

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 12/18/24**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District was called to order at approximately 8:01 a.m. on December 18, 2024, in the Administrative Building and Emergency Operations Center, 359 Hiatt Drive, Palm Beach Gardens, Florida.

1) ROLL CALL

There were present Board Vice President Ellen T. Baker, Supervisors L. Marc Cohn, Brian J. LaMotte and Gregory Block; 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 & Tax Roll Manager Laura Ham; Programs & Facilities Maintenance Administrator Jared Kneiss; Permit Coordinator Kimberly Marcello; Technical Assistant/Records Management Specialist Kathleen Maloney-Pollack; and Victor Nowicki of BallenIsles Country Club (Unit 31).

2) ESTABLISHMENT OF A QUORUM

Ms. Baker 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 requested that the Payment Request for Poinciana Development be removed from the Consent Agenda and added as the first item on the Regular Agenda under Unit 2C and the Board consented to the request.

4) APPROVAL OF MINUTES

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving the Minutes of the November 20, 2024 Annual Landowners Meeting and the November 20, 2024 Regular Meeting.

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

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

6) CONSENT AGENDA

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

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

- a) Unit No. 2C – Alton
 - i) Consider Authorization to Close Trust Account
 - ii) Consider Change Order to J.W. Cheatham, LLC (CO No. 3)
- b) Unit No. 16 – Palm Beach Park of Commerce
Consider Purchase Order to Keshavarz & Associates, Inc.
- c) Unit No. 45 – Paseos
Consider Purchase Order to Shenandoah Construction
- d) Unit No. 53 – Arden
Consider Acceptance of Note Counsel Engagement Letter with Nabors, Giblin & Nickerson, P.A.
- e) General
Consider Declaration of Surplus Equipment
- f) Payment Requests (with the exception of the Unit No. 2C payment request to Poinciana Development Group, Inc. to be discussed on the Regular Agenda)

copies of which are contained in applicable Northern files.

7) REGULAR AGENDA

UNIT OF DEVELOPMENT NO. 2C – ALTON (New item moved from Consent Agenda) Consider Approval of Payment Request to Poinciana Development

Ms. Leser explained that this item would normally have been on the Consent Agenda under the Payment Requests, as the Board previously approved the Design Build Agreement in October and it was executed in November, but a few items remain outstanding. She further explained that the payment and performance bonds are forthcoming and they have provided the insurance certificates, but some edits are required. Rather than push this item forward another six weeks, Staff is requesting Board approval of this first payment request in the amount of \$139,290.35, contingent upon receipt of those outstanding items.

Ms. Baker called for any comments from the public to which there was no response.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving the Payment Request to Poinciana Development Group, Inc. in the amount of \$139,290.35, subject to receipt of the outstanding Insurance Certificates and Payment and Performance Bonds, as presented.

a) UNIT OF DEVELOPMENT NO. 9A/9B – ABACOA I & II Consider Change Order to Aquatic Vegetation Control, Inc. Annual Service Contract (CO No. 4)

Ms. Roundtree stated that Aquatic Vegetation Control, Inc. performs the maintenance of the greenways and preserves within Abacoa and currently has an annual contract for approximately \$600,000. She explained that as the development is over two decades old, the environmental cleanup needs have increased substantially. She further explained that there had been some discussion regarding adding an additional crew in the next year to focus on some of these additional needs, but an opportunity presented itself when Aquatic Vegetation Control recently had a crew become available.

Ms. Roundtree stated that Unit 9A/9B has plenty of reserves to cover this currently unbudgeted expense. She briefly explained how this second crew will perform targeted vegetation reduction to restore these areas to their designed operational capacity and ecological balance, ensuring the dry detention areas

continue to meet their intended purpose as part of the surface water management system. Staff is recommending approval of Change Order No. 4 for an additional 50 crew days in the amount of \$121,009.50 to address critical vegetation reduction work, noting that any additional required crew hours for this work will be budgeted in the future.

There was a general discussion with regard to the maintenance area and the equipment used for this type of work.

Ms. Baker called for any comments from the public to which there was no response.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving Change Order No. 4 in the amount of \$121,009.50 to the Annual Aquatic Weed Control, Greenway and Preserve Maintenance Contract with Aquatic Vegetation Control, Inc.

**b) UNIT OF DEVELOPMENT NO. 11 – PGA NATIONAL
Consider Ratification of Purchase Order to Crocs, LLC**

Mr. Beatty stated that during a routine inspection, Staff identified a sinkhole in PGA National which was determined to require an emergency repair. He further stated that Crocs, LLC was able to respond quickly to make the necessary repair and Staff is requesting the Board approve ratification of a Purchase Order to Crocs, LLC in the amount of \$45,100.00.

Ms. Baker called for any comments from the public to which there was no response.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving ratification of Purchase Order No. 24-146 to Crocs, LLC in the amount of \$45,100.00.

**c) UNIT OF DEVELOPMENT NO. 53 – ARDEN
Consider Award of Contract to Centerline Utilities, Inc.**

Ms. Leser stated that the Plan of Improvements (POI) for Unit 53, authorizes Northern to construct public water and sewer improvements within the residential pods in Arden. She explained that the two remaining pods are Pods D-Northeast, Phase 2 and D-Northwest and Michael B. Schorah & Associates, Inc. prepared the plans required to publicly bid the project. The project was advertised in October and November

and a single bid was received from Centerline Utilities, Inc. in the amount of \$1,607,500.00. She explained that the engineer's estimate was approximately \$67,000 lower, but it is her opinion that the bid represents the value of the project in the marketplace today and there is no reason not to award it to Centerline, based upon Northern's previous experience with this contractor. Ms. Leser explained that Northern currently has a Letter of Credit from Lennar in the amount of \$1,866,365.00. She stated that Northern is also working on obtaining a bank loan for the remainder of this project, which Ms. Roundtree can explain further.

