service invoices are in U.S. Currency and all payments must be in U.S. Dollars. Payment is due NET 30 DAYS from the date of invoice.

**Purchase Orders.** A purchase order is required BEFORE any field service arrangements will be made. The purchase order is to be made out to Huber Technology, Inc. and must contain the following information:

- 1) Customer's name, 2) company, 3) billing address, 4) dates of service, 5) type of service requested (i.e. installation, commissioning, troubleshooting, training, etc.), 6) serial number / model number, 7) equipment purchase order number, and 8) equipment tag numbers. A "confirming-copy" purchase order must follow any preliminary arrangements. Equipment location including city, state, plant site, directions to the site, a local contact and telephone number must also be included.
- 2) Amended Purchase Orders. An amended PO is required if services are extended beyond the cost of the original PO. If the Service Specialist is on site and an amendment is required, the PO must be completed and submitted to Huber Technology, Inc. before the Service Specialist can continue working.

**Applicable law.** Any purchase order accepted by Huber Technology, Inc. in conjunction with Field Service work, shall be deemed to have been executed, delivered and accepted in the State of North Carolina, USA and shall be governed, construed and enforced pursuant to the laws of the State of North Carolina, USA



**Offer:** 71015433  
Date printed: 4/24/24  
Page: 5 (7)

## Warranty and Returns Policy & Instructions

Huber Technology, Inc. ("Huber") warrants any **original** Huber part (mechanical or electrical) for a period of:

A. Twelve (12) months from the date of purchase and only when part(s) are installed by a Huber factory trained technician. Should the part(s) fail within the warranty period, a replacement shall be supplied at no cost to the owner ("Replacement Part")

1. Only valid if the product is operated in accordance with the manufacturer's instructions.
  2. The replacement part(s) must not be modified or changed in anyway.
  3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications
- Or

B. Three (3) months from the date of purchase and/or installed by a non-Huber factory trained technician.

1. Only valid if the product is operated in accordance with the manufacturer's instructions
2. The replacement part(s) must not be modified or changed in anyway.
3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications

**This warranty does not apply to any damage or defect arising out of any of the following circumstances:**

- Part(s) needing repair or replacement due to events or circumstances outside of normal use and operation of the equipment.
- Part(s) or components damaged due to power surges, short circuits, loss of power, lightning strikes, fire or water damage, vandalism, theft, or any other causes outside of normal use and operation of the equipment or that would normally be covered by casualty insurance on the equipment.
- Damage or defects caused by neglect, incorrect application, abuse, or by accidental damage of the parts or components.
- Repair or replacement of part(s) or components due to improper or negligent operation of the equipment.
- Damage or defects to the part(s), component(s), or equipment caused by the attempted repair by an unauthorized or unqualified person.

**All Huber parts warranties are non-transferable, and cannot be sold, assigned or transferred in any other way.**

This warranty of **original** Huber Service parts does not include the labor to remove the defective part nor the labor to install the new part. **All labor costs associated with the replacement of the part is the responsibility of the owner.** The request for assistance of a certified Huber technician is available upon the issuance of a purchase order by the owner. The fee for the assistance of a Huber technician includes labor (billed at prevailing Huber Field Service Base Rates) plus associated expenses for travel to and from the jobsite.

### Return of New Wear or Spare Parts:

- Any original Huber part(s) returned to Huber after a purchase order has been submitted is subject to a flat twenty percent (20%) restocking fee for each part returned.
- The customer has up to thirty (30) days to return a part from the purchase order submittal date to Huber.

**Returns will not be accepted past thirty (30) days.**

- Part(s) must be new and never installed. Any indication of wear or installation, at Huber's sole discretion, may result in the part(s) being shipped back to owner, at the owner's cost, and no credit shall be issued.

### • Exception:

The owner may exchange, without a restocking fee, if the incorrect part(s) is delivered and/or sold to the

**Offer:** 71015433  
Date printed: 4/24/24  
Page: 6 (7)

owner by a Huber team member. Huber will ship the correct part(s) to the owner expeditiously. A refund will be issued to the owner upon Huber's receipt of the incorrect part(s) warehouse.

The customer may return, without a restocking fee, any original Huber part(s) if said part(s) was sold as part of a complete rebuild and the Huber technician concluded the part(s) were not needed. The customer has thirty (30) days from the date the service was completed. After thirty (30) days have expired, the normal Huber restocking fee shall apply.

**Offer:** 71015433  
Date printed: 4/24/24  
Page: 7 (7)

## Warranty and Returns Policy & Instructions

### Return of Damaged / Defective Items

- In the event of a damaged or defective part, the return process can often be expedited by providing a digital image of the damage or defect (along with a clear description of the problem) in an email to the Huber Aftermarket Team ("Aftermarket Team") at the following email address: returns@hhusa.net. The phone and fax numbers for Aftermarket Team are: 704.990.2045; Fax: 704.896.2830. Huber reserves the right to inspect in person even if a digital image is provided as outlined above.
- If the damage or defect **cannot be verified over the phone or via email** contact, the item may be required to be returned to Huber Technology, Inc. for inspection before a determination can be made as to the state of the product.
- The Aftermarket Team will validate the warranty claim for the defective part.
- If the Aftermarket Team determines that the part is under warranty and should be replaced, the Aftermarket Team will provide a Return Merchandise Authorization ("RMA") number and a shipping address to the Customer for the return of the defective part.
- The Customer shall ship the part to the specified address with the RMA number listed on the outside of the package.
- When the warranty part has been repaired (or replaced) by Huber, the part will be shipped to the "ship-to" address included in the RMA information provided by the Customer.

### Return shipping cost

- ONLY in the event that an incorrect part is sold to the Customer by a Huber team member, will Huber pay for shipping. The Customer will be provided with a prepaid return shipping label.
- UNDER ALL OTHER CIRCUMSTANCES, the Customer returning the part(s) is responsible for any freight costs incurred for returning the part(s).
- UNDER NO CIRCUMSTANCE will Huber reimburse (or provide credit) for return shipping costs incurred by the Customer.

### How to Request an RMA (Return Merchandise Authorization)

Contact the Huber Technology Aftermarket Sales Team and request a Return Merchandise Authorization ("RMA") number.

- Completely fill out the RMA form.
- Include the completed RMA form in the package along with the item(s) to be returned.
- Write the RMA number conspicuously on the outside of the package to ensure proper routing upon receipt by the Aftermarket Team.
- Ship the package to:

**o o Huber Technology, Inc.**  
**Aftermarket Sales and Service**  
**1009 Airlie Parkway**  
**Denver, NC 28037**  
**Phone: 704.874.8237 Fax 704.896.2830 Email: service@hhusa.net**

HUBER Technology, Inc.

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May 4, 2023

Subject: Sole Source Letter

Dear Coral Springs Improvement District,

This letter serves as a sole source document for products manufactured and services offered by HUBER SE and HUBER Technology Inc. (U.S.). HUBER Technology, Inc., based in Denver, NC, is the only vendor for the HUBER products. A list of HUBER products can be provided upon request.

Please let me know should you need further details.

Sincerely,

A handwritten signature in black ink, appearing to read "HUS". The signature is written over a horizontal line.

Henk-Jan van Ettehoven  
President HUS  
HUBER Technology, Inc.





