

**MINUTES OF A BOARD OF SUPERVISORS MEETING  
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 12/14/22**

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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 December 14, 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, Gregory Block, Ellen T. Baker and Brian J. LaMotte; 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; Capital Construction/Permits Administrator Tim Helms; Operations Manager Jon Iles; Kevin Mayo of FlipsideGeo; Jim Sullivan of WGI; and Cliff Hertz of Nelson, Mullins, et al. (Unit 16).

**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 stated that items 6) a) and b) are being removed from the Agenda.

**4) APPROVAL OF MINUTES**

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the Minutes of the November 16, 2022 Annual Landowners Meeting and the November 16, 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 Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the following Consent Agenda Items, noting the deletions made at the beginning of the meeting:

- a) ~~Unit No. 18 – Ibis Golf & Country Club~~  
~~Consider Purchase Order to Hinterland Group, Inc.~~
- b) ~~Unit No. 31 – BallenIsles Country Club~~  
~~Consider Purchase Order to Hinterland Group, Inc.~~
- c) 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 explained that there is not much activity taking place, noting that it is one of Northern’s last remaining bond projects. He stated that he has left a message for the City Engineer for updated information on the hospital project and the University of Florida project, but has nothing to report at this time.

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 Funding Agreement No. 3**

Ms. Leser explained that in December 2021, the Board approved a proposal from Kimley-Horn and Associates, Inc. for the design, permitting and construction phase services associated with the extension of

Venture Way in Unit 16, Palm Beach Park of Commerce. She stated that Funding Agreement No. 2 was also approved at the same Board Meeting to provide a funding mechanism for the design, permitting and construction phase services associated with the water and sewer utilities (Private Improvements) portion of the Project. She reported that the design and permitting is now complete and Kimley-Horn has provided an estimate for the Private Improvements in the amount of \$472,005.00.

Ms. Leser noted that that project is now out for bid and Funding Agreement No, 3 has been prepared by Mr. Edwards in the amount of \$590,006.25, which represents 125% of the Private Improvements cost estimate, and the Developer has already provided payment. Funding for the Public and Private Improvement costs will come from Bond proceeds and the subject Funding Agreement, respectively. She noted that approval is recommended for Funding Agreement No. 3 in the amount of \$590,006.25.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving Funding Agreement No. 3 in the amount of \$590,006.25.

**c) UNIT OF DEVELOPMENT NO. 31 – BALLENISLES COUNTRY CLUB**

**i) Consider Acceptance of Water Management Easement**

Ms. Leser explained that in September of 2020, Northern and BallenIsles Community Association, Inc. (BICA) entered into the Sale and Purchase Agreement to facilitate BICA's construction of the Guardhouse at PGA Boulevard and Northern's subsequent purchase of the aforementioned guardhouse. She stated that one of the requirements was the provision of easements to allow uninterrupted flowage and access to, and for maintenance of, the BallenIsles water management system. She further stated that the related Water Management Easement is being granted by the BallenIsles Country Club to Northern. Ms. Leser reported that the sketch and description for the referenced easement was prepared by Keshavarz & Associates, Inc., which is under contract with Northern to perform plat and survey services and reviews and she recommends acceptance.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. LaMotte and unanimously passed accepting the Water Management Easement.

**ii) Consider Acceptance of Bills of Sale (2)**

Mr. Beatty explained that this item and these Bills of Sale are the mechanisms used and incorporated into the Agreement for the conveyance of the guardhouse. He stated that now that the guardhouse is complete, it is appropriate for Northern to execute its acceptance of two Bills of Sale, one for the utilities associated with the guardhouse and one for the guardhouse itself.

Mr. Beatty asked Mr. Edwards if the Board can accept the Bills of Sale with one motion, and Mr. Edwards responded affirmatively, adding that acceptance of the Bills of Sale will result in the closing on the guardhouse facility.

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the Closing under the Purchase Agreement by acceptance of the two (2) Bills of Sale Absolute.

**iii) Consider Approval of Final Payment Request**

Mr. Beatty stated that this item is for Board authorization to issue the final payment for the guardhouse now that construction has been completed.

[For informational purposes only and as stated in the Executive Summary for this item, under the Purchase Agreement, once Final Completion has been achieved and the required conveyance documentation received, approved and accepted by Northern, Northern is obligated to make the Final Installment Payment, as well as the additional payment per the Fourth Amendment, to BICA. Funds for such Final Installment Payment and Fourth Amendment in the amount of \$93,737.00 have been encumbered and are available for such payment.]

