PINE TREE WATER CONTROL DISTRICT

DECEMBER 12, 2024

AGENDA PACKAGE

Pine Tree Water Control District

Board of Supervisors
Paul Brewer, President
John Benckenstein, Assistant Secretary
Bob Mayersohn, Assistant Secretary
Gary Rito -Supervisor
Neil Kanterman- Supervisor

Sandra Demarco, District Manager
D.J. Doody, District Counsel
Warren R. Craven, District Engineer
Shawn Frankenhauser, Field Manager

Meeting Agenda

Thursday, December 12, 2024 at 6:00 p.m.

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1. **Roll Call**
2. **Approval of Agenda**
3. **Audience Comments**
4. **Organizational Matters**
   A. Oath of Office for Newly Elected Supervisors via the General Election **(Seats 1, 2, and 3)**
   B. Oath of Office for Newly Appointed Supervisor (**Seat 4**)
   C. Resolution 2025-02, Election of Officers
5. **Approval of Minutes of the November 14, 2024 Meeting**
6. **District Manager's Report**
   A. Discussion and Proposals for Payroll Services
7. **Consideration of Encroachment Agreement – 4614 NW 57 Lane**
8. **Discussion of Permits for Single Family Homes**
9. **Attorney's Report**
10. **Engineer's Report**
11. **Supervisors' Requests**
12. **Approval of Financial Reports Dated October 2024 and Check Registers**
13. **Adjournment**

***Next Meeting is scheduled for Thursday, January 9, 2025 at 6:00 p.m.*

Fourth Order of Business

4C.

RESOLUTION 2025-02

A RESOLUTION OF PINE TREE WATER CONTROL DISTRICT ELECTING OFFICERS OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of the Pine Tree Water Control District at a regular business meeting, held on December 12, 2024, following the General Election, desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE TREE WATER CONTROL DISTRICT:

The following persons were elected to the offices shown, to wit:

_____	Chairperson
_____	Vice Chairperson
Kenneth Cassel	Secretary
Leah Popelka	Treasurer
Angel Montagna	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
Sandra Demarco	Assistant Secretary

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER 2024.

_____
President

_____
Secretary/Assistant Secretary

Fifth Order of Business

MINUTES OF MEETING
PINE TREE WATER CONTROL DISTRICT

A meeting of the Board of Supervisors of the Pine Tree Water Control District was held on Thursday, November 14, 2024 at 6:00 p.m. at Parkland City Hall, 6600 University Drive, Parkland, Florida.

Present and constituting a quorum were:

Paul Brewer	President
John Benckenstein	Secretary
Bob Mayersohn	Assistant Secretary

Also present were:

Sandra Demarco	District Manager
Brian Sherman	District Counsel
Warren Craven	District Engineer
Shawn Frankenhauser	Field Manager
Gary Rito	Resident

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

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Demaro called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS **Approval of Agenda**

> On MOTION by Mr. Mayersohn seconded by Mr. Beckenstein with all in favor, the agenda was approved.

THIRD ORDER OF BUSINESS **Audience Comments**

There being no comments, the next item followed.

FOURTH ORDER OF BUSINESS **Approval of Minutes of the August 12, 2024 Meeting**

> On MOTION by Mr. Mayersohn seconded by Mr. Benckenstein with all in favor, the minutes of the August 12, 2024 meeting were approved.

FIFTH ORDER OF BUSINESS District Manager's Report

A. Acceptance of Fiscal Year 2023 Audit Financial Report

Ms. Demarco reviewed the Fiscal Year 2023 Audit and indicated it is a clean audit with no findings.

> On MOTION by Mr. Mayersohn seconded by Mr. Benckenstein with all in favor the Fiscal Year 2023 Audit Financial Report was accepted.

B. Memorandum of Understanding for Payroll Services

> On MOTION by Mr. Mayersohn seconded by Mr. Benckenstein with all in favor this item was tabled and the Board requested details of what is included as well as more options.

C. Consideration of Resolution 2025-01, Budget Amendment

> On MOTION by Mr. Mayersohn seconded by Mr. Brewer with all in favor Resolution 2025-01, amending the Fiscal Year 2024 budget, was adopted.

SIXTH ORDER OF BUSINESS Attorney's Report

The question was asked whether the Board member appointed by the City of Parkland must be a PTWCD resident. Mr. Sherman confirmed they must be a resident of the District.

SEVENTH ORDER OF BUSINESS Engineer's Report

A. Ratification of Permit 2024-1 for Riverstone Plaza

Mr. Craven reviewed his report, a copy of which is attached hereto and made part of the public record.

> On MOTION by Mr. Benckenstein seconded by Mr. Mayersohn with all in favor approval of Permit 2024-1 for Riverstone Plaza was ratified.

Discussion ensued regarding whether the District can require permits for single family homes. Mr. Craven indicated they need to revise the Permit Criteria Manual as well as the permit fees. The Board requested discussion of permits for single family homes be on the next agenda for discussion.

EIGHTH ORDER OF BUSINESS **Supervisor's Requests**

Mr. Benckenstein asked how often canals are treated. Mr. Frankenhauser responded four times per year; however, it may change depending on the year.

Mr. Benckenstein asked if the District can contract with HOAs to treat lakes. This was previously looked into, and it was determined not to be a good idea for the District.

