

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 11/15/23**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:02 a.m. on November 15, 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; Director of Operations Ken Roundtree; Programs & Facilities Maintenance Administrator Jared Kneiss; Project Coordinator Polly Scherman; Permit Coordinator Kimberly Morgan; Technical Assistant/Records Management Specialist Kathleen Maloney-Pollack; SCADA Technician Pavel Honzik; Jim Sullivan of BGE and Rita Feinman and Barry Weiss of BallenIsles Country Club (Unit 31).

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. Block and unanimously passed approving the Minutes of the October 25, 2023 Regular Meeting.

5) NOMINATION AND ELECTION OF OFFICERS

Mr. Boykin announced that it was in order to nominate and elect the Officers to serve the Northern Board.

Mr. Boykin asked the Board Members if they wished to make a change or have the slate of Officers remain the same.

Mr. Block stated that if Mr. LaMotte would be interested in an Officer position, he would yield the Treasurer position and Mr. LaMotte accepted the offer to assume the Treasurer position.

There were no comments from the public with regard to this item.

A **motion** was made by Mr. Cohn, seconded by Mr. Block and unanimously passed retaining the current slate of Board Officers with the exception of Mr. LaMotte accepting the Treasurer position previously held by Mr. Block.

6) CONSIDER APPOINTMENTS

a) Committee Appointments

Mr. Beatty stated that the list of current Committee Appointments is in the Board package and if anyone would like to make a change, now would be the time to do so.

A **motion** was made by Mr. Block, seconded by Mr. Cohn and unanimously passed retaining the current Committee Appointments.

b) Intergovernmental Representatives and Miscellaneous Appointments

Mr. Cohn suggested that the Intergovernmental Representatives and Miscellaneous Appointments remain the same for this term unless someone would like to make a change.

A **motion** was made by Mr. Cohn, seconded by Mr. Block and unanimously passed retaining the current slate of Intergovernmental Representatives and Miscellaneous Appointments.

7) 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.

8) 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 Mr. Cohn, seconded by Ms. Baker and unanimously passed approving the following Consent Agenda Items:

- a) Payment Requests

copies of which are contained in applicable Northern files.

9) REGULAR AGENDA

- a) **UNIT OF DEVELOPMENT NO. 5 – HENRY ROLF**
Consider Acceptance of Resilient Florida Grant Agreement

Ms. Roundtree stated that she previously spoke to the Board about the Florida DEP Resilient Florida Grant Program. She explained that the official Grant Agreement has been prepared and Staff is requesting Board approval as well as authorization for Ms. Roundtree to execute the Agreement electronically as the Grant Manager. She reported that the grant is for \$3 million, noting that it is a 50/50 match with Northern required to expend at least \$1.47 million.

Ms. Roundtree stated that this grant is associated with the pipe rehabilitation project that Ms. Leser has been presenting in past Board meetings. She explained that the project consists of three phases, the first two bid earlier this year at a cost of approximately \$2 million. The third phase will take place in Spring/Summer 2024, in order to be reimbursed the maximum amount by the grant.

Mr. Boykin asked, for clarification purposes, if Northern spends \$1.5 million, will the State be matching the \$1.5 million, and Ms. Roundtree answered affirmatively and advised that Northern currently has a \$2 million loan which can be prepaid once Northern is reimbursed.

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 Grant Agreement with the Florida Department of Environmental Protection for the Resilient Florida Program and authorizing Katie Roundtree, Director of Finance and Administration as Grant Manager, to sign the Agreement.

**b) UNIT OF DEVELOPMENT NO. 14 – EASTPOINTE
Consider Grant Easement to FPL**

Prior to consideration of a Grant of Easement to Florida Power and Light Company (FPL), Mr. Boykin recused himself from the vote, having previously filled out a Form 8B on matters involving this company.

Mr. Edwards reported that this item has to do with a transaction that took place several months ago in which real property was conveyed to Northern by the Eastpointe Country Club. He stated that there was a pre-existing FPL Easement which encumbered unknown acreage within this real property, noting that this is not how it should have been done and that FPL has already recorded a Release of said Easement. He explained that since the Club gave Northern fee title to the real property, Northern is now granting an Easement back to FPL which encompasses the area within which FPL's underground utilities are located. Mr. Edwards recommended Board approval.