AVOID THE LATE NIGHT AND WEEKEND  
CALLS THAT YOUR EQUIPMENT IS DOWN



## Service & Maintenance Protection Program

**Protection from unexpected repair costs beyond the manufacturer's warranty.**

*Preventative Maintenance = Equipment Longevity*

Keep your equipment up and running to maximize the life of your equipment.

From the initial installation, through years of operation, to making plans for updates or improvements, Huber Technology stands beside you to make recommendations and implement an action plan to maximize the life cycle of your systems. Prompt service and planned inspections are the key to meeting this goal.

*Service + Maintenance Knowledge*

Our expert service technicians know the products and have the knowledge to keep them running for years past their projected lifecycle.

*Money & Time Savings*

Each agreement is tailored to meet your budget and operating needs.

- Maintain efficiency and reduce energy cost
- Reduce downtime
- Retain/increase facility value
- Extend equipment life
- Keep equipment condition in focus so informed decisions can be made on repairs and updates
- Ensure safe operation
- Reduce plant manager stress

*Take comfort in knowing your equipment is in good hands.*

HUBER Technology, Inc.



**HUBER Technology Service and Maintenance Contract:**

Machine	Quantity
<b>Coral Springs Improvement District</b>	
EscaMax 5000 (13001391)	1
<b>Duration of Contract</b>	3 Year
Days on site per visit	1
Visits Annually	1
5% Discount on parts with 3-year contract	

**Total Per Year \$2000\***

We provide the convenience of a qualified field service specialist for regular inspection for the working reliability of your Huber Technology products. The Field Service specialist will inspect the above-specified machinery. The maintenance and inspection will be done through a manufacturer specific checklist. For every checkpoint, the condition will be evaluated and recorded into a service report.

**Inspection list includes (but not limited to):**

- Gear motor
- Lower/Upper Sprockets
- Lower/Upper Bearings
- Screening Elements
- Operational Set points

The technician will observe and confirm if equipment is in compliance and the performance is as expected. The service specialist will finalize his report/findings to the customer prior to departure.

The conclusion of the inspection and recommended spare parts or needed wear parts for the machine will be listed separately. No parts or shipping costs are included in this contract.

HUBER Technology, Inc.  
 1009 Airlie Parkway, Denver, NC 28037  
 (704) 949-1010 - Fax (704) 949-1020 - huber@hhusa.net  
 www.huber-technology.com  
**A member of the HUBER Group**



HUBER Technology, Inc.



The customer will receive a copy of the findings of the maintenance and inspection work.

Huber Technology will arrange a service date with the customer at least 4 weeks before actual inspection is scheduled. Customer must provide lifting equipment to pivot or pull machine from channel for proper inspection.

By signing below, Coral Springs Improvement District, FL agrees to all stipulations within this three (3) year contract. After the contract has been fulfilled, there will be an option to renew at a new rate.

For Maintenance Contract, service, or parts related questions, please contact Kasey Boughman at 704.990.2472 or email at Kasey.Boughman@hhusa.net.

\*Amount to be billed up-front on the date of original purchase order or per visit. Payment must be made within thirty (30) days of visit. Huber Technology reserves the right to change costs at any time due to fluctuations in travel costs.

Printed Name: Martin Shonk

Title: President Board of Supervisor

Signature: 

Date: 5/16/23

# **Ninth Order of Business**





Florida Technical Consultants, LLC agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in RFP 19-073-MC with The City of North Miami Beach. Florida Technical Consultants, LLC. agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further Florida Technical Consultants, LLC agrees that it is their obligation to obtain affidavits from any subcontractors to ensure that the subs are in compliance with E-Verify.

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. The CONTRACTOR agrees and acknowledges that the OWNER is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the OWNER has a good faith belief that the CONTRACTOR has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the OWNER shall terminate this Agreement. If the OWNER has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the OWNER shall promptly notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. The CONTRACTOR shall be liable for any additional costs incurred by the OWNER as a result of the termination of a contract based on CONTRACTOR'S failure to comply with E-Verify requirements evidenced herein.

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

Florida Technical Consultants, LLC Rep


CSID Representative

Title: President

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

Name: (Print) James Barton

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

  
 Signature

April 16, 2024  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## CITY OF NORTH MIAMI BEACH

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### PROCUREMENT MANAGEMENT DIVISION

### PUBLIC NOTICE – RECOMMENDATION TO AWARD

**DATE:** September 13, 2019

**SOLICITATION NO.:** RFP 19-073-MC

**TITLE:** Geographic Information System (GIS) Consultant Services

Notice is hereby given that the City of North Miami Beach has completed its evaluation of offers/proposals received for the above-mentioned Solicitation. The City Manager or designee has recommended award of the contract to the following Bidder/Proposer:

**NAME OF VENDOR:** Florida Technical Consultants, LLC

**DETAILS:**

<b>YEAR ONE:</b>	\$50,000
<b>YEAR TWO:</b>	\$50,000
<b>YEAR THREE:</b>	\$50,000
<b>YEAR FOUR:</b>	N/A
<b>YEAR FIVE:</b>	N/A
<b>TOTAL</b>	\$150,000
<b>OPTIONS TO</b>	Two one-year renewals

The Cone of Silence has terminated for the item(s) set forth above as the City Manager has recommended to award, approved a contract or otherwise has taken action which terminates the Cone of Silence pursuant to Miami-Dade County Ordinance Section 2-11.1(t).

## **TENTH ORDER OF BUSINESS**

CSID - WATER & SEWER FUND

Agenda Page 56 4/11/2024

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

CHECK #: 211910

INV DATE INVOICE NUMBER

NET

04/08/2024 20200053-1

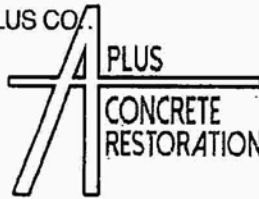
2,640.00 DRIVEWAY REPAIR 1388NW50%

TOTAL

\$2,640.00

V-401-1248

NORTH CENTRAL PROPERTIES, INC. dba/ A PLUS CO.  
1855 Banks Rd  
Margate, Fl. 33063



# AGREEMENT

aplusconcreterestoration.com

aplusconcreterestoration@gmail.com

Estimate No.	Date
20200553	04/08/24

Name/Address
CORAL SPRINGS Improvement District C/O Frank Kozlowki 10300 NW 11th Manor Coral Springs, FL 33071

Ship To
1388 NW 103 LANE CORAL SPRINGS

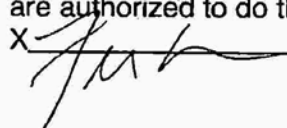
Email
frank@csidfl.org

Phone	Terms
9548683609	Net 30

Description	Total
<p>We hereby propose to furnish the material and professionally perform the labor for the completion of: UP TO 130 SF of driveway section removed and replaced due to utility repair.</p> <p>1. Grade, form, tamp/compact with rebar dowel in where required, per city codes. 2. Supply, pump, place, and finish with 3500 psi fibermesh concrete with a light broom finish.</p> <p>LET CURE</p> <p>3. Return to install Eurotile overlayment 3 color system to match existing color and texture as close as possible. 4. Seal to complete.</p> <p>Contractor is responsible for project area to be left clean of all construction debris. Contractor is responsible for all inspections. Area landscaping/sod replacement/sprinklers is customers responsibility See attached terms and conditions page. Prompt payments as follows 50%- at signing/scheduling</p> <p>Balance upon completion.</p> <p>401-330-53600-46700 Driveway repair 1388 NW 501.</p>	5,280.00

Fully licensed+ insured. #02-10318CP/CGC-05-8923 Reference Lists available. \$5,280.00

PLEASE note-cash or checks only. Online payments require surcharge.  
The above stated scope of work, and the attached Terms and Conditions are hereby accepted, you are authorized to do the work as specified.