Mr. Mayersohn discussed planning for the next budget season and coming up with a wish list of strategic planning in January 2025. He also requested staff look into State Funding Grants for the next legislative season.

NINTH ORDER OF BUSINESS **Approval of Financials Dated August 2024 and September 2024, and Check Registers**

On MOTION by Mr. Benckenstein seconded by Mr. Mayersohn with all in favor the financials and check registers for August and September 2024 were approved.

TENTH ORDER OF BUSINESS **Adjournment**

There being no further business,

On MOTION by Mr. Benckenstein seconded by Mr. Mayersohn with all in favor the meeting was adjourned.

Kenneth Cassel	Paul Brewer
Secretary	Chairman

Sixth Order of Business

6A

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

Memorandum

December 5, 2024

TO: Pine Tree Water Control District Board of Supervisors
FROM: Sandra H. Demarco
SUBJECT: Payroll Services

Due to the District being a loyal client for over 25 years Inframark is offering to provide payroll services to the District at a discounted rate of $200 per month.

Services include the following:

- Bi-weekly payroll for two employees.
- Payroll for Board of Supervisors for attended meetings.
- Annual W-2 forms.
- Process quarterly taxes.
- Direct Deposit most checks and currently three live checks for Board members.

MEMORANDUM OF UNDERSTANDING NO. 1 BETWEEN INFRAMARK, LLC AND PINE TREE WATER CONTROL DISTRICT REGARDING FEES FOR PAYROLL SERVICES

The Memorandum of Understanding (herein after referred to as "MOU") is being entered into by and among Inframark, LLC (herein referred to as Manager) and Pine Tree Water Control District (herein after referred to as "PTWCD") (Collectively, the parties) by mutual consent.

STATEMENT OF FACTS

1. The Manager and PTWCD are currently in contract where the Manager provides' services to PTWCD for District Management.

2. PTWCD and Coral Springs Improvement District (herein after referred to as "CSID") entered an Interlocal Agreement on October 19, 2009, whereas CSID provided HR Administrative Services including payroll.

3. CSID has notified PTWCD it will no longer provide payroll services to PTWCD as of October 1, 2024. CSID will no longer charge PTWCD for payroll services as of October 1, 2024.

4. The Manager will now provide within its scope, payroll services for the board and two employees at a monthly fee of $500.

5. All other provisions of the general contract remain in force and are acknowledged by the parties.

6. This MOU will become effective October 1, 2024.

Chris Tarase, Inframark LLC President	Paul Brewer, PTWCD President
Date:	Date:

From: Buntich, Peter <pbuntich1@paychex.com>
Sent: Monday, December 2, 2024 2:52 PM
To: Demarco, Sandra <sandra.demarco@inframark.com>
Subject: Paychex Quote

You don't often get email from pbuntich1@paychex.com. Learn why this is important

This Message Is From an External Sender
This message came from outside your organization. Please use caution when clicking links.

Hello Sandra

Thank you for reaching out to Paychex and spending a few minutes with me today.

I have attached the quote above as well as the Select Brochure which details all of the services that come with it. You also get the HR Library with all of our services. It will have labor law posters, compliance updates, law alerts, offer letters, termination letters and a lot more useful info and forms.

I have included a quote for biweekly payroll.

It is a Biweekly Fee of $34.93 dollars every 2 weeks plus $1.62 per employee.

So the payrolls you only pay the employees it is $34.93

When you need to pay the board members, each member you pay would be an additional $1.62 that paycheck. So if you paid the 3 employees and the 5 board members it would be $47.89 that check. Then back to the $34.93 without the board members.

You will also get Months 1,3,5,7,9,11 for free.

The Year End Fee to create W2s is $97.50 plus $8 dollars per W2. I am waving this years fee.

That includes direct deposit or mailed checks, all taxes filed and deposited for you, local state and federal. 24/7 customer service.

You have electronic onboarding where you can email the new employee the paperwork they need to fill out, then it enters right into the system. We then do the new hire reporting to the state.

We also assign a payroll specialist to your account that will be your direct contact. They will call you to process the first payroll and walk you thru everything.

We will help you down load the Paychex APP so moving forward you have 24/7 access to your account. You can process payroll by submitting hours/wages thru a phone call, email or process yourself online.

Each employee can also download the APP and view their check stubs and W2/1099s right on their phone/computer.

Here is a demo link to see what the online account looks like https://px.wistia.com/medias/vckc0meuat

What we need to set up your Account:

EIN Number

Business Name

Business Address (no PO BOX)

Then I can email the Docusign to sign with the price. After you sign that I can email the onboard link and you can enter the info right online and be up and running right away. If you need assistance during the set up please call 800-865-8959 option 2 and our set up team will assist. M-F 8-8 EST

My direct number is 585-576-6922.

Feel free to have anyone call me next week during your meeting and I can answer any further questions.