There were no comments from the public with regard to this item.

A **motion** was made by Ms. Baker, seconded by Mr. LaMotte and passed by the voting members approving of the grant of the referenced easement to Florida Power and Light Company.

**c) UNIT OF DEVELOPMENT NO. 43 - MIRASOL
Consider Award of Contract to CJ Contracting, LLC**

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

Ms. Leser stated that this item is for consideration of an Award of Contract to CJ Contracting, LLC. She explained that Staff previously advertised this project in July and the single bidder's proposal exceeded the engineer's estimate of \$401,834.56 by approximately 36%. She further explained that the Board authorized Staff to re-advertise the project at the September 2023 Board Meeting.

Ms. Leser stated that the project was re-advertised and the bid opening took place on October 31, 2023. Eight bids were received, ranging from \$385,000 to almost \$707,000. She reported that the low bidder was CJ Contracting, LLC in the amount of \$385,000.00. She stated that their references have been checked and, subject to the bidder's ability to provide the required payment and performance bonds, Staff recommends that CJ Contracting, LLC be designated the lowest and best bid for this project.

Ms. Leser noted that Northern has a Florida Recreation Development Assistance Grant (FRDAP) through the Florida Department of Environmental Protection which will reimburse Northern up to fifty percent of the approved project estimate, or up to \$200,000.

Mr. LaMotte asked if anything had been done differently when re-advertising this project, and Ms. Leser explained that Staff also advertised the project on DemandStar which yielded some additional bidders, noting that the desired result was achieved.

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. LaMotte and unanimously passed approving an Award of Contract for Construction and Purchase Order No. 24-75 to CJ Contracting, LLC in the amount of \$385,000.00.

d) GENERAL

Consider Second Amendment to Agent Services Agreement with Risk Management Associates, Inc.

Ms. Roundtree explained that she spoke to the Board at last month's meeting regarding the payment for Risk Management Associates. She stated that this item is a Second Amendment to the Agent Services Agreement with Risk Management Associates and will authorize an annual single payment of their agent fees in lieu of monthly payments, and Staff recommends approval.

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. LaMotte and unanimously passed approving the Second Amendment to the Agent Services Agreement with Risk Management Associates, Inc. to modify the payment schedule from a monthly payment to an annual payment of premiums and commission.

10) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser reported that several ongoing Public Improvement projects are under construction, and a Notice to Proceed has been issued to SOLitude Lake Management for the second alum application in Unit 18, Ibis, which is expected to start approximately November 23, 2023. She also reported that the project manuals for control structure work in Unit 15 are currently being put together for Mr. Edwards' review.

Mr. Block asked if the Juno Isles project has been completed, and Mr. Beatty advised that the majority of the project was completed in September, but the salinity gate is not yet complete. He explained that David Logan is picking up the salinity gate from the manufacturer today and will begin the installation later in the week.

b) ATTORNEY

Mr. Edwards had nothing to report.

c) EXECUTIVE DIRECTOR

Mr. Beatty asked Northern’s newest employee to stand. He introduced Pavel Honzik to the Board, stating that he has been hired as Northern’s SCADA Technician.

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

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

11) RECEIVE AND FILE

The following items were presented to be received and filed:

- Assessment Collection Status;
- Northern Monthly Financial Reports; and
- Proof of Publication of Meeting Notice

copies of which are contained in Northern’s records.

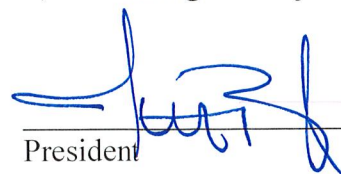
12) COMMENTS FROM THE BOARD

There were no further comments from the Board.

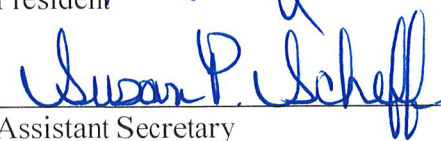
13) ADJOURN

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

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



President



Assistant Secretary