

**MINUTES OF A BOARD OF SUPERVISORS MEETING  
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 10/28/20**

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Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:00 a.m. on October 28, 2020 via Zoom teleconference.

**1) ROLL CALL**

There were present (via online teleconference) Board President Matthew J. Boykin and Supervisors L. Marc Cohn, Adrian M. Salee, Gregory Block, and Ellen T. Baker; Executive Director O'Neal Bardin, Jr.; District Engineer Robert W. Lawson of Arcadis and General Counsel Kenneth W. Edwards of Caldwell Pacetti, et al.

Also present (via online teleconference) were Deputy Director Dan Beatty; Finance Director Katie Roundtree; Executive Assistant Susan Scheff; Director of Operations Ken Roundtree; Programs Administrator Jared Kneiss; Permit and Contract Specialist Mila Acosta; and Kim Leser of Arcadis.

**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. Bardin asked that the Board remove Item 7b) for Unit No. 14 – Eastpointe, noting that Staff had received last minute comments to the Agreement. He explained that the item will be brought back at a future meeting.

A **motion** was made by Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the request.

#### **4) APPROVAL OF MINUTES**

A **motion** was made by Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the Minutes of the September 23, 2020 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.

Ms. Roundtree advised that no members of the public had joined the online virtual meeting.

Ms. Scheff advised that she had not received any comments from the public via email prior to the meeting nor were any public comments received by any of the other advertised methods.

#### **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. 18 – Ibis Golf & Country Club  
Consider Purchase Order to Data Flow Systems
- b) General  
Consider Vehicle Purchase Authorization
- c) Payment Requests

copies of which are contained in applicable Northern files.

#### **8) REGULAR AGENDA**

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

Mr. Beatty gave a status report of this project, initially displaying the unit map and site plan which delineated the two remaining residential parcels yet to be developed. He then showed more detailed plans

for the two parcels, followed by aerial photos of the completed Public Park project. He noted that the High Level Maintenance Agreement addresses the Park facilities for which the Association has now assumed all maintenance responsibilities. He noted that it is a nice public amenity for both the Alton community and the residents of the City of Palm Beach Gardens.

Ms. Baker commented that she has seen the Park and thinks it looks great.

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

**~~b) UNIT OF DEVELOPMENT NO. 14 – EASTPOINTE~~  
~~Consider First Amendment to Agreement~~**

This item was removed from the agenda at the beginning of the meeting.

**c) UNIT OF DEVELOPMENT NO. 21 – OLD MARSH  
Consider Purchase Order to Construction Technologies, Inc.**

Mr. Beatty stated that this project was initiated last year as part of Northern's Five Year Capital Improvement Plan. He explained that there are two stormwater pump stations in Old Marsh and each of those pump stations currently operate with one pump. He further explained that the Board had previously approved a Purchase Order to MWI for the manufacturing of pumps for this project.

Mr. Beatty stated that this Purchase Order is for the physical modifications to the pump stations as well as the associated work necessary for the installation of the additional new pumps. He reported that a request for quotations was sent to three of Northern's General Services contractors. Three bids were received and Construction Technologies, Inc. submitted the lowest bid in the amount of \$245,450.00. He explained that Construction Technologies, Inc. has satisfactorily completed similar projects in the past for Northern, noting that a Payment and Performance Bond is included in that price and Staff 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 Purchase Order No. 20-805 to Construction Technologies, Inc. in the amount of \$245,450.00.

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

Mr. Beatty gave a status report of this project, initially displaying the unit map and site plan. The site plan delineated the area involved in the ongoing site plan modification process and Northern's associated process to amend the Plan of Improvements (POI) and Report of Engineer (ROE) accordingly. He reported that Freehold Communities has received the necessary approvals from Palm Beach County for the site plan modification, thereby increasing the density and number of residential units. He explained that Northern can now proceed with finalizing the associated amendments to Arden's POI and ROE. He noted that there will likely be a Public Hearing in December to consider the POI amendment and also authorize preparation of the amendment to the ROE. Mr. Beatty then displayed the new site plan, noting that there will be an additional farm/recreational site located in the northern section of the Unit.

Mr. Boykin asked to see one of the previous slides and then asked if the developer is adding more homes. Mr. Beatty responding affirmatively, advising that they will be building more zero lot line patio homes and the newly configured section will have its own amenities center and farm. Mr. Boykin noted that Palm Beach County must have approved the increased traffic impacts to the development's entrance and Mr. Beatty concurred.

Mr. Beatty continued his report with aerial photos of the latest phase of the Linear Park which has been completed.

Mr. Boykin asked what material was used for the path. Mr. Beatty explained that it is a shell rock path, noting that Arden is responsible for maintenance of the path. A brief discussion followed with regard to the path.