Peter Buntich

Payroll & HR Sales Consultant
Paychex, Inc.
225 Kenneth Dr
Rochester, NY 14623

Cell 585-576-6922
Office: 585.218.6141
Fax: 866.245.2148
pbuntich1@paychex.com

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Investment Summary

Pine Tree Water Control District

Created Date: 12-02-2024
Quote Number: Q-1463104

Prepared by:

Peter Buntich
Virtual Sales Representative - SMB Inbound - Micro
pbuntich1@paychex.com

Prepared for:

Pine Tree Water Control District
Sandra Demarco
sandra.demarco@inframark.com

Per Pay Period - Bi-Weekly	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex® Select						
Paychex Flex® Select - Per Payrun Fee	1	$66.50	$66.50	55.0%	$29.93	$29.93
Paychex Flex® Select - Per Check Fee	3	$3.60	$10.80	55.0%	$1.62	$4.86
Payroll Time Off Accrual	1	$5.00	$5.00	0.0%	$5.00	$5.00
					Total	**$39.79**

Annual Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
YE Processing- Forms W2/1099 - Base	1	$97.50	$97.50	0.0%	$97.50	$97.50
YE Processing- Forms W2/1099 - Per User	3	$8.50	$25.50	0.0%	$8.50	$25.50
YE Handling Fee	1	$28.00	$28.00	0.0%	$28.00	$28.00
					Total	**$151.00**

One-time Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex® Select - Setup Fee	1	$200.00	$200.00	100.0%	$0.00	$0.00
Payroll Time Off Accrual Setup	1	$35.00	$35.00	0.0%	$35.00	$35.00
					Total	**$35.00**

- The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the Created Date.

DRAFT

PAYCHEX
HR | Payroll | Benefits | Insurance

Investment Summary Package

Paychex *Flex*® Select

Talent Management

- HR Library
- Onboarding Tasks
- Post Jobs with Indeed®

Payroll and Financial Support

- Payroll Processing
- Payroll Tax Service (Taxpay®)
- Flexible Employee Pay Options

Workforce Management

- Reporting and Analytics
- General Ledger Report
- New Hire Reporting
- Labor Compliance Poster Kit
- Employment and Income Verification Service

Employee Experience

- Enhanced Employee Mobile Experience
- Learning Management System (LMS)
- Online Reports and Analytics
- Corporate Events Calendar
- Cashflow Assistance (FinFit®)
- 401(k) Report
- Retirement Plan Summary Report

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.

  * Additional training content for Paychex Learning Product offering is purchased through the e-commerce tool site by authorized users.
- Payroll Delivery: Delivery fees charged only if incurred.
- Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.
- Per Pay Period Fees quoted above are based on information provided by the Client and will change without notice if Client changes the pay frequency and/or number of workers or checks.

Implementation

- Direct Deposit and Taxpay®: Direct Deposit and Taxpay
- General Ledger Report or General Ledger reporting service: General Ledger Report

Promotions

- Payroll Six Months Free Promotion. Pursuant to Promotion Terms and Conditions.
- Receive One Year of Complimentary Digital W2s. Pursuant to the terms and conditions of the promotion, your service agreement and this Investment Summary.

Year-End Delivery

- **Note**: Please review your delivery method with your service provider before 12/31 to avoid additional charges.
- **Online Only**
  - You and your employees will receive no physical output.
  - W2s are typically available online within the first full week of January.

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Dedicated support with flexible payroll and HR solutions

Payroll: Run payroll with your dedicated payroll specialist, key it in via desktop or mobile, import the data, or use one of our optional time and attendance solutions.

Check Logo Service: Customize checks with your company logo.

Employee Access Online: Give your employees easy and convenient access to their information through the web or our free mobile app.

Employee Pay Options: Choose the pay option best suited for your business: paper checks, check signing, check insertion, direct deposit (with optional same-day ACH capability*), paycards, or Tip Network™.

General Ledger Report: Use this report to help you break down payroll data into an easy-to-use format.

Labor Poster Kit: Receive up-to-date, printed or electronic versions of labor posters for display in your workplace.

New-Hire Reporting: Adhere to state reporting requirements for independent contractors and new and rehired employees.

Online HR Library: Get information on employment laws, new hire reporting requirements, and HR compliance.

Analytics and Reporting: Gain new insight into your business with access to over 160 reports.

Retirement Plan Summary Report: Access participant information for your 401(k) provider.

Taxpay®: Mitigate risk of IRS penalties with automatic federal, state, and most local payroll tax depositing and tax return filing, with multiple bank capabilities.

Financial Wellness: Help your employees meet their financial goals with a variety of tools from FinFit™.

Automated Vendor Payments**: Automatically create checks for third-party vendors based on your employees' payroll amounts (that do not add to net).

*For clients on direct deposit only. Additional costs apply.

**Automated Vendor Payments are only for amounts associated with a deduction or earning. For clients with a per check fee, the incremental check charge will apply.

What we'll do for you

Every Pay Period

- Payroll checks and earnings statements.
- Payroll journals, department summaries, cash requirements and deposits reports, new-hire/ rehire reports, client time sheets.
- Employee payment options: direct deposit to a bank account or paycard, paper checks, check signing, or check insertion.
- New-hire reporting that meets federal and state compliance requirements.
- Electronic access to payroll reports, including up to four years of information, replacement W-2s, 1099s, and more.
- Analytics and reporting with over 160 reports and the ability to set custom parameters.
- Labor law poster with hard copy or electronic option, plus necessary updates.
- Website for information on HR news and issues in the workplace plus personnel forms.
- Online access and mobile apps for a smartphone or tablet.



Each Deposit Period

We automatically deposit withheld tax liabilities on your behalf, including:

- FICA, federal income tax, FUTA.
- State income tax, SUI, disability, and local payroll taxes (if applicable).
- For your files, a record of all deposits made.