X  PRINT X Frank Kozlowski DATED X 4/10/24

PO # 2400914

**Sandy Rodriguez**

---

**From:** Sue Beyer  
**Sent:** Wednesday, April 10, 2024 2:59 PM  
**To:** Joe Stephens; David McIntosh  
**Cc:** Sandy Rodriguez  
**Subject:** RE: Attached Image

Great, we just needed a confirmation for our files and auditors.

Thank you,  
Sue



**Sue Beyer**  
**Director of Finance & Accounting**  
☎ 954-753-0380 x 624 Main  
☎ 954-796-6624 Direct  
📱 954-465-7188 Mobile  
✉ Email: [sueb@csidfl.org](mailto:sueb@csidfl.org)  
📍 10300 NW 11th Manor, Coral Springs, FL 33071

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The Coral Springs Improvement District is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records.

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**From:** Joe Stephens <[joes@csidfl.org](mailto:joes@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 2:23 PM  
**To:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>; David McIntosh <[davidm@csidfl.org](mailto:davidm@csidfl.org)>  
**Cc:** Sandy Rodriguez <[sandyp@csidfl.org](mailto:sandyp@csidfl.org)>  
**Subject:** RE: Attached Image

Hi Sue,  
I spoke with David about this yesterday, and it is considered an emergency. We are both good with it.

Thanks,



**Joe Stephens**  
**Utilities Director**  
☎ 954-753-0380 x 667 Main  
☎ 954-796-6667 Direct  
✉ Email: [joes@csidfl.org](mailto:joes@csidfl.org)  
📍 10300 NW 11th Manor, Coral Springs, FL 33071

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**From:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 1:33 PM  
**To:** Joe Stephens <[joes@csidfl.org](mailto:joes@csidfl.org)>; David McIntosh <[davidm@csidfl.org](mailto:davidm@csidfl.org)>  
**Cc:** Sandy Rodriguez <[sandyp@csidfl.org](mailto:sandyp@csidfl.org)>  
**Subject:** FW: Attached Image

Attached is the invoice from North Central Properties, Inc. for driveway repairs at 1388 NW 103 Lane.

In order to schedule work, we need to pay 50% down. We will do a check for \$2,640 first thing in the morning (4/11/24) and get it to Frank, if you approve the attached invoice.

Thank you,  
Sue



**Sue Beyer**  
**Director of Finance & Accounting**  
 ☎ 954-753-0380 x 624 Main  
 ☎ 954-796-6624 Direct  
 📱 954-465-7188 Mobile  
 ✉ Email: [sueb@csidfl.org](mailto:sueb@csidfl.org)  
 📍 10300 NW 11th Manor, Coral Springs, FL 33071

The Coral Springs Improvement District is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records.

**From:** [No\\_reply@csidfl.org](mailto:No_reply@csidfl.org) <[No\\_reply@csidfl.org](mailto:No_reply@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 1:14 PM  
**To:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>  
**Subject:** Attached Image

CSID - WATER & SEWER FUND

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

INV DATE INVOICE NUMBER

04/08/2024 20200053-1

Agenda Page 60 4/11/2024

CHECK #: 211910

NET

2,640.00 DRIVEWAY REPAIR 1388NW50%

TOTAL

\$2,640.00

CSID - WATER & SEWER FUND

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

INV DATE INVOICE NUMBER

04/08/2024 20200053-1

4/11/2024

CHECK #: 211910

NET

2,640.00 DRIVEWAY REPAIR 1388NW50%

TOTAL

\$2,640.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

211910

BANKUNITED

CORAL SPRINGS IMPROVEMENT DIST

WATER AND SEWER CHECKING

10300 N.W. 11TH MANOR

CORAL SPRINGS, FL 33071

63-9059/2670 161

DATE

AMOUNT

4/11/2024

\$2,640.00\*

TWO THOUSAND SIX HUNDRED FORTY DOLLARS & 00 CENTS \*\*\*\*\*

PAY

TO THE ORDER

OF:

A+ CONCRETE RESTORATION

1855 BANKS RD

MARGATE FL 33063

*[Handwritten Signature]*

*[Handwritten Signature]*

AUTHORIZED SIGNATURE



CSID - WATER & SEWER FUND

Agenda Page 6  
4/11/2024

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

CHECK #: 211911

INV DATE INVOICE NUMBER

NET

04/08/2024 20200553

2,640.00

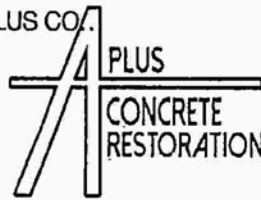
DRIVEWAY REPAIR 1388 NW

TOTAL

\$2,640.00

V- 401-1248

NORTH CENTRAL PROPERTIES, INC. dba/ A PLUS CO.  
1855 Banks Rd  
Margate, Fl. 33063



# AGREEMENT

aplusconcreterestoration.com

aplusconcreterestoration@gmail.com

Estimate No.	Date
20200553	04/08/24

Name/Address
CORAL SPRINGS Improvement District C/O Frank Kozlowki 10300 NW 11th Manor Coral Springs, FL 33071

Ship To
1388 NW 103 LANE CORAL SPRINGS

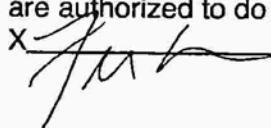
Email
frank@csidfl.org

Phone	Terms
9548683609	Net 30

Description	Total
<p>We hereby propose to furnish the material and professionally perform the labor for the completion of: UP TO 130 SF of driveway section removed and replaced due to utility repair.</p> <p>1. Grade, form, tamp/compact with rebar dowel in where required, per city codes. 2. Supply, pump, place, and finish with 3500 psi fibermesh concrete with a light broom finish.</p> <p>LET CURE</p> <p>3. Return to install Eurotile overlayment 3 color system to match existing color and texture as close as possible. 4. Seal to complete.</p> <p>Contractor is responsible for project area to be left clean of all construction debris. Contractor is responsible for all inspections. Area landscaping/sod replacement/sprinklers is customers responsibility See attached terms and conditions page. Prompt payments as follows 50%- at signing/scheduling.</p> <p>Balance upon completion.</p> <p>401-330-53600-46700 Driveway repair 1388 NW 501.</p>	5,280.00

Fully licensed+ insured. #02-10318CP/CGC-05-8923 Reference Lists available. \$5,280.00

PLEASE note-cash or checks only. Online payments require surcharge.  
The above stated scope of work, and the attached Terms and Conditions are hereby accepted, you are authorized to do the work as specified.

X  PRINT X Frank Kozlowski DATED X 4/10/24

PO # 2400914

**Sandy Rodriguez**

---

**From:** Sue Beyer  
**Sent:** Wednesday, April 10, 2024 2:59 PM  
**To:** Joe Stephens; David McIntosh  
**Cc:** Sandy Rodriguez  
**Subject:** RE: Attached Image

Great, we just needed a confirmation for our files and auditors.