Ms. Roundtree explained that Staff is in the process of getting a bank loan, noting that an RFP for approximately \$3 million will be issued in January. She further explained that the Board previously approved a Note Counsel Agreement with Nabors Giblin on the Consent Agenda in order to begin this process and has available bond funds to cover the Letter of Credit shortfall.

Ms. Leser stated that Northern Staff is recommending Award of Contract for Construction and Purchase Order No. 25-243 to Centerline Utilities, Inc. in the amount of \$1,607,500.00 for POI Public Improvements.

Mr. Edwards explained that with this Award of Contract, the Letter of Credit Northern currently has from the Developer would be lower than the required 125%. He stated that Staff has requested the Developer increase the Letter of Credit which will hopefully take place before the next Board Meeting by a First Amendment to the Funding Agreement. He further explained that if the Developer decides not to handle it that way, Northern could either invoice them under the current Funding Agreement and the Developer will have 10 days to pay it, or use the unencumbered bonds Ms. Roundtree mentioned, noting that Northern is protected if the Board chooses to award the contract at this time.

Mr. LaMotte asked Ms. Leser why Northern only received one bid and she advised that several companies picked up the bid package, but only two showed up to the pre-bid meeting and the second company did not submit a bid. It was also noted that Centerline is already established on-site which allows them to bid very competitively.

Mr. Block asked for and received clarification regarding the spreadsheet verification process.

Ms. Baker called for any comments from the public to which there was no response.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving an Award of Contract for Construction and Purchase Order No. 25-243 to Centerline Utilities, Inc. in the amount of \$1,607,500.00 for POI Public Improvements.

d) GENERAL

Consider Purchase Order to Construction Technologies, Inc.

Mr. Beatty stated that the roofing system on Northern's Administrative Building is almost 20 years old and, upon inspection by a roofing consultant, it was determined that the roof is in need of replacement. Based upon the consultant's estimate of \$225,000, Staff requested bids from four of Northern's approved contractors and only one bid was received from Construction Technologies in the amount of \$321,550.00. Northern's consultant reviewed the proposed bid and determined that, as a result of increased materials cost as well as additional scaffolding work not included in the original estimate, the price is reasonable for the services intended. He stated that, based on Construction Technologies performance on similar projects, Staff recommends approval of this Purchase Order.

Mr. Edwards added that Northern's Engineering Standards Manual requires projects exceeding \$300,000 be publicly bid; however, since it is for maintenance of the building, there is an exception in Chapter 255, Florida Statutes, that does not require the Public Request for Proposal notice process be followed. He stated that it is for this reason that this item is being presented for Board consideration and approval is recommended.

Ms. Baker called for any comments from the public to which there was no response.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed approving Purchase Order No. 25-255 to Construction Technologies, Inc. in the amount of \$321,550.00.

8) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser gave the following status updates with accompanying photos under her report:

Unit No. 2C - Alton: Ms. Leser stated that the paving project has been completed, noting that the Board approved a Change Order on the Consent Agenda for the addition of missing sidewalk and some paver repair. She expects the final payment applications to be submitted for consideration in January.

Unit No. 5A – Vista Center of the Palm Beaches: Ms. Leser reported that this project involves the rehabilitation of two lake interconnects which is nearly complete. She explained the photos show an earlier stage of the project, noting that all four pipes have been lined with the cured-in-place liner and restoration is being completed.

Unit No. 53 – Arden: Ms. Leser reviewed the site map of the Unit, noting which projects are underway and which are in the public bidding process. She then showed photos of the construction progress in Pod H-North, Phase 2 and Pod D-Northeast, Phase 1. There was a general discussion with regard to the new Unit No. 54 and potential Okeechobee Boulevard roadway extension.

Ms. Leser completed her report by showing status photos of the adjacent West Acreage Elementary School.

b) ATTORNEY

Mr. Edwards had nothing to report.

c) EXECUTIVE DIRECTOR

Mr. Beatty reported that the Board is invited to remain after the meeting for the Annual Employee Service Awards Breakfast.

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

9) COMMITTEE REPORTS

a) PUBLIC RELATIONS COMMITTEE REPORT

Ms. Roundtree reported that the Committee met earlier this month to discuss the new website. She explained that the website will go live shortly, with the Board's consensus, following this presentation. She stated that the new website is a lot easier to maintain, has a lot of nice features, will keep Northern in continual compliance with the Americans with Disabilities Act and is more streamlined than the prior website.

Ms. Roundtree reviewed some of the features of the new website and where certain information can be found by briefly reviewing each link and the new hot button features. She also briefly reviewed the Public GIS Site.

Ms. Roundtree asked the Board if they have any questions before the site goes live.

Mr. LaMotte stated that the Committee met to review the website, noting that he liked the updated photos and thanked everyone who worked on the website.

Mr. Block asked about analytics and Ms. Roundtree advised that she will be using Google analytics to follow which pages are more popular in the new site.

There was a general consensus of the Board approving the website and authorizing the transition.

9) 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.

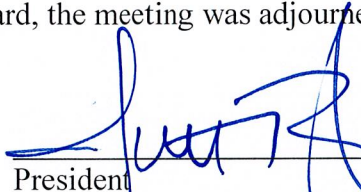
10) COMMENTS FROM THE BOARD

Ms. Baker thanked Mr. Beatty and Mr. Schaffer for taking care of a constituent issue within 24 hours, noting that the homeowner was extremely impressed.

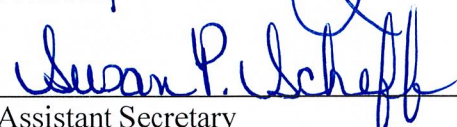
11) ADJOURN

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