On a Quarterly Basis

We automatically prepare, file, and supply:

- Federal and state payroll tax returns.
- Local tax returns where applicable.
- Copies of all filings for your records.
- Detailed employee earnings records, custom date range capability.

Once a Year

We automatically prepare, file, and supply:

- Employer federal and state W-2s with Form W-3 recap.
- Form 940 Federal Unemployment Tax Return.
- Employee W-2s and 1099s in sealed envelopes.
- Copies of all filings for your records.

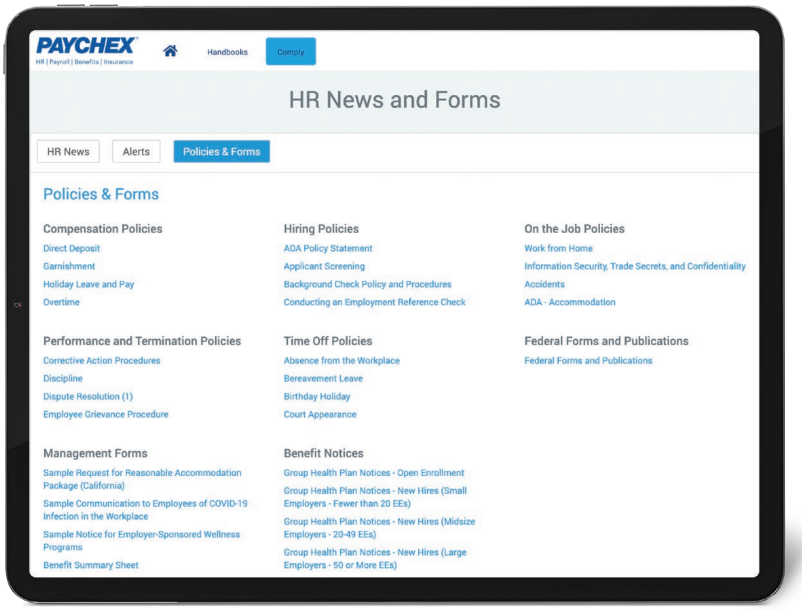


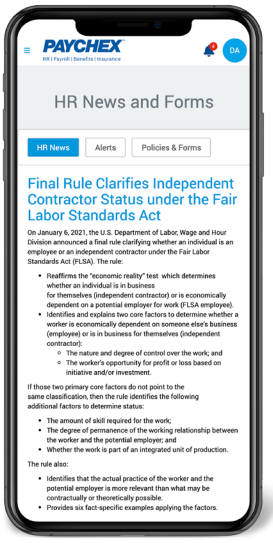
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Your portal to current HR information includes:

- Latest HR news
- HR alerts by state
- Access to critical performance tools
- Frequently Asked Questions
- Employment law by state
- Policies and forms





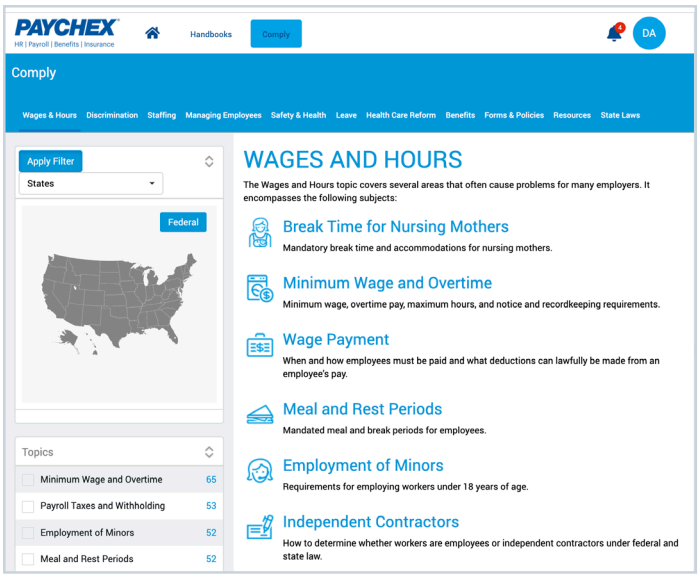
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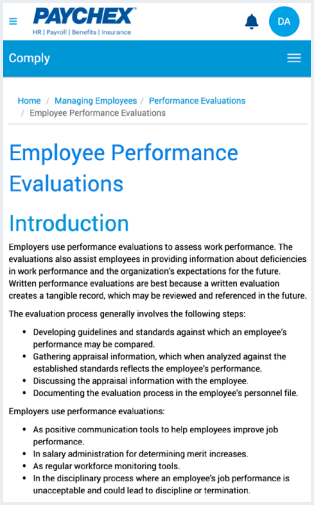
You'll have access to:

- Downloadable human resource and benefits forms, letters, and posters
- A job description creation and editing tool
- State and federal employment law information
- Guidelines on how to hire, discipline, and terminate employees
- Self-assessment guidelines and checklists
- Information every business needs to know on healthcare reform laws

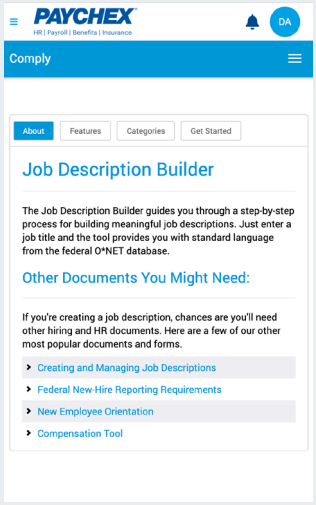


Critical HR information can be filtered by topic and state

Tools, topics, resources, and forms



Employee performance evaluations resource



Essential job description builder

The Paychex Online HR Library makes it simple to find the critical information you need on the human resource subjects that most affect your business.

