

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 07/28/21**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:00 a.m. on July 28, 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 O'Neal Bardin, Jr.; District Engineer Robert W. Lawson of Arcadis and General Counsel Kenneth W. Edwards of Caldwell Pacetti, et al.

Also present were Deputy Director Dan Beatty; Finance Director Katie Roundtree; District Clerk Susan Scheff; Director of Operations Ken Roundtree; Capital Construction/Permits Administrator Tim Helms; Staff Engineer Kim Leser; Sam Graybill of Kimley Horn and Associates, 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

There were no additions or deletions to the agenda.

4) APPROVAL OF MINUTES

A **motion** was made by Mr. Salee, seconded by Mr. Block and unanimously passed approving the Minutes of the June 23, 2021 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. Block and unanimously passed approving the following Consent Agenda Items:

- a) Unit No. 16 - Palm Beach Park of Commerce
Consider Seventeenth Addendum to Law Enforcement Service Agreement – Sheriff of Palm Beach County
- b) Unit No. 18 – Ibis Golf & Country Club
Consider Encumbrance Modification to Data Flow Systems, Inc.
- c) Unit No. 45 – Paseos
Consider Purchase Order to Flying Scot, Inc.
- d) Unit No. 53 – Arden
Consider Authorization to Close Cost of Issuance Trust Account
- e) Payment Requests

copies of which are contained in applicable Northern files.

7) REGULAR AGENDA

a) UNIT OF DEVELOPMENT NO. 2C – ALTON

i) Status Report

Mr. Beatty began his report by showing the Board the Unit map and then displayed a site plan and aerial photo which delineated Parcel D. He showed photos of the site from multiple directions, explaining that base material for the roadways is now onsite and all of the underground facilities have been installed. Mr. Beatty stated that construction is on schedule and going smoothly, noting that J.W. Cheatham is the contractor and Staff is very pleased with the progress thus far.

There was a brief discussion with regard to the buffer area to the east side of the project.

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

ii) Consider Change Order to J.W. Cheatham, LLC (CO No. 1)

Mr. Beatty stated that this is Change Order No. 1 to J.W. Cheatham, LLC, which reduces the contract value in the amount of (\$42,125.00). He explained that the need for this change order is due to a change in paver brick material as well as a negative quantity adjustment, and Staff recommends approval.

Mr. Boykin asked what is done with the excess material, and Mr. Beatty advised that the actual field quantity was determined to be lower than what was projected in the bid documents, and the material had not yet been purchased.

Mr. Salee asked about the change in material, and Mr. Lawson advised that the thickness of the material changed, but noted that it is similar in quality.

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 Change Order No. 1 to J.W. Cheatham, LLC in the amount of (\$42,125.00).

**c) 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, followed by aerial photos. The photos included views of Pods J, I South, H and G which have been cleared and prepared for construction. He reported that he believes Pod G is the first one that will be worked on, pointing out the materials that are currently being stored on that site. He stated that the project is currently ramping up and there will be more to report at future meetings.

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

d) GENERAL

i) Consider Extension of Grant Application and Management Services Agreements (2)

Ms. Roundtree stated that in April and May 2021, the Board approved Grant Application and Management Agreements with two firms, RMPK Funding, Inc. and In Rem Solutions, Inc. She explained

that the agreements were issued for an initial partial year term, ending on September 30, 2021, and Staff requests that the agreements be extended for an additional one-year term beginning October 1, 2021.

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 extensions of the Grant Application and Management Agreements, as presented.

ii) Consider Reimbursement for Florida Association of Special Districts Certified District Officials Program

Mr. Bardin stated that the Florida Association of Special Districts (FASD) provides certification programs for District Managers and District Elected Officials. He explained that Ms. Baker has applied for and been accepted to the Certified District Official program. He further explained that over a two fiscal year period the maximum expense should be less than \$2,000, and Staff is requesting Board 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. Block and unanimously passed approving Ms. Baker's request for reimbursement, as presented.

8) MISCELLANEOUS REPORTS

a) ENGINEER

Mr. Lawson had nothing to report.

b) ATTORNEY

Mr. Edwards reported that Northern has received two notices from a personal injury attorney regarding a slip and fall that occurred in Unit No. 2C, Alton. He explained that they are giving Northern the mandatory six months advance notice, noting that if the matter does not get resolved in that timeframe, they will commence with a lawsuit.

Mr. Edwards stated that with regard to the Legislative Session, the Governor has begun signing some of the legislation that applies to special districts and other local governments. He reported that the bill requiring four hours of ethics training for Board Members died in Committee. However, there is a new requirement to provide a needs analysis of Northern's the surface water management system for the next 20 years. This report needs to be updated every five years and submitted to the County, which then assembles the reports for transmittal to Tallahassee. He noted, that since the bill passed after Northern already adopted the TRIM roll for the budget, funding the report's preparation could potentially cause some budget issues. Mr. Edwards stated that there were also legislative changes with regard to the annual financial report requirements for special districts.

At Mr. Boykin's suggestion, Mr. Edwards informed the Board that their 2020 Form 1 Statements should have been filed by July 1, 2021, but stated that fines are not incurred until September 1, 2021.

Ms. Baker asked if Staff will be preparing the needs analysis report, and Mr. Beatty advised that based upon the information required in the report, he believes the preparation can be handled internally.

Mr. Salee asked how long it will take to perform the analysis, and Mr. Beatty advised that this will be the first time Staff prepares this report, so he does not yet have that information. Mr. Edwards explained that the report is not due until June 2022.

c) EXECUTIVE DIRECTOR

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

9) RECEIVE AND FILE

The following items were presented to be received and filed:

- U53 - Partial Release of Easement - Pod G North;
- U53 - Partial Release of Easement - Pod H South;

- Assessment Collection Status as of July 8, 2021;
- Northern Quarterly Financial Report; and
- Proof of Publication of Meeting Notice

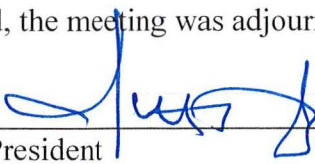
copies of which are contained in Northern's records.

10) COMMENTS FROM THE BOARD

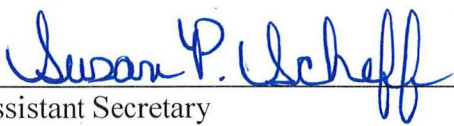
There were no comments from the Board.

11) ADJOURN

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



President



Assistant Secretary