

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 06/22/22**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:03 a.m. on June 22, 2022, 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; Budget & Assessment Roll Manager Laura Ham; Programs & Facilities Maintenance Administrator Jared Kneiss; Staff Biologist Sam Payson; Environmental Technician Lucas Schaffer; Technical Assistant/Records Management Specialist Kathleen Maloney-Pollack; SCADA & Technology Analyst Ross Keith; Operations Manager-Aerators Jon Iles; Jonathan Ricketts of J.T.R., Inc.; and Brian LaMotte of WGI, Inc.

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 Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the Minutes of the May 25, 2022 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 Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the following Consent Agenda Items:

- a) Unit No. 53 – Arden
 - i) Consider Non-Interference Agreement for Parcels D-Southeast, D-Southwest and I-North
 - ii) Consider Change Order to Centerline Utilities, Inc. – Pods G-North and H-South (CO No. 5)
- b) Payment Requests

copies of which are contained in applicable Northern files.

7) REGULAR AGENDA

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

Mr. Beatty began by showing the Board the unit map and displaying the site plan. He reported that the construction progress is ongoing, but there are no photos since there are no significant changes to be seen. He stated that there will be a final lift of paving project for several roads in the near future.

Mr. Block asked if Northern anticipates any involvement for the construction of the hospital facilities, and Mr. Beatty advised that Northern will be required to permit them and review the plans to see if they meet the required stormwater management criteria.

Mr. Salee asked if Northern anticipated when that might occur, and Mr. Beatty advised that the timeline is unknown.

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

**b) UNIT OF DEVELOPMENT NO. 5A – VISTA CENTER OF PALM BEACH
Consider Third Amendment to Exchange Agreement**

Mr. Beatty explained that Northern had entered into an Exchange Agreement with Discovery Village, the previous owner of this parcel, involving a couple of onsite lakes that were to be relocated on a parcel dedicated to Northern. He further explained that the Emerald Dunes Golf Course has now purchased this parcel and is in the application process with Palm Beach County for rezoning and site plan modification to incorporate the parcel into the golf course. He stated that, in order to avoid the reverter clauses in the Exchange Agreement to take effect, they have requested a 12-month extension to the July 13, 2022, substantial completion deadline. He further stated that Staff recommends approval of the extension.

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 Third Amendment to the Exchange Agreement.

**c) UNIT OF DEVELOPMENT NO. 9A – ABACOA I
Consider Quit Claim Deed to the Town of Jupiter**

Ms. Leser explained that this item is related to a permit which was issued in September of 2021 for the extension of Innovation Way including a connection to University Boulevard (Blvd.). She stated that this roadway was contemplated to be constructed by a private developer and turned over to the Town of Jupiter, and a plat dedicating that road right-of-way of Innovation Way was recorded in September of 2021. She noted that the roadway alignment at the intersection of University Blvd. creates a visibility concern for vehicles heading west onto University Blvd., so a request was made by the Town of Jupiter to provide maintenance rights to the northeast corner of Northern's greenway tract or the southwest corner of the intersection. Ms. Leser stated that Northern prepared a Quit Claim Deed to the Town of Jupiter to allow clear, safe sight area perpetually. She further stated that a sidewalk and a gopher tortoise greenway fence will be relocated as a provision of the Quit Claim Deed.

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 Quit Claim Deed to the Town of Jupiter.

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

Mr. Beatty began by showing the Board the unit map and site plan. He then stated that this report was similar to that of Unit 2C in that there are no photos, since no visual significant changes have taken place. The new owner is involved in acquiring the necessary approvals from other agencies at this time. He noted that there will be a pre-bid meeting taking place following this meeting for the parcels recently acquired by Lennar Homes, and an award of contract is anticipated to be presented for consideration at the July Board Meeting.

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

e) GENERAL

i) Consider TRIM Resolution for Proposed Fiscal Year 2022-2023 Annual Budget (2022-02)

Ms. Roundtree stated that this is the next step in the budget approval process for fiscal year 2022/2023, noting that Staff has now received and reviewed the 2022 tax roll from the Property Appraiser's Office. She reported that there were not many changes to the assessment rates since last month's budget presentation, explaining that the rate adjustments reflecting the reductions resulting from the finalization of the mowing and landscape service contracts have been included.

Ms. Roundtree reported that Mr. Edwards has prepared Resolution No. 2022-02 which approves the TRIM ("Truth in Millage") rates and allows for changes to the Proposed Budget for Fiscal Year 2022/2023, if necessary. She noted that those rates are due for submittal to the Property Appraiser's office in mid-July and, unless the Board has any questions, a motion is in order.

