

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 11/17/21**

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 17, 2021, 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, Adrian M. Salee, Gregory Block, and Ellen T. Baker; 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; Capital Construction/Permits Administrator Tim Helms; Programs & Facilities Maintenance Administrator Jared Kneiss; Permits & Contracts Specialist Mila Acosta; SCADA & Technology Analyst Ross Keith; former District Engineer Robert W. Lawson of Arcadis and Brian LaMotte of WGI.

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

There were no additions or deletions to the agenda.

4) APPROVAL OF MINUTES

A **motion** was made by Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the Minutes of the October 27, 2021 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. Cohn suggested that the Board's Officers remain the same for this term, unless someone would like to make a change.

Mr. Block expressed his interest to switch from his current Secretary position to the Treasurer position, since he sits on the Budget, Banking and Auditor Review Committee.

Mr. Salee agreed to the change and accepted the position of Secretary previously held by Mr. Block.

A **motion** was made by Mr. Salee, seconded by Mr. Cohn and unanimously passed retaining the current slate of Board Officers, with the exception of Mr. Block and Mr. Salee switching to the Treasurer and Secretary positions respectively.

6) CONSIDER APPOINTMENTS

a) Committee Appointments

Mr. Cohn suggested that the Committee Appointments remain the same for this term, unless someone would like to make a change.

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

b) Intergovernmental Representatives and Miscellaneous Appointments

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

Mr. Beatty requested a couple of changes to the Intergovernmental and Miscellaneous Appointments, noting that since Mr. Bardin has retired, he would like to take his place on the Forum Club of the Palm Beaches. Mr. Beatty also requested that the Board consider having Jared Kneiss take his place

on the National Pollutant Discharge Elimination System (NPDES) Steering Committee, as NPDES falls under Mr. Kniess' responsibilities as Programs & Facilities Maintenance Administrator.

A **motion** was made by Mr. Salee, seconded by Ms. Baker and unanimously passed retaining the current slate of Intergovernmental Representatives and Miscellaneous Appointments with the exception of the two previously noted changes.

A question was posed by Ms. Baker on the Forum Club appointment and she was advised that it had been addressed in the motion just approved.

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. Salee, seconded by Mr. Cohn and unanimously passed approving the following Consent Agenda Items:

- a) Unit No. 11 – PGA National
 - i) Consider Purchase Order to Crocs, LLC
 - ii) Consider Bill of Sale to Palm Beach Gardens

- b) Unit No. 16 – Palm Beach Park of Commerce
 - Consider Certificates of Correction

- c) General
 - i) Consider Signatory Resolution (2021-09)
 - ii) Consider Vehicle Purchase Authorization
 - iii) Consider Purchase Order to Murray Logan Construction, Inc.

- d) Payment Requests

copies of which are contained in applicable Northern files.

9) REGULAR AGENDA

a) MULTI-UNIT Refunding Loan Update

Ms. Roundtree explained that the Board previously appointed Piper Sandler as Placement Agent for a Multi-Unit loan refunding. Staff has been discussing options with Piper Sandler and Mark Raymond, Northern's Bond Counsel, and the group consensus was to send out a separate Request for Proposals (RFPs) for each of the four involved Units of Development. She noted that the applicable Units are Unit of Development Nos. 2A, 16, 27B and the Unit of Development No. 44 Taxable and Tax-Exempt issues. She reported that the RFPs were sent out on November 9, 2021, and proposals are expected to be received on November 30, 2021. She stated that Staff will review the proposals, once received, and she anticipates presenting Award Resolutions for Board consideration in December.

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

Mr. Beatty gave a status report of this project, noting that not much has changed since he reported three weeks ago. He stated that the contractor has almost completed the final lift of asphalt, and he showed the Board photos of the project. He explained that once the paving project is completed, those improvements will be conveyed to the City of Palm Beach Gardens.

Mr. Block asked about the status of the slip and fall case related to the crosswalk during construction, and Mr. Edwards advised that Northern is still waiting out the required period of time before a party can initiate an action.

Mr. Beatty showed the Board some additional photos of the project and complimented J.W. Cheatham on their work.

Mr. Cohn asked if there is any remaining infrastructure to be built and Mr. Beatty responded that there is one additional Pod to be built in Artistry. He reported that it was bid, awarded to J.W. Cheatham and is in the

contract execution process. Following that project, there will be another final lift of asphalt project for a portion of Alton Road, Pasteur Boulevard and several other roadways.

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

**c) UNIT OF DEVELOPMENT NO. 44 – THE BEAR’S CLUB
Consider First Amendment to Maintenance Agreement**

Mr. Beatty stated that Northern currently has a Maintenance Agreement with The Bear’s Club Property Owners’ Association (POA) which the POA maintains certain improvements that Northern owns. He explained that, after various meetings with the POA, it was determined that Northern would be better suited to assume the provision of a couple of the maintenance services. He reported that this Amendment will allow for Northern to budget for these services for the next fiscal year, noting that this Amendment will take effect October 1, 2022. He further reported that the maintenance responsibilities Northern will be assuming relate to street sweeping and lake interconnect cleaning.

