

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 10/25/23**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:01 a.m. on October 25, 2023, in the Administrative Building and Emergency Operations Center, 359 Hiatt Drive, Palm Beach Gardens, Florida.

1) ROLL CALL

There were present Board President Matthew J. Boykin and Supervisors L. Marc Cohn, Gregory Block, Ellen T. Baker and Brian J. LaMotte; Executive Director Dan Beatty; and General Counsel Kenneth W. Edwards of Caldwell Pacetti, et al.

Also present were Director of Finance & Administration Katie Roundtree; District Engineer Kim Leser; District Clerk Susan Scheff; Budget & Tax Roll Manager Laura Ham; Programs & Facilities Maintenance Administrator Jared Kneiss; Project Coordinator Polly Scherman; Permit Coordinator Kimberly Morgan; Technical Assistant/Records Management Specialist Kathleen Maloney-Pollack; Nate Eckloff of Piper Sandler & Co.; and David Logan of Murray Logan Construction.

2) ESTABLISHMENT OF A QUORUM

Mr. Boykin announced that there was a quorum and that it was in order to consider any business to properly come before the Board.

3) ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Beatty reported that no additions or deletions to the Agenda were necessary.

4) APPROVAL OF MINUTES

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the Minutes of the September 27, 2023 Regular Meeting.

5) COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

Mr. Boykin called for any comments from the public for items not on the Agenda to which there was no response.

6) CONSENT AGENDA

Mr. Boykin called for any comments from the public on the Consent Agenda to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the following Consent Agenda Items:

- a) Unit No. 14 – Eastpointe
Consider Ratification of Purchase Orders to Ferreira Construction Company (2)
- b) Unit No. 53 – Arden
Consider Encumbrance Modifications to Michael B. Schorah & Associates, Inc. (2)
- c) General
 - i) Consider Declaration of Surplus Equipment
 - ii) Consider Audit Agreement and Engagement Letter – Marcum, LLP
 - iii) Consider Resolution Adopting First Amendment to Public Comment Policy (2023-05)
- d) Payment Requests

copies of which are contained in applicable Northern files.

7) REGULAR AGENDA

- a) **MULTI-UNIT**
Consider Authorization of a Request for Proposals for a Multi-Unit Maintenance Loan

Ms. Roundtree stated that the 2023-24 Budget includes debt service for a potential maintenance loan for Unit Nos. 5A (Vista Center), 18 (Ibis Golf and Country Club), 21 (Old Marsh Golf Club) and 29 (North Fork), noting that Units 5A and 29 require culvert work and Units 18 and 21 require pump station control panel replacements. These maintenance costs are expensive and Staff would like to spread the costs over a number of years. She stated that she and Mark Raymond have drafted a Request for Proposals (RFP) that will be sent to various banks in order to obtain proposals for a potential loan. If approved, the RFP will be

issued on October 26, 2023, with proposals due on November 17, 2023. Ms. Roundtree explained that the proposals would then be reviewed by Staff, Bond Counsel and General Counsel and a recommendation would be presented to the Board for consideration in December. Staff is requesting the Board authorize the issuance of a Request for Proposal for a Multi-Unit Maintenance Loan for Unit of Development Nos. 5A, 18, 21 and 29.

A general discussion followed with regard the how the assessments are allocated to the Units and the economic benefits to bundling the maintenance projects together.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed authorizing the issuance of a Request for Proposal for a Multi-Unit Maintenance Loan for Unit of Development Nos. 5A, 18, 21 and 29.

**b) UNIT OF DEVELOPMENT NO. 2C – ALTON
Status Report**

Mr. Beatty began by showing the Board the unit map, site plan and an aerial photo of the site, stating that Ms. Leser will give this report.

Ms. Leser stated that the second phase of the final lift project on Alton Road is underway, noting that Pasteur Boulevard is complete. She further stated that temporary striping has been installed with final striping and installation of pavers to be done in a couple of weeks. They are currently working in the alleyways and the project is on target to be completed around the end of January 2024 or beginning of February. Several project photos were shown.

Mr. LaMotte asked if the roads will be turned over to the City, and Ms. Leser advised that Alton Road, Pasteur Boulevard and Beckman Terrace will be turned over to the City, noting that the neighborhood roads are Northern's and the alleyways will be owned by the POA.

Ms. Leser added that Northern fast tracked the work on Pasteur Boulevard in order to turn it over to the City prior to the hospital construction.

Mr. Boykin asked if Northern will be impacted by the hospital construction, and Ms. Leser advised that Northern would only be affected if something impacts a Northern lake. She noted that the Bill of Sale for Pasteur Boulevard will be considered at the December Board, prior to the other roads being turned over to the City.

Mr. LaMotte had a question with regard to the culverts, and Ms. Leser listed which entities would be responsible for various culverts.

This item was presented for information only and no Board action was required.

**c) UNIT OF DEVELOPMENT NO. 5 – HENRY ROLF
Status Report – Pipe Rehabilitation Project**

Mr. Beatty began by showing the Board the unit map and aerial photos of the site, stating that Ms. Leser will give this report.

Ms. Leser stated that the County approved Northern's Maintenance of Traffic (MOT), but another one is now required. She advised that Vista Parkway South is currently closed and the contractor is mobilizing to bring some of the materials on site. She explained the beginning stages of the project along with the purpose of the new MOT requirement which she believes will take another week or two.

Mr. Boykin asked when this project will be done, and Ms. Leser advised that it was originally scheduled to be completed in April, but due to the delays incurred thus far, she suspects the completion date will be pushed to June.