Ms. Baker had several questions with regard to a previous aerator count discrepancy and position clarifications on the organizational chart, which Ms. Roundtree answered.

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 Proposed Budget for Fiscal Year 2022/2023 and Resolution 2022-02 for adoption of the Proposed Budget and Assessment Rates for TRIM.

ii) Consider Resolution Authorizing Credit Card Agreement with Synovus Bank (2022-03)

Ms. Roundtree gave a brief history of Northern’s credit card program and associated fees. She explained that Northern currently has a relationship with Synovus Bank handling several loans. Their representatives provided information on their credit card program, and it is similar to Northern’s current program, but without the associated fees. She stated that Resolution No. 2022-03 authorizes moving Northern’s credit card program to Synovus Bank, setting the limits, and designating Ms. Roundtree and Mr. Beatty as administrators of the program.

Mr. Boykin asked if all of the employees have business credit cards. Ms. Roundtree advised that most of Northern’s employees do have cards, adding that the use varies depending upon department need.

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 Resolution No. 2022-03 authorizing the execution of a credit card account application with Synovus Bank.

iii) Consider Authorization Request for Purchase of District Vehicles

Mr. Beatty reported that this item is related to the replacement of three vehicles which have met the requirements for vehicle replacement and have been included in the Fiscal Year 2022/2023 Budget. He stated that Staff has been advised by several local dealerships that vehicles have been very difficult to procure, as supply is very limited. Staff is seeking Board authorization to use reserves to purchase vehicles

prior to the fiscal year beginning October 1, 2022. He explained that, if a vehicle becomes available, a purchase order will be brought to the Board for approval, and those funds will be reimbursed from the approved Fiscal Year 2022/2023 Budget after October 1, 2022.

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 use of reserves for the purpose of purchasing vehicles as they become available and reimbursement of those reserves from Fiscal Year 2022/2023 budgeted revenues.

iv) Environmental Presentation

Mr. Beatty reported that this is the third in a series of presentations that he has asked Staff to provide the Board, beginning with the Telemetry Program and Aerator Program. He stated that Ms. Leser will make the introductions.

Ms. Leser stated that she was excited for the opportunity to have Sam Payson and Lucas Schaffer of Northern's Environmental Division make this presentation to the Board and briefly gave their backgrounds. She stated that Mr. Payson has been with Northern since 1992 as its Staff Biologist, and Mr. Schaffer began with Northern in 2015, initially as a GIS and Biologist Intern and starting full-time as an Environmental Technician in 2019. She noted their various degrees and certifications and then turned the presentation over to Mr. Payson.

Mr. Payson stated that he and Mr. Schaffer have worked together for approximately four years and then began by telling a quick story illustrating how their skills sets complement each other. He explained that they manage approximately \$3.9 million in contracts, the bulk of them involving aquatic weed and marsh maintenance and/or preserve maintenance, and he briefly reviewed the list. Mr. Payson also described the various permit requirements that they must oversee, noting that it involves over 1,700 acres of preserve with over 20 miles of trails throughout 15 units. He reviewed the preserve work process

with regard to crews, types of preserves, types of invasive plants and work plans.

Mr. Boykin asked if they have encountered issues with invasive animals, and Mr. Payson advised that they have issues with invasive lizards and stated that pigs can be a huge problem. He further stated that the County hires trappers to control the population and some communities have hired their own trappers. A general discussion followed with regard to other animal species.

Mr. Block asked if Staff has issues with dumping and people camping out. Mr. Payson replied affirmatively, and Mr. Beatty noted it would be addressed in related photos.

Mr. Payson showed the Board before and after photos of various preserve work and explained the work involved, including the process of cleaning out camps.

Mr. Payson ended his portion of the presentation by addressing homeowner requests. Ms. Baker asked about a recent homeowner request, and Mr. Payson explained that the issue has been taken care of.

At this time, Mr. Schaffer addressed the Board to continue the presentation beginning with the Aquatics Program. He stated that Northern has over 1,200 acres of surface water in 300 separate water bodies across 13 Units that they manage. He explained the program in more detail with emphasis on problems in dealing with algae and the benefits of native plants.

Mr. Schaffer then discussed the Marsh Maintenance Program in detail. He stated that Northern has over 270 acres of created wetlands and explained the crew schedule in PGA National (Unit 11) and Ibis Golf & Country Club (Unit 31), noting that they remove over 600 tons of debris from these two Units each year. He then showed a before and after photo of one of the water bodies in Unit 11.