Thank you,  
Sue



**Sue Beyer**  
**Director of Finance & Accounting**  
☎ 954-753-0380 x 624 Main  
☎ 954-796-6624 Direct  
📱 954-465-7188 Mobile  
✉ Email: [sueb@csidfl.org](mailto:sueb@csidfl.org)  
📍 10300 NW 11th Manor, Coral Springs, FL 33071

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The Coral Springs Improvement District is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records.

---

**From:** Joe Stephens <[joes@csidfl.org](mailto:joes@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 2:23 PM  
**To:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>; David McIntosh <[davidm@csidfl.org](mailto:davidm@csidfl.org)>  
**Cc:** Sandy Rodriguez <[sandyp@csidfl.org](mailto:sandyp@csidfl.org)>  
**Subject:** RE: Attached Image

Hi Sue,  
I spoke with David about this yesterday, and it is considered an emergency. We are both good with it.

Thanks,



**Joe Stephens**  
**Utilities Director**  
☎ 954-753-0380 x 667 Main  
☎ 954-796-6667 Direct  
✉ Email: [joes@csidfl.org](mailto:joes@csidfl.org)  
📍 10300 NW 11th Manor, Coral Springs, FL 33071

The Coral Springs Improvement District is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records.

**From:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 1:33 PM  
**To:** Joe Stephens <[joes@csidfl.org](mailto:joes@csidfl.org)>; David McIntosh <[davidm@csidfl.org](mailto:davidm@csidfl.org)>  
**Cc:** Sandy Rodriguez <[sandyp@csidfl.org](mailto:sandyp@csidfl.org)>  
**Subject:** FW: Attached Image

Attached is the invoice from North Central Properties, Inc. for driveway repairs at 1388 NW 103 Lane.

In order to schedule work, we need to pay 50% down. We will do a check for \$2,640 first thing in the morning (4/11/24) and get it to Frank, if you approve the attached invoice.

Thank you,  
Sue



**Sue Beyer**  
**Director of Finance & Accounting**  
 ☎ 954-753-0380 x 624 Main  
 ☎ 954-796-6624 Direct  
 📱 954-465-7188 Mobile  
 ✉ Email: [sueb@csidfl.org](mailto:sueb@csidfl.org)  
 📍 10300 NW 11th Manor, Coral Springs, FL 33071

The Coral Springs Improvement District is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under Chapter 119 and are thus subject to public records disclosure. All email messages sent and received are captured by our server and retained as public records.

**From:** [No\\_reply@csidfl.org](mailto:No_reply@csidfl.org) <[No\\_reply@csidfl.org](mailto:No_reply@csidfl.org)>  
**Sent:** Wednesday, April 10, 2024 1:14 PM  
**To:** Sue Beyer <[sueb@csidfl.org](mailto:sueb@csidfl.org)>  
**Subject:** Attached Image

CSID - WATER & SEWER FUND

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

INV DATE INVOICE NUMBER

04/08/2024 20200553

Agenda Page 65  
4/11/2024  
CHECK #: 211911

NET

2,640.00

DRIVEWAY REPAIR 1388 NW

TOTAL

\$2,640.00

CSID - WATER & SEWER FUND

VENDOR NUMBER/NAME: 1248 A+ CONCRETE RESTORATION

INV DATE INVOICE NUMBER

04/08/2024 20200553

4/11/2024

CHECK #: 211911

NET

2,640.00

DRIVEWAY REPAIR 1388 NW

TOTAL

\$2,640.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

211911

CORAL SPRINGS IMPROVEMENT DIST

WATER AND SEWER CHECKING

10300 N.W. 11TH MANOR

CORAL SPRINGS, FL. 33071

BANKUNITED

68-9059/2670-161

DATE

4/11/2024

AMOUNT

\$2,640.00\*

TWO THOUSAND SIX HUNDRED FORTY DOLLARS & 00 CENTS \*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

A+ CONCRETE RESTORATION  
1855 BANKS RD  
MARGATE FL 33063

*[Handwritten Signature]*  
D-AMTA

AUTHORIZED SIGNATURE

## **Eleventh Order of Business**



**DEVELOPMENT  
CORPORATION**

1701 N.W. 22<sup>nd</sup> Court  
Pompano Beach, Florida 33069  
Phone (954) 971-2288  
Fax (954) 971-0030

April 10, 2024

Coral Springs Improvement District  
Attn: Frank Kozlowski  
10300 NW 11<sup>th</sup> Manor  
Coral Springs, FL 33071

Re: CSID LS 42 Change Order

Dear Mr. Kozlowski,

All elements of the repair work on Lift Station 42 have been completed. No additional invoices will be submitted for this project. Can you please close out the purchase order?

Please find the following cost summary:

PO #2400651	\$ 96,193.80
Invoice #IN004281 dated 04/10/24	<u>\$ 96,075.73</u>
Deductive Change Order	\$ 118.07

Thank you for the opportunity to work for you and if we can provide you with anything further, please do not hesitate to call.

Thank you,

Larry Shortz  
Trio Development Corp.

# **Twelfth Order of Business**



# City of Pinellas Park

Purchasing Division  
P.O. Box 1100  
Pinellas Park, FL 33781



# Florida

Purchasing@Pinellas-Park.Com  
Phone • 727.369.5712

5 August 2022

Lisa Garcia  
SageView Advisory Group  
1645 Palm Beach Lakes Blvd.  
Suite 1200  
West Palm Beach, FL 33401

The Selection Committee met on Thursday, 4 August 2022 to hear oral presentations for RFP 22/001, 457(b) Deferred Compensation Plan Consultant. The final results after the presentations are as follows:

SageView Advisory Group.....	475 points
AndCo Consulting LLC.....	441 points
Burgess Chambers & Associates, Inc.....	403 points

The project manager will prepare an agenda item for City Council approval for contract negotiations with the top ranked firm at the next available meeting.

The successful firm(s) will be notified in writing by the City of Pinellas Park.

The City of Pinellas Park appreciates the effort that you and your staff afforded this project and we look forward to working with you on future projects

Sincerely,

Gary Moskaluk  
Purchasing Director

## RETIREMENT PLAN INVESTMENT ADVISORY SERVICES AGREEMENT FOR GOVERNMENTAL PLANS

Name of Plans: Coral Springs Improvement District 401a Plan and  
Coral Springs Improvement District 457b Plan

Name of Employer: Coral Springs Improvement District

Effective Date: June 1, 2024

This Agreement is entered into between SageView Advisory Group, LLC, (“SageView”), having its principal offices at 4000 MacArthur Blvd., Suite 1050, Newport Beach, CA 92660, and the employer named above (“Client”), having its principal place of business at 10300 NW 11th Manor, Coral Springs, FL 33071. The Agreement is effective as of the date set forth above, with respect to Services to be provided by SageView for the benefit of the above named plan (the “Plan”) in accordance with the terms and conditions of this Agreement.

Client sponsors a 457(b) Deferred Compensation Plan (the “Plan”) that qualifies as a “governmental plan” as defined in Section 414(d) of the Internal Revenue Code, as amended (the “Code”). As a governmental plan, the Plan is exempt from the requirements of the Employee Retirement Income Security Act of 1974, as amended (“ERISA”).

### **1. SERVICES & COMPENSATION**

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- **SERVICES**

Client authorizes and engages SageView to provide investment recommendations, analysis, investment policy statement strategic planning, and general oversight for the plan (collectively, the “Services”) described in Schedule A.