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

A **motion** was made by Mr. Salee seconded by Mr. Cohn and unanimously passed approving the First Amendment to the Maintenance Agreement, as presented.

d) UNIT OF DEVELOPMENT NO. 53 – ARDEN

i) Status Report

Mr. Beatty gave a status report of this project, noting that, as was the case with the Unit No. 2C project, there has not been much of a change since his last report. He did, however, provide the Board with some recent photos of the overall project, including the lake and Amenities Center.

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

ii) Consider Change Order to Centerline Utilities, Inc. – Parcels G-South, I-South and J (CO No. 2)

Mr. Beatty stated that the next item is to consider Change Order No. 2 to Centerline Utilities. He explained that the contractor initially requested more time than what Staff considered to be appropriate. After some internal review, the contractor determined it would be able to commit more resources to the project and modified the request to a 30-day time extension. Staff is agreeable to that request and recommends approval.

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

A **motion** was made by Mr. Salee seconded by Mr. Cohn and unanimously passed approving Change Order No. 2 for an additional 30 days of contract time to Centerline Utilities, Inc.

**e) GENERAL
SCADA Presentation**

Mr. Roundtree thanked the Board for the opportunity to make this presentation, explaining that this process began approximately 29 years ago. He then introduced Ross Keith, Northern's SCADA & Technology Analyst, explaining that Mr. Keith is now one of approximately a dozen Data Flow Systems Master Technicians in the country. He then turned the presentation over to Mr. Keith.

Mr. Keith introduced himself and gave a brief overview of the topics he would be covering in the presentation of Northern's Supervisory Control and Data Acquisition (SCADA) and Remote Telemetry Unit (RTU) systems. They included the history and the manual operations of all of Northern's stormwater systems, how the gates and pumps work, the various devices Northern uses to monitor water levels, RTU basics, SCADA basics and Northern's plans for the future.

Mr. Keith began by reviewing Northern's creation and jurisdictional boundaries, noting that Northern operates 72 RTU stations. He then reviewed Northern's systems in detail with accompanying photos. He reported that Northern's SCADA Master is located in the Operations Department, but he

brought a smaller version for the Board to view. He explained Northern's goals for the future include continuing to replace obsolete equipment in order to move the system to high speed, installing PLCs at gate stations and continuing to harden structures against power and lightning surges.

Mr. Boykin asked what a PLC was, and Mr. Keith advised that it is a Programmable Logic Controller, noting that it is essentially a small computer that locally manages stormwater operations.

Mr. Keith then showed the Board the SCADA System's operation in real time.

Mr. Boykin asked if the system is web-based and Mr. Keith responded affirmatively.

Mr. Keith asked if there were any further questions.

Mr. Block began by thanking Mr. Keith for putting this presentation together. He then asked if other entities, such as South Florida Water Management District (SFWMD), are using SCADA and if there is a way to communicate with them during storm events. Mr. Keith explained the communication process with SFWMD and stated that Northern also routinely works with the Town of Jupiter and Seacoast Utility Authority, noting how those entities utilize Northern's systems. He stated that many of the local municipalities rely on Northern's water level readings, since it is likely that Northern has the most accurate water level readings in South Florida.

Mr. Keith once again directed the Board to the test unit in the Board Room, if they were interested in viewing an active RTU.

A general discussion followed with questions and answers regarding protections against system tampering, hosting of the Human Machine Interface (HMI), lightning protection, and the minimization of the potential need for Staff make adjustments in the field.

The Board once again thanked Mr. Keith for his time.

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

10) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser had nothing to report.

b) ATTORNEY

Mr. Edwards had nothing to report but did want to follow-up on Ms. Baker's earlier Forum Club appointment question. He too was advised that the appointment of Mr. Beatty to that position had been addressed in the applicable motion.

c) EXECUTIVE DIRECTOR

Mr. Beatty stated that the Public and Community Relations Report is included in the Board materials for review.

11) RECEIVE AND FILE

The following items were presented to be received and filed:

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

copies of which are contained in Northern's records.

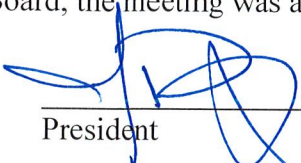
12) COMMENTS FROM THE BOARD

There were no further comments from the Board.

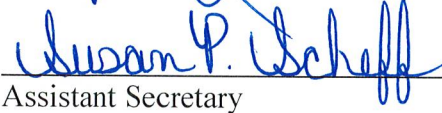
13) ADJOURN

A **motion** was made by Mr. Salee, 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