Mr. Block asked what is done with the plant biomass, and Mr. Schaffer advised that the crews take it directly to the dump.

Mr. Schaffer briefly reviewed the Drone Program and its use in the Environmental Program, showing a couple of photos taken from the drone.

Mr. Cohn left the meeting at 8:40 a.m.

Mr. Schaffer completed his presentation by showing progress photos of some projects and various photos of the wildlife that they have encountered in several of Northern's Units.

The Board thanked Mr. Payson and Mr. Schaffer for their presentation.

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

8) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser had nothing to report.

b) ATTORNEY

Mr. Edwards reminded the Board to submit their 2021 Form 1 Statements.

c) EXECUTIVE DIRECTOR

Mr. Beatty stated that he attended the Florida Association of Special Districts (FASD) Annual Conference in Orlando, noting that Ms. Baker and Jared Kneiss attended as well.

He also reported that he is still waiting to hear from the South Florida Water Management District on the Unit 18 issue. He will be calling them later today for the status with regard to the letter Staff sent them in response to their Notice of Non-Compliance.

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

9) COMMITTEE REPORTS

a) PERSONNEL COMMITTEE **Consider Committee Recommendations**

Mr. Boykin reported that the Committee met on June 8, 2022, explaining he will review the recommendations and then suggested that one motion be made to consider all of the Committee recommendations.

Ms. Baker stated that she has questions and comments. She first stated that she would have liked to have been notified of and attended the Committee meeting, and Mr. Edwards made Ms. Baker aware of the Government in the Sunshine issue as two Board Members already sit on that Committee. She thanked him for that information. She then asked what method was used to determine Mr. Beatty's evaluation, and Mr. Boykin briefly reviewed what information is provided and the process, confirming that a rating form is not used to judge progress or performance. She thanked him for the information and stated she had no further questions.

Mr. Boykin briefly reviewed the Committee recommendations for consideration, stating that the first recommendation was related to a minor change to the Personnel Manual with regard to vacation time, the second recommendation was in reference to Mr. Beatty's review and the third recommendation was related to a cost-of-living adjustment for Staff in addition to merit increases. He then asked the Board if they had any questions with regard to the Committee recommendations.

Ms. Baker asked if all of the Board Members would be able to evaluate Mr. Beatty on paper and submit it to the Committee. Mr. Edwards explained that there is nothing prohibiting a Board Member from submitting comments to a Committee for consideration and advised that all Committee recommendations are considered by the Board for approval prior to adoption.

A general discussion followed with regard to the Committee process and the forum in which other Board Members can give input, the seamless transition following Mr. Bardin's retirement and the difference between a performance bonus and a merit increase.

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. Block and unanimously passed approving the Committee recommendations.

Mr. Boykin then asked the Board for a motion to approve the Personnel Committee minutes of June 8, 2022.

A **motion** was made by Mr. Salee, seconded by Mr. Block and unanimously passed approving the Personnel Committee minutes of June 8, 2022.

10) 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.

11) COMMENTS FROM THE BOARD

Ms. Baker stated that would like to have a workshop to discuss how many of Northern's Units still have septic systems. She explained that she attended two meetings with Chris Lyon of Lewis, Longman & Walker that addressed grant money in the State budget. She believes that a Local Bill would be required for septic to sewer conversion and noted that she has a good relationship with the Palm Beach County Legislative Delegation. She reviewed the monies that have been allocated and also expressed an interest in pursuing grant monies available for other environmental projects.

Mr. Beatty stated that he would reach out to Al Malefatto of Lewis, Longman & Walker to get further information on the process.

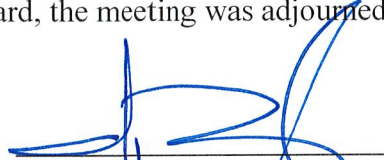
A general discussion followed with regard to whether future discussion on this matter is better suited for a Workshop or for Committee consideration, the availability of former legislation for review, the timing of scheduling a Workshop, and the history of Northern's Strategic Plan process.

Ms. Baker thanked Mr. Beatty and Mr. Kneiss for helping navigate the FASD conference, and she reported that she only has two more hours remaining before becoming a Certified District Official.

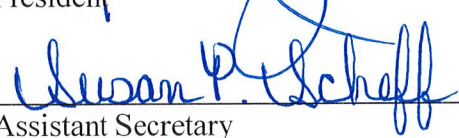
12) ADJOURN

A **motion** was made by Mr. Salee, seconded by Mr. Block and unanimously passed to adjourn the meeting.

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



President



Assistant Secretary