(a) In providing Services, SageView does not have discretion over any of Client’s investments, and SageView does not serve as a custodian for any of Client’s assets.

As more fully described in Schedule A, SageView shall recommend to Client the investment guidelines to be incorporated into an investment policy statement (IPS) for use in managing Client’s investments, provided that Client shall be responsible for approval of the IPS and any changes thereto. If Client makes modifications to the investment guidelines or the IPS without input from SageView, it shall immediately notify SageView of such modifications.

SageView will perform the Services described in Schedule A in accordance with the standard of care of a prudent investment adviser, provided, however, that nothing in this Agreement shall be deemed to limit any responsibility that SageView may have to Client to the extent such limitation would be inconsistent with applicable laws, including securities laws.

(b) SageView shall not, and cannot, provide legal or tax advice to Client or the Plan. Client agrees to seek the advice of its legal counsel as to matters that might arise relating to the operations and administration of Client’s assets.



(c) Client acknowledges that SageView shall have no authority or responsibility to provide Services with respect to voting proxies for securities held by the Plan or take other action related to the exercise of shareholder rights regarding such securities.

(d) Client further acknowledges that SageView is entitled to rely upon all information necessary for it to carry out its duties hereunder that is provided by Client, Client's representatives or Client's other service providers without independent verification by SageView. Client represents that all such information provided to SageView is and shall be true, correct and complete in all material respects. Client agrees to promptly notify SageView in writing of any material change in the information provided to SageView and to promptly provide any such additional information as may be reasonably requested by SageView.

(e) SageView may also perform the additional services described in Schedule B for the fees described in Schedule B if specifically engaged to do so by Client.

- **FEES AND EXPENSES**

(a) Client authorizes SageView to charge the fees described in Schedule A.

(b) Client agrees to reimburse SageView for all reasonable out of pocket expenses incurred by it in connection with the Services provided hereunder. All expenses must be approved in advance by Client, including legal and travel costs.

## **2. TERMINATION**

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This Agreement shall continue until terminated by either party with or without cause upon 90 days prior written notice to the other party. The effective date of the termination will be effective 90 days after written notification is given. In the event of a termination by either party, SageView's annual compensation will be deemed earned on a pro-rata basis and SageView will be entitled to receive compensation up to the date the termination takes effect. In the event of termination, SageView will use reasonable efforts to assist Client in arranging a smooth transition process to a new investment manager and/or advisor. Upon termination, SageView will have no further obligation under this Agreement to act or advise Client with respect to Services.

## **3. BOOKS AND RECORDS**

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Client is entitled to copies of all reports and/or documents relating to its account. SageView will not, however, retain files (other than contracts) for more than seven years. Client shall provide SageView with any information it reasonably requests, and SageView may rely on information received from Client, Client's representatives or Client's other service providers without independent verification.

## **4. GOVERNING LAW**

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This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to agreements executed and to be performed entirely within Florida without regard to its conflicts of law provisions, except to the extent state law is preempted by federal law.



## 5. REPRESENTATIONS AND ADDITIONAL COVENANTS

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**Representations of Client.** Client represents and warrants as follows:

(a) Client has the power and authority to appoint an investment adviser and to enter into contractual arrangements with third parties to assist in the discharge of its duties.

(b) The person signing the Agreement on behalf of Client has been delegated all necessary authority to do so.

(c) The execution of this Agreement and the performance thereof is within the scope of the investment authority authorized by the governing instrument and/or applicable laws. The signatory on behalf of Client represents that the execution of the Agreement has been duly authorized by appropriate action of Client's governing body and agrees to provide such supporting documentation as may be reasonably required by SageView.

(d) Client acknowledges that before this Agreement was entered into, SageView provided to it a copy of SageView's Form ADV Part 2A.

(e) Client acknowledges that investments fluctuate in value and the value of investments when sold may be more or less than when purchased, and that past investment performance does not necessarily guarantee any level of future investment performance.

**Representations of SageView.** SageView represents and warrants as follows:

(a) It is registered as an investment adviser under the Investment Advisers Act of 1940 and is considered to be a fiduciary to Client under that Act.

(b) It has the power and authority to enter into and perform this Agreement, and there are no authorizations, permits, certifications, licenses, filings, registrations, approvals or consents which must be obtained by it from any third party, including any governmental authority, in connection with this Agreement that have not been obtained.

## 6. ARBITRATION CLAUSE

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To the extent permitted by law, all controversies between Client and SageView, which may arise out of or relate to any of the Services provided by SageView under this Agreement, or the construction, performance or breach of this or any other Agreement between SageView and Client, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in Palm Beach County, Florida, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.

## 7. MISCELLANEOUS

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(a) This Agreement contains the entire understanding of the parties with respect to the subject matter contained herein, superseding all prior agreements, understandings and negotiations with respect to such matters.



(b) This Agreement may be modified or otherwise amended and the observance of any term of this Agreement may be waived, only if such modification, amendment or waiver is (i) in writing and signed by the party agreeing to the modification, or (ii) in the manner set forth in Section 7(c).

(c) SageView may propose to increase or otherwise change the Fees charged, or to change the Services provided by giving Client at least sixty (60) days advance notice of the proposed change. The notice shall be given in the manner described in Section 7(g) below. The notice will (1) explain the proposed modification of the Fees or Services; (2) fully disclose any resulting changes in the Fees to be charged as a result of any proposed change in the Services; (3) identify the effective date of the change; (4) explain Client's right to reject the change or terminate this Agreement; and (5) state that pursuant to the provisions of this Agreement, if Client fails to object to the proposed change(s) before the date on which the change(s) become effective Client will be deemed to have consented to the proposed change(s).

If Client rejects any change to this Agreement proposed by SageView, SageView shall not be authorized to make the proposed change. In that event Client shall have an additional sixty (60) days from the proposed effective date (or such additional time beyond 60 days as may be agreed by SageView) to locate a service provider in place and instead of SageView. If at the end of such additional sixty (60) day period (or such additional time period as agreed by SageView), the parties have not reached agreement on the proposed changes, this Agreement shall automatically terminate.

(d) Neither party shall have any liability for any failure or delay in performance of its obligations under this Agreement because of circumstances beyond its reasonable control, including without limitation, acts of God, fires, floods, earthquakes, acts of war or terrorism, civil disturbances, sabotage, accidents, unusually severe weather, governmental actions, power failures, computer/network viruses that are not preventable through generally available retail products, catastrophic hardware failures or attacks on its server.

(e) Nothing in this Agreement shall in any way constitute a waiver or limitation of any rights which the Client or the Plan or any other party may have under federal or state securities laws.

(f) Neither SageView nor Client may assign this Agreement without the consent of the other party; provided, however, that in the event of a change in control or ownership of SageView that would result in an "assignment" of this Agreement under the Advisers Act, SageView will provide written notice to Client, and Client will be deemed to consent to the assignment unless Client notifies SageView otherwise within 30 days from the date of SageView's notice.

(g) Any and all notices, advice, or reports required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, (iii) sent via a nationally recognized overnight courier service, (iv) sent via email, or (v) sent via facsimile.

Electronic Communications: Client expressly agrees to accept electronic communication of any notice, advice, or report in lieu of a printed copy, including applicable disclosure documents and disclosures required under ERISA section 408(b)(2) at the email address listed on the signature page or such other email address as Client may designate in writing to SageView. Client may revoke this consent at any time by providing notice to SageView pursuant to this Section 7(g).