- Wages and hours
- Discrimination
- Staffing
- Managing employees
- Safety and health
- Leave
- Healthcare reform
- Employee benefits

For more information about the Paychex Online HR Library, contact your local representative.

<Rep Name>

<Rep Phone>

<Rep Email>

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PAYCHEX®
HR | Payroll | Benefits | Insurance

Solution Summary for Pine Tree Water Control District:

Employees	3
Payroll Frequency	Bi-Weekly

WHEN YOU CHOOSE ***RUN POWERED BY ADP®***, HERE'S WHAT YOU CAN EXPECT:

- Print your own checks or have them delivered
- Pay employees using ADPCheck™ or direct deposit
- Payroll in real time anytime, anywhere with secure online or mobile access
- Highly-skilled implementation specialists and both online and phone support
- Extensive online reports and general ledger exports to accounting software

Recommended Solution: **ADP Enhanced Payroll**



Per Payroll Cost: $56.64**



One-Time Setup Fee: $0.00



Cost Comparison:
1 Employee $52.43
Per Each Employee(>1) $2.10

**In the event of additional jurisdictions, there will be a $8.95 charge per month/jurisdiction.

Contact

Kylie Cragg
kylie.cragg@adp.com
(585) 513-1196

*This is a Proposal only. Fees are estimates and are subject to change based on variation in payroll details, frequency, features, number of employees, etc. Additional fees may be incurred if other services are purchased or for additional tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company.

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Solution Detail for Pine Tree Water Control District*:

Employees	3
Payroll Frequency	Bi-Weekly
Start Date	12-09-2024

Payroll

- Payroll Processing
- Tax Filing
- Electronic Reports
- Employee Access
- ADP Mobile Payroll
- General Ledger Interface
- Pay Option: FSDD Only
- Delivery
- New Hire Reporting
- Pay Options
  - FSDD
  - TotalPay
  - Check Stuffing/Signing
- Poster Compliance Update Service
- General Ledger Interface
- Garnishment Payment Service
- State Unemployment Service

HR

- State and Federal Resources
- HR Checkups
- Tip of the Week
- Quarterly HR Newsletter
- HR Dictionary
- New Hire Paperwork
- Zip Recruiter (includes 1 job slot, 50 resume views)
- Background Checks (5 per year)
- Employment Verification
- Lifemart
- Small Business Marketing Toolkit

Processing Investment

Product	Billing Frequency	Per Processing Fee
ADP Enhanced Payroll	Bi-Weekly	$56.64 **

**In the event of additional jurisdictions, there will be a $8.95 charge per month/jurisdiction.

Annual W2 Fees

Y/E Information Stmt, W2 3 W2's Base price ($54.95) + Price per W2 ($7.50)	Annually	$77.45
Year End Delivery	Annually	$14.95

*This is a Proposal only. Fees are estimates and are subject to change based on variation in payroll details, frequency, features, number of employees, etc. Additional fees may be incurred if other services are purchased or for additional tax filings including, but not limited to, additional states or ‘applied for’ statuses. Please consult with your sales representative for further details. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company.

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RUN Powered by ADP® Enhanced Payroll

Enhanced Payroll delivers a comprehensive set of easy-to-use payroll tools, all backed by ADP's small business expertise.

With Enhanced Payroll, you can:

Run Payroll
the way you want – online, via our mobile app or by phone

Calculate, Deduct and Pay Taxes
automatically

Get Answers 24/7
from experienced payroll professionals by online chat or over the phone

Pay Your People
the way they want – paper checks or direct deposit

Plus, benefit from these enhanced features:

- View, export or print detailed reports online, instantly
- Integrate our solutions with your POS systems and/or accounting programs such as Intuit®, Wave, Xero™ and more
- Automatically receive updated labor law posters to maintain compliance with posting regulations
- Benefit from state unemployment insurance (SUI) management
- Provide employees with easy access to pay history and up to three years of W-2s/1099s
- Access HR tools and best practices to help you put HR strategies in place
- Launch a Google Ads campaign in minutes. Reach more customers across Google to help grow your business.
- You and your employees get discounts on brand-name products and daily essentials
- Receive up to 5 single-county criminal background checks per year
- Post jobs to over 100 of the web's leading job boards with ZipRecruiter®. 80% of jobs posted receive a qualified candidate within the first day*
- With direct deposit, pay is deposited in each employee's account, or employees can choose to have funds deposited to a Wisely® Direct debit card**

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We understand the challenges that small business owners like you face every day. In addition to keeping your doors open and your lights on, you must also effectively manage three things:



- You must carefully control cash flow in order to position your company for growth.
- You must find and develop the right talent--bringing in the right people and keeping those people engaged and satisfied in the work they do and the environment in which they do it.
- And finally you must minimize risk--doing everything you can to ensure that compliance issues won't divert your attention away from key business objectives and potentially harm the organization.