This item was presented for information only and no Board action was required.

d) UNIT OF DEVELOPMENT NO. 14 – EASTPOINTE

i) Consider Fourth Amendment to Exchange Agreement

ii) Consider Modification to Corrective Quit Claim Deed

Mr. Edwards reported that the developer of this project has not yet completed the work that needs to be done before transferring certain improvements to Northern. He stated that, as has been done in the past, Northern needs to extend some of the related deadlines associated with the Exchange Agreement as well as a related Modification to the Corrective Quit Claim Deed. A fourth deadline extension to October of 2024 has been requested in order to accomplish this work, and Staff has no objection to the request.

Mr. Boykin inquired about the project delays, and Ms. Leser advised that the developer experienced several different delays, but the project seems to be moving forward now. She noted that dewatering permits have been issued and the utility installation should be starting in November.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the Fourth Amendment to the Exchange Agreement and the Modification to the Corrective Quit Claim Deed.

e) UNIT OF DEVELOPMENT NO. 16 – PALM BEACH PARK OF COMMERCE

i) Status Report – Venture Way Extension Project

Mr. Beatty showed the Board the unit map, site location, and aerial photos of the site.

Ms. Leser stated that the utilities are all installed and the as-builts are complete and being reviewed by the Project Engineer. She further stated that the roadway is being completed, the project is moving forward and is expected to be completed in January.

Mr. Beatty showed the Board aerial photos comparing the Park of Commerce from 2016 to its current state today, noting the large amount of construction that has taken place since that time.

This item was presented for information only and no Board action was required.

ii) Consider Acceptance of Water Management Maintenance Easement

Ms. Leser explained that this is a Water Management Maintenance Easement associated with a permitted project and asked Mr. Beatty to show the Board the subject area on the aerial photo. She stated that the Easement will provide additional maintenance access along the north and west borders of the property allowing Northern access in order to maintain adjacent Wetland Preserve Tracts. She further stated that Staff recommends acceptance of this Easement.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed accepting the Water Management Maintenance Easement.

**f) UNIT OF DEVELOPMENT NO. 20 – JUNO ISLES
Status Report – Salinity Weir Rehabilitation Project**

Mr. Beatty began by showing the Board the unit map and site plan. He explained that this project has been going on for some time now, explaining that the structure was completed in July, but Staff is still waiting on the salinity control gate. He showed the Board photos of components of the salinity control gate which is now in the fabrication process and stated that David Logan is in attendance and he can explain the process in more detail.

David Logan of Murray Logan Construction addressed the Board and reviewed the fabrication process and the various efforts made to find a manufacturer capable of the specialized type of gate needed for this project. Due to material delays, a worker shortage and the unique nature of this project, the salinity control gate installation is behind schedule, but he noted that its fabrication should be complete next week and it will take approximately two weeks to install and complete the job.

Ms. Baker asked about the sandbags, and Mr. Logan advised that the sandbags have been left in place at the request of the residents, but the property will be restored once the salinity control gate installation is complete.

This item was presented for information only and no Board action was required.

**g) UNIT OF DEVELOPMENT NO. 53 – ARDEN
Status Report**

Mr. Beatty began his report by initially displaying the unit map and site plan, stating that Ms. Leser will give this report.

Ms. Leser reported that final payments for Pod D-Southeast and Pod I-North were made last month, noting those Pods are complete. She stated that Pod D-Southwest construction project was added back in by a previously approved Change Order and that project is underway. She reported that the Notice to Proceed has been issued and preconstruction meetings are being scheduled.

This item was presented for information only and no Board action was required.

8) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser reported that the Unit 11 Avenue of the Masters Milling and Resurfacing Project is complete and final request for payment is expected shortly. She stated the Unit 43 Mirasol Boardwalk Project has been rebid, noting that approximately 13 contractors picked up the bid, the bid opening is scheduled for October 31, 2023, and Award of Contract should be brought to the Board for consideration in November.

Mr. LaMotte asked if Staff calls contractors encouraging them to bid, and Ms. Leser explained Northern's advertising process. He asked if the response was better than last time, and she confirmed that since this project was rebid due to only receiving one bid last time, the response this time is much improved.

b) ATTORNEY

Mr. Edwards had nothing to report, but noted that Ms. Roundtree had an item to discuss related to insurance.

Ms. Roundtree stated that Northern has a contract with Risk Management Associates for risk management and insurance services. She explained that, upon review of the contract, Staff noticed that the contract stated that the fee for their services was to be paid in monthly installments, but it is easier and more cost effective to pay them on an annual basis. For this reason, Staff is asking for Board approval to make an annual payment to Risk Management Associates this month, noting that Staff will present a Second Amendment to the Contract for Board consideration next month.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving an annual payment to Risk Management Associates, as presented.

c) EXECUTIVE DIRECTOR

Mr. Beatty stated that Employee Service Awards will be presented at the December 13, 2023 Board Meeting, and a breakfast served immediately following that meeting. He expressed his hope that the Board Members will be able to attend.

Mr. LaMotte asked if next month is the Annual Landowners Meeting and Mr. Beatty responded affirmatively.

The Public and Community Relations Report was included in the Board materials for review.

9) RECEIVE AND FILE

The following items were presented to be received and filed:

- Northern Quarterly Financial Report; and
 - Proof of Publication of Meeting Notice
- copies of which are contained in Northern's records.

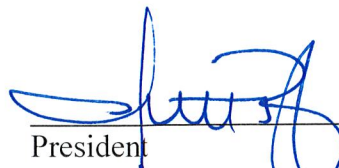
10) COMMENTS FROM THE BOARD

There were no further comments from the Board.

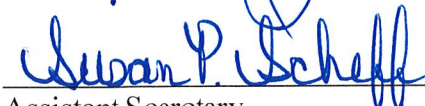
11) ADJOURN

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed to adjourn the meeting.

There being no further business to come before the Board, the meeting was adjourned.



President



Assistant Secretary