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

**e) GENERAL**

**Consider Purchase Order to Murray Logan Construction, Inc.**

Mr. Beatty stated that this is a project identified through Northern's routine inspection process. He explained that the construction of Northern's Emergency Operations Center (EOC) included the installation of a 5,000 gallon underground water tank for back-up water supply, noting that the tank is 15 years old and showing signs of rust and deterioration. He stated that a project and its design were initiated and it was determined that, based on current usages, the replacement tank should be a 10,000 gallon tank which will provide additional water for the chiller system and meet potable water demands.

Mr. Beatty stated that a request for quotations was sent to three of Northern's General Services contractors. He reported that two bids were received, and Murray Logan Construction submitted the lowest bid in the amount of \$144,668.00. He stated that Staff recommends approval of a Purchase Order to Murray Logan Construction.

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 Purchase Order No. 20-792 to Murray Logan Construction in the amount of \$144,668.00.

**8) MISCELLANEOUS REPORTS**

**a) ENGINEER**

Mr. Lawson had nothing to report.

**b) ATTORNEY**

Mr. Edwards reported that he does not believe that the Governor will be extending the waiver of the physical quorum requirement, so at least three Board Members would need to be physically present for the November Board Meeting.

Mr. Edwards also reported on an issue involving Unit of Development No. 16, Palm Beach Park of Commerce. He explained that Northern had issued a permit to the Park of Commerce Association for

the installation of a 12-inch potable water utility line within one of its roadways. This pipeline was to be owned by the County who similarly authorized the installation by permit. He stated that the certified construction drawings show that the water line was installed at less than half of the required depth.

Mr. Edwards stated that in order to not significantly interfere with the current development of the Park, the Association and the County reached an Agreement granting the Association three years in which to remove and replace the pipeline to the required depth of 30 inches. He noted that once Northern became aware of the drafting of this Agreement, Northern requested it be made a third party beneficiary to the Agreement, thereby granting Northern enforcement powers, if necessary.

He explained that this was presented for information only, noting that Northern's requested changes were approved by the parties and the Agreement has been signed by the County and the Association.

**c) EXECUTIVE DIRECTOR**

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

Mr. Bardin also stated that although Board Meeting will be conducted in person, he will not be opening the office to the public at this time. He reported that Northern has been successful in avoiding introduction of the virus to the building and the Staff and he wishes to continue being careful until a vaccine is available or the infection rate lowers significantly.

**9) COMMITTEE REPORTS**

**a) PERSONNEL COMMITTEE**

**i) Consider Committee Recommendation**

Mr. Boykin reported that the Personnel Committee met and he briefly reviewed the changes to the Employee Manual with respect to the On-Call Policy payment schedule and the mileage limitation for

Northern vehicles that are driven home by on-call employees.

Mr. Bardin briefly reviewed Northern's succession planning process and organizational changes being made within the Operations Department. He noted that additional changes will be made as Northern's focus shifts from construction to operations and maintenance of existing facilities.

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 changes to Northern's Employee Manual, as presented.

## **10) RECEIVE AND FILE**

The following items were presented to be received and filed:

- Northern Quarterly Financial Report;
- U16 - Palm Beach County Corrective Action Agreement;
- U16 - Annual Environmental Liaison Inspection Report; and
- Proof of Publication of Meeting Notices

copies of which are contained in Northern's records.

## **11) COMMENTS FROM THE BOARD**

Mr. Cohn asked if he will be notified when there is no further need for the Extension Directive requirement. Mr. Edwards advised as to his belief that a physical quorum will be required at the November meeting.

Mr. Bardin stated that Mr. Edwards will advise the Board when the Extension Directives are no longer needed, and Ms. Scheff stated that she will continue to send reminder notices to the Board President and Vice-President.

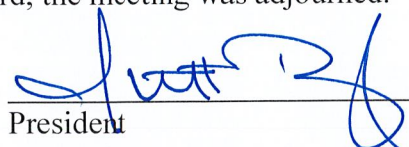
Mr. Salee asked for some additional information with regard to the backup equipment at Unit 21, Old Marsh. Mr. Beatty advised that an engineering study was done and he explained the process with regard

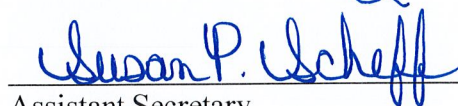
to redundant backup at the stormwater pumping stations.

Ms. Baker asked if Committee assignments will take place during the November meeting. Ms. Roundtree advised that Committee lists and descriptions will be included in next month's Board packet for Board Member review prior to the meeting.

**12) ADJOURN**

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

  
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President

  
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Assistant Secretary