At any one time, one of these factors might take priority over another, but the business owners we work with tell us that these three things are always top of mind.

And that is why companies like yours, choose ADP's Small Business Services solutions. ADP's proven track record of innovation and integration means that you can focus on what matters - growing your business.



- You'll get cash management tools that will help you to be more proactive and predictive in meeting payroll and tax demands, allowing you to make smarter use of your financial resources.
- You'll have access to HR tools that will help you attract the right team members to help drive your success—helping to ensure that they remain engaged and productive as you grow.
- And, you'll be able to leverage integrated compliance solutions that help with payroll, tax, and HR challenges, thus helping you to minimize your exposure to risk.



The best part of ADP solutions are that they grow with you.



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Seventh Order of Business

From: Warren R Craven <wrcraven@cravenconsulting.net>
Sent: Thursday, November 14, 2024 12:15 PM
To: Shawn Frankenhauser <shawnf@csidfl.org>; Demarco, Sandra <sandra.demarco@inframark.com>
Subject: Re: [External] 4614 nw 57 ln Coral Springs FL 33067

I agree with Shawn, we wouldn't be utilizing the CME, and we have excess dry land within our Right-of-Way in case of an emergency, but the fence should be moved out of our Right-of-Way. With the Coral Creek buffer project coming to completion, it is not likely that we will have to do anything in that area other that routine maintenance from the water.

Thank you,

Warren R Craven

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Shawn Frankenhauser <shawnf@csidfl.org>
Sent: Thursday, November 14, 2024 11:52:38 AM
To: Warren R Craven <wrcraven@cravenconsulting.net>; Demarco, Sandra <sandra.demarco@inframark.com>
Subject: RE: [External] 4614 nw 57 ln Coral Springs FL 33067

Hi Sandra/Warren,

I do not recall reviewing this location either. The City ordinance does not allow any encroachments within 20’ ft of the normal edge of water. On the south side (widest) from the property line to the edge of water it appears to be 18-19’ ft, less than 20 so the fence would need to be installed either on the property line or setback 2’ to account for any plantings outside the fence. I feel like we can have the property owner sign an encroachment agreement that would include the portion of patio deck and fence that is within the C.M.E. but the fence cannot be outside of the private property line(s).

Regards,

Shawn Frankenhauser
Stormwater Manager
954-753-0380 x 669 Main
954-796-6669 Direct
954-868-6935 Mobile
Email: shawnf@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: Warren R Craven <wrcraven@cravenconsulting.net>
Sent: Thursday, November 14, 2024 11:28 AM
To: Demarco, Sandra <sandra.demarco@inframark.com>; Shawn Frankenhauser <shawnf@csidfl.org>
Subject: RE: [External] 4614 nw 57 ln Coral Springs FL 33067

Sandra,

I reviewed the attached survey and compared it to the plat and current and past aerials. The existing rear fence appears to have been installed within the last year and it is encroaching into Pine Tree R/W by over 10' at southern lot line The south fence is on the neighboring property and predates the rear fence. There is also a Canal Maintenance and Utility Easement that was ignored that the patio encroaches into as well as the fence. Additionally, I do not recall ever reviewing this lot prior to this.

Thank you,

Warren R. Craven

From: Demarco, Sandra <sandra.demarco@inframark.com>
Sent: Thursday, November 14, 2024 10:38 AM
To: Shawn Frankenhauser <shawnf@csidfl.org>; Warren R Craven

<wrcraven@cravenconsulting.net>
Subject: FW: 4614 nw 57 ln Coral Springs fl 33067

Good morning,

Please see the survey below. Apparently, there is an issue with this pre-existing fence the City wants us to look at. Can you please review and advise?