(h) Client understands that SageView performs, among other things, retirement plan investment consulting, retirement plan fiduciary consulting, retirement plan design consulting, and portfolio management services for other clients. Client recognizes that SageView may give advice and



take action in the performance of its duties for such other clients (including those who may have similar retirement plan arrangements as Client) that may differ from advice given, or in the timing and nature of action taken, with respect to Client. Nothing in this Agreement shall be deemed to impose on SageView any obligation to advise Client with respect to the Plan, including the Services provided by SageView under this Agreement in the same manner as it may advise any of its other clients. Client also acknowledges that SageView may, by reason of its other such activities as described above, from time to time acquire confidential information. Client acknowledges and agrees that SageView is unable to divulge to the Client or any other party, or to act upon, any such confidential information with respect to its performance of this Agreement.

(i) Component Parts of the Agreement - This Agreement consists of the following Contract Documents, all of which are hereby made a part hereof and are incorporated herein by reference and all of which are familiar to the Consultant: Addenda (if any), Agreement, Insurance/Hold Harmless Agreement, RFP 22/001 package, Sworn Statement of Public Entity Crimes, any and all drawings and plans.

## 8. INDEMNIFICATION

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Each party, to the fullest extent permitted by law, hereby agrees to indemnify and hold the other party harmless from and against any claims, actions, damages, liabilities or obligations of any kind and nature (including, without limitation, reasonable legal fees, costs of court and costs of any investigation or administrative proceeding brought by any governmental agency) ("Liabilities") to the extent that such Liabilities arise from or are in connection with the party's negligence, willful misconduct, bad faith, failure to perform or breach of any of its obligations under this Agreement or other applicable federal or state law. Notwithstanding the foregoing, unless otherwise required by applicable law, in no event shall SageView (i) be liable to Client, (ii) have any obligation to indemnify Client, or (iii) have any liability to any Plan participants, with respect to (A) any general market decline, (B) investment losses directly resulting from either Client's failure to follow SageView's investment advice, or (C) a Plan participant's claim of breach of fiduciary duty committed by Client or any other Plan fiduciary; provided, however, that nothing in this Section or the Agreement shall be construed to relieve SageView of any liability for its own failure to fulfill its obligations under applicable federal and state law, any breach of its fiduciary duty in performing services contemplated by this Agreement, or for its acts or omissions that are the result of SageView's gross negligence, willful misconduct or bad faith. Each party shall cooperate with the other party in connection with the defense of any matter subject to indemnification hereunder.

## 9. CONFIDENTIAL INFORMATION

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All information and advice furnished by either of the parties to the other will be treated as confidential and will not be disclosed to third parties except as required by law, as required to perform the Services, as described in SageView's Privacy Principles, or as otherwise mutually agreed upon in writing by SageView and Client. Client acknowledges receipt of SageView's Privacy Principles. Under no circumstances shall any of the provisions of this Agreement be deemed to waive the requirements and limitations of Florida Statute SS768.28



## 10. EXECUTION

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If the terms of this Agreement are acceptable to Client and the Services are in accordance with your understanding, please sign and return the Agreement to SageView. SageView will promptly send you a fully executed copy.

SageView appreciates this opportunity to serve you and will strive to provide you quality service.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement as of the date first written above.

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

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

Name: Jon Upham, President  
Company: SageView Advisory Group, LLC.  
Email: jupham@sageviewadvisory.com

### ACCEPTED AND AGREED BY:

Signature: \_\_\_\_\_

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

Print Name:

Title:

### ATTESTED BY:

Signature: \_\_\_\_\_

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

Print Name:

Title:





## SCHEDULE A FIDUCIARY SERVICES

### SageView Fees:

The services listed on Schedule A and B are included in the below fee unless specifically listed under the respective service being provided.

***The Fee shall be an annual fee of 0.25% (25 basis points), invoiced quarterly in arrears paid by Plan assets (participant accounts). Fees due within forty-five (45) days of receipt.***

### Non-Discretionary Investment Advice Services:

SageView will provide recommendations, analysis and oversight and provide information to Client to assist with the investment decision making process. All investment changes resulting from the analysis and oversight provided by SageView will be accepted and implemented by and at the sole discretion of Client.

SageView will also provide a comprehensive quarterly investment analysis review of the assets and investments designated for SageView's review by the Client, including:

- Market overview addressing the major markets, indices, sectors and the economic statistics that are affecting them.
- Analysis and reporting of the investment managers employed by the Client
- Analysis and reporting of the investment managers' investment process and strategies employed.
- An in-depth portfolio summary, including fund and benchmark returns, style analysis and overall portfolio return.
- Analysis of the Client's asset allocation, as well as recommendations on asset allocation decisions. Including recommendations to optimize risk adjusted returns along the efficient frontier.
- A detailed examination of investment options, including performance numbers versus the category and index, manager style drift, risk/return, standard deviation, Sharpe ratio, upside and downside capture, expense ratio and fund allocation.

### Investment Policy Services (IPS):

SageView will gather information regarding the Client's investment policies and objectives and provide Client with information to be used in developing a written IPS. Alternatively, if the Client has an existing IPS, SageView will review the existing IPS and assist Client in determining whether the portfolio is performing consistent with the IPS and/or whether the IPS needs to be revised, based on an analysis of the Client's asset class and risk tolerance guidelines, liquidity requirements, and performance goals. The IPS shall be based on generally accepted investment theories and prevailing industry practices. Client retains sole discretion to accept and adopt the IPS. SageView will conduct strategic planning sessions to review current performance (periodic reports) and establish future objectives and strategies for the designated assets.





## SCHEDULE B NON-FIDUCIARY SERVICES

**Strategic Planning:** SageView \_\_\_\_ Client \_\_\_\_

SageView will conduct strategic planning sessions to assist Client in reviewing current performance and plan structure (periodic reports), and assist Client in establishing future objectives and strategies for the Plan, but SageView shall not be responsible for whether the plan complies with legal requirements in form or operation. SageView will also identify and assist with vendors and service providers and keep Client informed of all developments in this regard. Client hereby authorizes SageView to assist Client in discussions and transactions with Plan service providers.

*Fee: These services are included*

**Participant Education and Communication:** SageView \_\_\_\_ Client \_\_\_\_

SageView will conduct initial and/or periodic enrollment and informational meetings with Plan participants or (4 days per year, up to 4 meetings per day). At these meetings, SageView will provide Plan participants with plan-related “investment education” (as that term is defined by the Department of Labor (“DOL”) regulations and/or guidance (e.g., DOL Interpretive Bulletin 1996-1). SageView may provide Plan participants with information about the Plan, general financial and investment information and information and materials relating to asset allocation models available through the Plan. SageView may also provide Plan participants with interactive investment materials to assist Plan participants in assessing their future retirement income needs and the impact of different asset allocations on retirement income. A Plan participant joining or terminating employment may be contacted by SageView to answer questions and review their options relating to the participant’s transition into or out of the Plan. SageView may use data provided by the recordkeeper or from publicly available sources to assist in consulting the transitioning participant. Under this service SageView does not render individualized investment advice to Plan participants and will not be held to an ERISA fiduciary standard for services rendered hereunder.

