

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 12/18/19**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:03 a.m. on December 18, 2019 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 John P. Cohen, Adrian M. Salee and Gregory Block; 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; Executive Assistant Susan Scheff; Director of Operations Ken Roundtree; Budget & Tax Roll Manager Laura Ham; Project Manager/Construction Coordinator Tim Helms; Permit and Contract Specialist Mila Acosta; Michael Schwartz of Kimley-Horn; Jim Sullivan of WGI; Greg Fagan of Fagan Engineering; and Cliff Hertz of Nelson, Mullins, et al.

2) ESTABLISHMENT OF A QUORUM

Mr. Boykin announced that a quorum was present 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 reported that that no additions or deletions to the Agenda were necessary.

4) APPROVAL OF MINUTES

A **motion** was made by Mr. Salee, seconded by Mr. Cohen and unanimously passed approving the Minutes of the November 20, 2019 Annual Landowners Meeting and November 20, 2019 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

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

- a) Unit No. 2C – Alton
Consider Bills of Sale to Seacoast Utility Authority (2)
- b) Unit No. 53 – Arden
Consider Authorization to Record Permit No. PER-53-023 – Gonzalez
- c) Multi-Unit
Consider Purchase Order to Shenandoah Construction
- d) 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 gave a status report of this project, initially displaying the site plan, followed by aerial photos of the linear park site. He noted that there have been some delays in construction due to circumstances beyond Northern's control, such as FPL and developer coordination issues. The aerial photos included views of park site from various angles as well as the preserve buffer in Parcel G, the nature trail and landscape enhancements.

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

**b) UNIT OF DEVELOPMENT NO. 16 – PALM BEACH PARK OF COMMERCE
Consider Water Management Easement and Release of Easement**

Mr. Lawson explained that this item is related to three adjacent lots that are contained within Unit No. 16 and identified as PIPD Plat No. 15, Lots P, Q and R. He further explained that there is an existing Blanket Water Management Easement over all three of these parcels and two existing Northern owned and operated drainage canals located therein. Northern is being asked to release the Blanket Water Management Easement in exchange for a new relocatable Water Management Easement that will encompass the location of Northern's two existing drainage canals and the possible relocation sites. He stated that Northern's facilities may be relocated, at the sole cost of the Landowner, in order to facilitate development for these three adjacent lots. Staff has been working closely with the Landowner's consultants and approval is recommended.

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. Cohen and unanimously passed accepting the Water Management Easement and Release of Easement, as presented.

Mr. Boykin asked about the proposed Surf Ranch project for this Unit, and Mr. Bardin advised that the project had to be abandoned due to groundwater concerns.

c) UNIT OF DEVELOPMENT NO. 53 – ARDEN

i) Status Report

Mr. Beatty gave a status report of this project, initially displaying the site plan, followed by aerial photos. The photos included views of the linear park which runs along the west side of the project, Pod J East which is under construction, Pod K and an overall drone photo of the project. He reported that the project is moving along well and Staff is pleased with the progress.

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

ii) Consider Water Management Easement

Mr. Lawson explained that this item is a 30-foot Water Management Easement across Tract 0-1 of the Arden PUD, Plat 1. He further explained that it was a condition of approval of the Plat for Pod C North. He reported that the Easement has now been received and acceptance is recommended.

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. Cohen and unanimously passed accepting the Water Management Easement.

iii) Consider Special Warranty Deed

Mr. Lawson explained that this item is also associated with the Pod C North Plat, noting that the linear park falls within Tract B. He reported that Tract B is a 200-foot wide tract that was dedicated to Northern for its use, but was not given to Northern in fee title. He stated that since Northern is spending so much on improvements in this area, it is prudent that Northern own Tract B in fee simple. He further stated that this Deed was agreed upon by the parties, reviewed and approved by General Counsel and acceptance is recommended.

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. Cohen and unanimously passed accepting the Special Warranty Deed.

8) COMMITTEE REPORTS

**a) TECHNOLOGY COMMITTEE
Discussion of Technology Committee Meeting**

Ms. Roundtree reported that the first meeting of the Technology Committee took place on December 11, 2019. She explained that eight different topics were discussed at the meeting, but due to the sensitive security aspects of the material, she would only be presenting a brief overview of what was discussed.

The first item discussed was Northern's in-house GIS system and how it is used by Staff. She noted that a public version is anticipated to be launched sometime during the first quarter of next year, and it will be updated approximately every six months or so.

The next topic to be discussed was Northern's Information System, which is essentially its electronic records management system. Ms. Roundtree explained that Northern is in the process of converting its old system, which is no longer supported by its developer, to OnBase, a larger and more-widely used software. The new system is currently being customized and should be completed early next year.

The next subject discussed was Northern's Telemetry System. Ms. Roundtree noted that the Board recently approved conversion of the system from UHF to VHF, and she had given the Committee an overview of how it is utilized by Staff.

The next item discussed was Northern's drones. She explained that the Board frequently views drone photos during the Unit 2C and 53 Status Reports. Northern currently has two drones that are three to four years old, and Staff will be budgeting to replace them in the future.

The next topic to be discussed was Northern's newly purchased security cameras. Ms. Roundtree explained their location, operation and how they are monitored.

The next subject was cybersecurity and how Northern addresses that issue.

The next item addressed by the Committee was Northern's hardware and software updates. Ms. Roundtree briefly reviewed the plans for hardware replacement and software upgrades.

The last item for Committee discussion was the drafting of a Data Breach Policy for future Committee consideration.

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

9) MISCELLANEOUS REPORTS

a) ENGINEER

Mr. Lawson had nothing to report.

b) ATTORNEY

Mr. Edwards had nothing to report.

c) EXECUTIVE DIRECTOR

The Community Information Report is included in the Board materials for review, and Mr. Bardin had nothing further to report.

10) RECEIVE AND FILE

The following items were presented to be received and filed:

- Assessment Collection Status as of December 4, 2019;
- Northern Monthly Financial Reports; and
- Proof of Publication of Meeting Notice

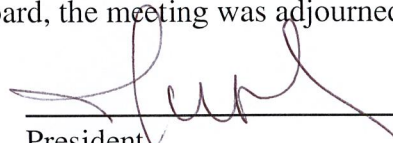
copies of which are contained in Northern's records.

11) COMMENTS FROM THE BOARD

There were no comments from the Board.

12) ADJOURN

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



President



Assistant Secretary