Thank you,

Sandra

Sandra Demarco | District Manager

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

210 N. University Drive | Coral Springs, FL 34747

(O) 954.282.0081 **(M)** 954.480.7810| www.inframarkims.com

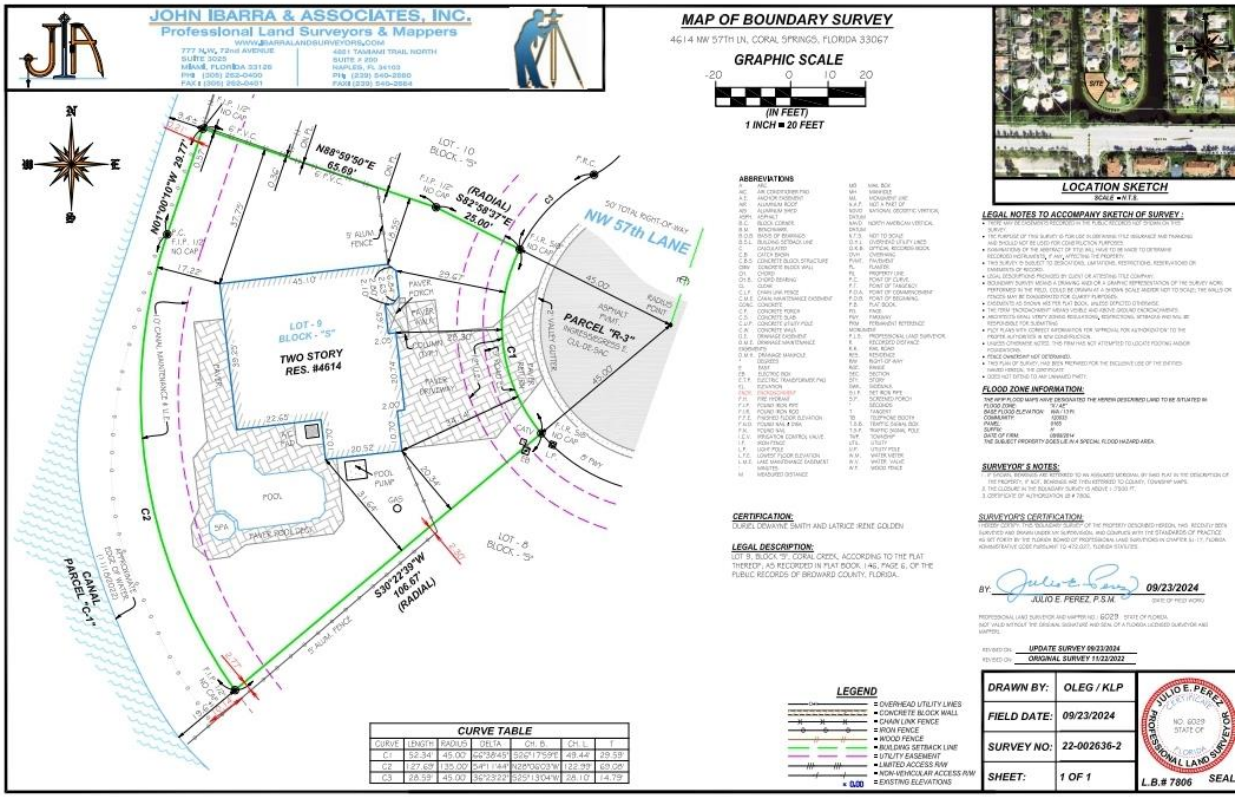
Please note: *Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.* ***Please do not reply "to all".***

From: DURIEL SMITH <dreal1082@yahoo.com>
Sent: Thursday, November 7, 2024 5:46 PM
To: Demarco, Sandra <sandra.demarco@inframark.com>
Subject: 4614 nw 57 ln Coral Springs fl 33067

You don't often get email from dreal1082@yahoo.com. Learn why this is important

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TENTH ORDER OF BUSINESS

ENGINEER'S REPORT

PINE TREE WATER CONTROL DISTRICT

Meeting Date – December 12, 2024

Reported through 12/4/24

INFORMATIONAL ITEMS FOR DISCUSSION

Riverstone Plaza – The Permit was approved at the last Board Meeting and has been issued. A Preconstruction Meeting is required, and no work has started.

Turnbridge/Pine Tree Estates (Terramar) Ditch Improvements: The Contractor has completed rough grading of the ditch, and final grading is approximately 90% complete. Pipe installation has been completed and sodding is ongoing with six tractor trailer loads of sod installed in the past week. Work within the District's Right-of-Way is scheduled to start later this month. We have been making periodic inspections and we are participating in biweekly progress meetings. The contractor anticipates completing the project by mid-January 2025.



Looking East



Looking West



Looking East

Coral Creek/Wiles Road Buffer: The contractor has completed the canal bank stabilization project, and we have performed a final walkthrough. We are waiting for final as-builts and cross sections prior to permit close-out. We have had productive conversations with Broward County regarding our maintenance concerns at the west end of the project.

Lox Road Improvements - SR 7 to Parkside Drive: The portion of the project west of Parkside Drive is ongoing. To date, no work has started on the drainage portion of the project east of Parkside Drive within the District's jurisdiction. We are waiting for a schedule update to determine the start date for work covered under the District's permit. A Drainage Pre-construction Conference will be scheduled prior to commencement of work within the District.

West Hillsboro Boulevard Milling, Resurfacing and Widening - East of Parkside Drive to SR 7: We have made an inquiry and are waiting for an update from the Engineer of Record and Broward County for an anticipated start date for the project.

Godfrey Road – Dry Draft Sites: The cities of Parkland and Coral Springs have approached the District regarding installation of two dry draft pipes along our canal north of Hidden Hammocks to provide fire protection to the Godfrey Road/Pine Tree Road area. We are trying to schedule a site visit with the City of Coral Springs to determine the exact locations.

Twelfth Order of Business

PINE TREE

Water Control District

Financial Report

October 31, 2024

Prepared by

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

PINE TREE
Water Control District

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PINE TREE

Water Control District

Financial Statements

(Unaudited)

October 31, 2024

Balance Sheet
October 31, 2024

ACCOUNT DESCRIPTION		TOTAL
ASSETS		
Cash - Checking Account	$	1,749,522
Accounts Receivable		287
Accounts Receivable - Other		503
Assessments Receivable		407
Allow-Doubtful Collections		(407)
Due From Other Gov'tl Units		15
Interest/Dividend Receivables		1,693
Investments:		
Money Market Account		574,320
TOTAL ASSETS	**$**	**2,326,340**
LIABILITIES		
Accounts Payable	$	8,510
Accrued Expenses		8,186
Deposits		20,000
TOTAL LIABILITIES		**36,696**
FUND BALANCES		
Assigned to:		
Operating Reserves		161,066
Reserves - Equipment		67,000
Reserves - Hurricane		1,400,000
Reserves - Infrastructure		121,004
Unassigned:		540,574
TOTAL FUND BALANCES	**$**	**2,289,644**
TOTAL LIABILITIES & FUND BALANCES	**$**	**2,326,340**