*Fee: Fee of \$1,200 for additional onsite educational days in a calendar year.*

**Plan Provider-Administrator Benchmarking/Review:** SageView \_\_\_\_ Client \_\_\_\_

SageView will assist Client in designing and conducting a provider-administrator analysis (Request for Proposal—RFP) and manage implementation or conversion of a new service provider. SageView will not render individualized investment advice to the Plan for services rendered hereunder and, thus, will not be held to an ERISA fiduciary standard with respect to such services.

*Fee: Initial RFP included in fee; thereafter, the fee will be \$4,500 per RFP, billed and paid upon completion of the project.*

**Plan Fee Benchmarking/Review:** SageView \_\_\_\_ Client \_\_\_\_

SageView will conduct a periodic review of plan fees and costs charged to the Plan by all service providers to assist Client in discharging its duty to monitoring the reasonableness of fees and costs



paid by the Plan. SageView will not render individualized investment advice to the Plan for services rendered hereunder and, thus, will not be held to an ERISA fiduciary standard with respect to such services.

*Fee:* *These services are included*



**SCHEDULE C**  
**MARKETING PERMISSION**

Coral Springs Improvement District is granting SageView permission the use of its name and logos in SageView marketing materials and information disclosure during the marketing process.

SageView prepares marketing materials to show to potential clients that may include logos of current clients. The use of these names and logos is to show representative clients based on various factors including industry or size. Coral Springs Improvement District grants permission to SageView to utilize its logo and name in marketing pieces.

At various times, SageView may receive requests to provide representative client names based on size or particular industry by prospective clients during the marketing and sales process. Coral Springs Improvement District agrees to allow SageView to provide its name to SageView prospects when requested to show current SageView clients with similar characteristics.

ACCEPTED AND AGREED:

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

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

Client:  
Title:





4000 MacArthur Boulevard  
Suite 1050  
Newport Beach, CA 92660

SageView Advisory Group, Inc agrees to provide Coral Springs Improvement District with all services, terms, and conditions listed in RFP 22-001 with the City of Pinellas Park. SageView Advisory Group, Inc. agrees that they will also comply with the requirements below in the administration of this contract with the Coral Springs Improvement District. Further SageView Advisory Group, 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**

SageView Advisory Group, Inc Representative

CSID Representative

Title: President

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

Name: (Print) Jon Upham

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

DocuSigned by:  
Jon Upham Apr 24, 2024  
Signature Date

\_\_\_\_\_  
Signature Date





# CERTIFICATE OF LIABILITY INSURANCE

Agenda Page 8 DATE (MM/DD/YYYY)  
4/22/2024

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 18201 Von Karman Ave Suite 200 Irvine CA 92612		<b>CONTACT NAME:</b> Paige Nabavian <b>PHONE (A/C, No, Ext):</b> 949-349-9834 <b>FAX (A/C, No):</b> 949-349-9934 <b>E-MAIL ADDRESS:</b> Paige_Nabavian@ajg.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> Wesco Insurance Company	<b>NAIC #</b> 25011
		<b>INSURER B :</b> North River Insurance Company	21105
		<b>INSURER C :</b> Trisura Specialty Insurance Company	16188
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	


**COVERAGES** **CERTIFICATE NUMBER:** 1464185469 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N <input type="checkbox"/> N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	E&O Liability			WDO1452268 08	4/1/2024	4/1/2025	Each Claim/Aggregate	\$5MM/\$10MM*
B	Excess E&O			5141019339	4/1/2024	4/1/2025	Each Claim in excess	\$5MM
C	Cyber Liability			ATB669880002	4/1/2024	4/1/2025	Each Claim/Aggregate	\$5MM/\$5MM**

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Evidence of Coverage  
 \*Excess E&O for non-Cetera reps - Each Claim in excess of \$4MM - Total Limit \$10MM  
 Carrier: Crum & Forester Specialty Insurance Co. - Policy No: AIP101825 - Limit: \$5MM  
 Carrier: Gotham Ins. Co. - Policy No: EX202300003314 - Limit: \$1MM  
 \*Excess Cyber Liability - Each Claim in Excess \$5MM - Total Limit \$10MM  
 Carrier: Westchester Surplus Lines Insurance Co. - Policy No: G47402256001  
 Deductible: \$100,000 Per Claim (E&O) and \$25,000 Per Claim (Cyber)  
 60 days NOC/10 days for non-payment  
 Subject to the terms and conditions of the policy

**CERTIFICATE HOLDER** **CANCELLATION**

Coral Springs Improvement District 10300 NW 11th Manor Coral Springs FL 33071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

Agenda Page 62 DATE (MM/DD/YYYY)  
4/23/2024

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 2850 Golf Road Rolling Meadows IL 60008  License#: BR-724491 SAGEADV-05	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b>		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> CertRequests@ajg.com		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A:</b> Sentinel Insurance Company Ltd			11000
<b>INSURER B:</b>			
<b>INSURER C:</b>			
<b>INSURER D:</b>			
<b>INSURER E:</b>			
<b>INSURER F:</b>			

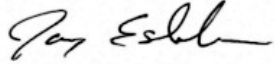
**COVERAGES** **CERTIFICATE NUMBER:** 1053455588 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		83SBAAF3762	10/1/2023	10/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 PD Deductible \$1,000
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		83SBAAF3762	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		83SBAAF3762	10/1/2023	10/1/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 Products-Complete Ops \$5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
RE : Locations/Vehicles: RFP 22/001 – 457(b) Deferred Compensation Plan Consultant".

Coral Springs Improvement District are included as Additional Insured as respects General Liability, Auto Liability and Umbrella Liability policies, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

<b>CERTIFICATE HOLDER</b>  Coral Springs Improvement District 10300 NW 11th Manor Coral Springs, FL 33071	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

Agenda Page 83 DATE (MM/DD/YYYY)  
04/22/2024

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<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.		<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc.	
1 Adp Boulevard Roseland NJ 07068		<b>PHONE (A/C, No, Ext):</b> 1-800-524-7024	<b>FAX (A/C, No):</b>
<b>INSURED</b> Sageview Advisory Group (a Corp)		<b>INSURER(S) AFFORDING COVERAGE</b>	
4000 Macarthur Blvd, Ste 1050		<b>INSURER A:</b> Technology Insurance Company, Inc.	
Newport Beach CA 92660		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
		<b>NAIC #</b> 42376	

### COVERAGES

**CERTIFICATE NUMBER:** 3593180**REVISION NUMBER:**

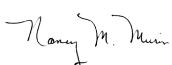
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	N	TWC4367007	01/30/2024	01/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Coral Springs Improvement District 10300 NW 11th Manor  Coral Springs FL 33071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# **Thirteenth Order of Business**



## **WORK AUTHORIZATION**

CSID WA No. 228

Globaltech No. 157444

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 I & C services related to the Upgrading WWTP IFIX Version 5.8 workstations WS1 & WS2, 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 IFIX version 5.8 workstations at Wastewater Treatment have had some recent software and hardware failures. The application would lock up requiring a hard restart of the main workstation WS1. The Application stopped trending requiring networking hardware and hard drive replacement to restore trending. Viewer WS2 node is running with an incomplete application. Screens have tagging errors.

Firm propose to sub-contract Graymatter support to perform software upgrades to version 2023 of the IFIX software. Repair the existing tagging issues on WS2. Configure the application to run on redundant servers.

Firm will purchase three Dell OptiPlex Small Form Factor (Plus 7020) two configured as redundant servers and 1 configured as a runtime workstation. Firm

to provide cabinet to house the two computers configured for Ifix servers. Firm to install new cat6 to new redundant servers.

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. Configuring work stations hardware setup.
2. Software installation
3. Scada application version upgrade.
4. Repair know issue with current IFIX application.
5. Install new network cable for new Ifix servers
6. Conduct Final Completion walk through with OWNER.

### **Task 2 – Construction Services**

Described in the Scope of Work

#### **Assumptions**

Assumptions for the project are as follows:

- Working hours will be Monday through Friday from approximately 8:00 AM until 5:00 PM.
- An allowance is not included in the Work Authorization budget

**Section 3 – Location**

The services to be performed by the FIRM shall be at the Wastewater Treat plant control room.

**Section 4 – Deliverables**

The FIRM will provide the following Deliverables to OWNER:

- Two Dell OptiPlex workstation configure as Ifix Redundant servers
- One Dell OptiPlex workstation computer
- Submittals for materials/equipment.
- Labor to configure the servers and work station
- Labor to convert the Ifix 5.8 application to version 2023
- Labor to validate the plant application

**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
Procurement	30 Days after NTP
I&C Service to perform upgrade	45 Days after NTP
Close out	60 Days 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: **\$51,410.55**

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.

### **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 Husein as the OWNER's representative.

The FIRM acknowledges and understands that it is an independent contractor in its relationship with the OWNER. The FIRM hereby designates Nico Shaner 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

**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

5-20-2024  
Date

# **Attachment A**

## **Budget Summary**

**ATTACHMENT A**

CSID Scada IFIX Upgrades - 157444

**Engineering Budget Summary**

Task	Task Description	Officer	E7	Sn. Electrical	E2	3-Man Field Crew	Adm 3	Adm 1	Total Labor	Expense/ Subconsul. Fee	Expense/ Subconsul.
		\$210.00	\$190.00	\$170.00	\$108.00	\$218.75	\$77.00	\$52.00			
1	<b>Engineering and Project Management</b>										
	Project Development		2	6			4				
	Purchase Order and Subcontract Preparation		2	4			4				
	Review Meetings			4							
	Project Management		4				4				
	Project Closeout			4			4				
	<b>Subtotal Task 1</b>	0	8	18	0	0	16	0	\$ 5,812.00		
2	<b>Installation and Programming</b>										
	Software Update		2	8							
	IFIX Setup and Configures Servers			4						\$ 11,240.00	Graymatter
	Main Workstation Screens Validations WS1			4							
	Viewer Workstation Update Screen			4				0			
	Set up workstations			8							
	Start up and commissioning		2	8							
	<b>Subtotal Task 2</b>	0	4	36	0	0	0	0	\$ 6,880.00		
	Labor Subtotal Hours	0	12	54	0	0	16	0			
	Labor Subtotal	\$0	\$2,280	\$9,180	\$0	\$0	\$1,232	\$0	\$12,692.00		
	<b>Labor Total</b>								\$ 12,692.00		
	Subconsultant Labor Total									\$ 11,240.00	
	Subconsultant Multiplier									1.12	
	<b>Subcontract Total</b>									\$ 12,588.80	
	Materials									\$ 22,721.52	
	Multiplier on Expenses									\$ 1.15	
	<b>Materials Total</b>									\$ 26,129.75	
	<b>PROJECT TOTAL</b>									\$ 51,410.55	



Manufacturer	Part Number	Description	QTY.	Cost	Total cost
Dell	OptiPlex Small Form Factor (Plus 7020)	OptiPlex Small Form Factor (Plus 7020) WIN11 PRO 32GB RAM 512 SSD ; DVD Drive; Secondary 1TB	3	\$2,115.00	\$6,345.00
ULINE	H-7549	Mobile AV Cabinet - 23 x 25 x 35"	1	\$460.00	\$460.00
NavePoint	22U 600mm	network cabinet	0	\$460.00	\$0.00
GE	Support	Acceleration Plan Bundle - Premier Level for Automation Perpetual License Premier > Jul 06, 2018 - Jul 04, 2024	1	\$158.02	\$158.02
Ifix	Perpetual Software License	iFix v2023 Plus Runtime Unlimited Points English SCADA Synchronization Backup License	1	\$7,011.00	\$7,011.00
Ifix	Premier Support	Unlimited Points English	1	\$242.79	\$242.79
Ifix	Perpetual Software License	SCADA Synchronization	1	\$7,011.00	\$7,011.00
Ifix	Premier Support	Backup License	1	719.16	\$719.16
Ifix	Premier Support	Acceleration plan bundle premier level for automation perpetual license Nov 13, 2023-Jul 04 2024	1	23.55	\$23.55
	Perpetual Software License	Drivers IGS- Industrial Gateway Server for Basic Points 253 Additional IGS Protocols IOT Gateway plug in No Tags Backup License	1	\$680.00	\$680.00
		Cat6 6 cable 200 ft	1	\$71.00	\$71.00
<b>Total Materials</b>					<b>\$22,721.52</b>

# **Fourteenth Order of Business**

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**May 20, 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
- Making excellent progress
- Anticipated project completion – August 2024

**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
- Conducted structural evaluation of wall penetration – 5/01/24
- Exhaust relocated to exterior of building – 5/10/24
- Awaiting delivery of muffler extension
- Anticipated completion – June 2024

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

- Approved by Board – 10/16/23
- Leak repaired
- Waiting for Suburban to re-set access port
- Anticipated project completion – May 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 completed – 4/05/24
- Anticipated project completion – May 2024

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**May 20, 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 occurred 3/21/24
- Negotiated reduced fee for revised scope
- Irrigation system documentation with home owners – April 10 – 17, 2024
- Mobilization to site – April 16, 2026
- Canal bank restoration work should be finished by 5/22/24
- 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
- Issued draft design and submittals to CSID
- Anticipated completion – February 2025

**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
- Will submit summary report – early June
- Anticipated project completion – June 2024

**Globaltech, Inc.**  
**CSID Engineer's Report**  
**May 20, 2024**

**PROJECTS UNDER CONTRACT (Continued)**

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

- Approved by Board – 2/26/24
- Issued subcontract to DJS Surveying
- Surveys accepted by CSID – April 15, 2024
- Anticipated project completion – May 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
- Anticipated project completion - October 2024

**WA#227 – Deep Injection Well Operating Permit Renewal – In Progress**

- Approved by Board – 4/15/24
- Issued subcontract to McNabb Hydrogeologic Consultants – 4/26/24
- Updating DIW Operating Permit information
- Anticipated project completion – September 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#228 – Wastewater Treatment Plant SCADA and IFIX Upgrades – On current agenda

# **Fifteenth Order of Business**

**15A.**

**MEMORANDUM**

To: Sandra H. Demarco  
 Inframark Infrastructure Management Services

From: Patricia Santiago  
 Administration Director

Date: April 15, 2024

Subject: Number of Registered Voters Request

Pursuant to your request, please be advised that the number of registered voters as of April 15, 2024, in the Special Districts/Community Development Districts (CDDs) requested is as follows:

Special District/CDD	Number of Registered Voters
Maple Ridge Community Development District	588
Monterra Community Development District	2,531
Pine Tree Water Control District	9,300
Coral Springs Improvement District	24,155

We hope this information has been of assistance to you.