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-24 ACTUAL
REVENUES				
Interest - Investments	$ 16,000	$ 8,986	56.16%	$ 8,986
Licenses, Fees & Permits	100	-	0.00%	-
Interest - Tax Collector	-	151	0.00%	151
Special Assmnts- Tax Collector	654,339	-	0.00%	-
Special Assmnts- Discounts	(26,174)	-	0.00%	-
Other Miscellaneous Revenue	-	250	0.00%	250
TOTAL REVENUES	**644,265**	**9,387**	**1.46%**	**9,387**
EXPENDITURES				
Administration				
P/R-Board of Supervisors	3,500	-	0.00%	-
Payroll-Contract Personnel	15,415	300	1.95%	300
FICA Taxes	268	-	0.00%	-
ProfServ-Engineering	50,000	-	0.00%	-
ProfServ-Legal Services	15,452	68	0.44%	68
ProfServ-Mgmt Consulting	44,870	3,739	8.33%	3,739
Auditing Services	4,300	-	0.00%	-
Postage and Freight	300	13	4.33%	13
Printing and Binding	1,200	-	0.00%	-
Legal Advertising	2,000	-	0.00%	-
Misc-Assessment Collection Cost	13,087	-	0.00%	-
Misc-Contingency	2,000	12	0.60%	12
Misc-Web Hosting	5,000	-	0.00%	-
Office Supplies	600	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	175
Total Administration	158,167	4,307	2.72%	4,307
Operations and Maintenance				
Field				
Payroll-Hourly	101,562	4,054	3.99%	4,054
Payroll-Contract Personnel	40,482	3,373	8.33%	3,373
Payroll - Special Pay	325	-	0.00%	-
FICA Taxes	7,794	310	3.98%	310
Pension Benefits	11,172	461	4.13%	461
Life and Health Insurance	30,096	970	3.22%	970
Workers' Compensation	6,568	2,615	39.81%	2,615

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-24 ACTUAL
Contracts-Culvert Inspection	15,000	-	0.00%	-
Contracts-Ditch Bank	15,000	-	0.00%	-
Communication - Teleph - Field	200	-	0.00%	-
Utility - Recharge Water	3,500	-	0.00%	-
Rentals - General	9,350	802	8.58%	802
Insurance - General Liability	13,425	13,120	97.73%	13,120
R&M-General	15,000	28	0.19%	28
R&M-Aquatic Weed Control	55,000	9,235	16.79%	9,235
R&M-Canal Bank Restoration	100,000	-	0.00%	-
R&M-Culvert Cleaning	30,000	-	0.00%	-
Misc-Licenses & Permits	900	-	0.00%	-
Misc-Contingency	14,444	703	4.87%	703
Op Supplies - General	1,560	34	2.18%	34
Op Supplies - Uniforms	720	25	3.47%	25
Op Supplies - Fuel, Oil	5,000	36	0.72%	36
Cap Outlay - Vehicles	9,000	-	0.00%	-
Total Field	486,098	35,766	7.36%	35,766
TOTAL EXPENDITURES	**644,265**	**40,073**	**6.22%**	**40,073**
Excess (deficiency) of revenues Over (under) expenditures	-	(30,686)	0.00%	(30,686)
Net change in fund balance	$ -	$ (30,686)	0.00%	$ (30,686)
FUND BALANCE, BEGINNING (OCT 1, 2024)	**2,320,330**	**2,320,330**		
FUND BALANCE, ENDING	**$ 2,320,330**	**$ 2,289,644**		

PINE TREE

Water Control District

Supporting Schedules

October 31, 2024

Cash and Investment Balances
October 31, 2024

ACCOUNT NAME	BANK NAME	MATURITY	YIELD	BALANCE	
GENERAL FUND					
Operating Account - Business Checking	BankUnited		0.00%	$ 66,506	
High Yield Checking Account	Valley Bank		4.85%	$ 1,683,016	(1)
			Subtotal	$ 1,749,522	
Money Market Account	BankUnited		4.39%	$ 574,320	(2)
			Grand Total	**$ 2,323,842**	

NOTES:
(1) Invested in High Yield Checking Account at Valley Bank.
(2) Invested in Money Market Account at Bank United.

Bank Account Statement

Pinetree WCD

Bank Account No.	1361		
Statement No.	10-24	**Statement Date**	10/31/2024

G/L Account No. 101002 Balance	66,505.98	**Statement Balance**	79,900.85
		Outstanding Deposits	0.00
Positive Adjustments	0.00	**Subtotal**	79,900.85
Subtotal	66,505.98	**Outstanding Checks**	-13,394.87
Negative Adjustments	0.00	**Ending Balance**	66,505.98
Ending G/L Balance	66,505.98		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
03/15/2024	Payment	002968	Check for Vendor V00018			-64.99
10/23/2024	Payment	003047	Check for Vendor V00028			-175.00
10/31/2024	Payment	003051	Check for Vendor V00117			-9,235.00
10/31/2024	Payment	003052	Check for Vendor V00088			-141.13
10/31/2024	Payment	003053	Check for Vendor V00055			-39.58
10/31/2024	Payment	003054	Payment of Invoice 004127			-3,739.17
Total Outstanding Checks						-13,394.87