Mr. Boykin called for any comments from the public to which there was no response.

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed approving the combined Final Installment and Fourth Amendment payments to BICA.

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

Mr. Beatty began by showing the Board the unit map and site plan. He stated that the status report is associated with the bond improvements for Arden. He noted that Staff has not heard anything further from Lennar with regard to additional bond issuance, the current awarded construction projects are nearing completion and there is nothing further to report at this time.

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

**e) GENERAL**

**i) FEMA Update**

Ms. Roundtree reported that, as Mr. Beatty had reported a couple of months ago, Northern did not receive any significant damage associated with Hurricanes Ian and Nicole. However, she reported that Northern is eligible to submit for emergency protective measures which includes anything that Staff needed to do in order to prepare for the storms. She stated that Northern is eligible to submit for any run time for the stormwater pumps which amounts to approximately \$58,000.00 at 100% reimbursement. Ms. Roundtree said that the reimbursement request has been submitted and she will advise once those funds are received.

Ms. Roundtree also reported that the Florida Department of Environmental Protection Resilient Florida grant applications had been submitted for the Unit 5 and Unit 20 projects and the Department indicated that Staff should receive word in December, so she hopes to have something to report shortly.

Mr. LaMotte asked if those grants are approved, will the money go back to the applicable Units and she responded affirmatively. Mr. LaMotte also asked if the grant applications are handled internally, and Ms. Roundtree advised that Northern has a contract with Ryan Ruskay of RMPK Funding, Inc. She also

briefly mentioned a couple of other grants that are currently being worked on in addition to those just mentioned.

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

**ii) LiDAR and GIS Wrap-up Presentation**

Ms. Roundtree introduced Kevin Mayo to those who have not met him, explaining that he was previously an employee for Northern, but left to start his own company. She explained that Mr. Mayo developed Northern's GIS site and currently acts as Northern's GIS Consultant. She also introduced Jim Sullivan of WGI, noting that he is the gentleman in charge of Northern's LiDAR project and she had asked them to give the Board an update on the LiDAR project and its integration into Northern's GIS.

Mr. Mayo addressed the Board to present the LiDAR GIS Data Collection and Integration project for Fiscal Year 2021-2022. He explained that this was a two-part project with WGI doing the initial field data collection and some post-processing before handing it over to him to integrate into Northern's GIS. He then gave a brief overview of the project explaining that it covered Northern-owned roadways with a focus on inlets, manholes and signs. Mr. Mayo stated that the two large parts of the project on the GIS side were to update the GIS with features that did not previously exist and then clean up items that had been there for years with more accurate location information. He explained that he not only received the data requested, but much more, noting again that Northern's focus was inlets, manholes and signs.

Mr. Boykin asked what an inlet was and was advised that it is what is typically referred to as a catch basin.

Mr. Mayo showed examples of data that was in the GIS previously and pointed out how information that was added and/or cleaned up is differentiated. He explained that the LiDAR technology gives the exact location of the assets, adding that signs took the bulk of his time to document. He then showed a more detailed slide of a particular data point and then went into more detail showing the attributes column for a particular data point.

Mr. Block asked if Northern has integrated this information with the 811-Call Before You Dig program, and Mr. Mayo advised that Northern has not yet taken that step.

Mr. Mayo summarized this project by addressing how much data was collected and noting that 4,723 features were added to Northern's GIS. He explained that the project was quite successful in adding much more data into the GIS in not much time and with minimal personnel.

Mr. Beatty added that Northern has already benefitted by the new data which has been added to the GIS.

Mr. Block asked if there would be any value added to going to off-road to capture the utilities and structures within the internal preserve areas, etc. Mr. Mayo advised that Northern has a lot of that type of data in the system, and he reviewed the various ways that Staff has to collect that data.

Ms. Leser added that when Northern accepts a Bill of Sale, Easement, etc., that information is also forwarded to Mr. Mayo for inclusion in the GIS.

Mr. Block asked if Northern is able to integrate with South Florida Water Management District and Mr. Mayo responded affirmatively, noting Northern shares data frequently with other agencies and has web services available to them.

Ms. Roundtree briefly showed the Board actual GIS examples of interior GIS work that was done by a former intern.

Mr. Mayo reported that Northern also has a public GIS site which is accessible from the website for public use. He further reported that Northern's internal system will be updated completely in the next couple of months.

Mr. Edwards asked if the GIS is tied into documents in Northern's IS, and Ms. Roundtree explained how Northern's data is managed at this time.

Ms. Leser described how Northern's Easements are linked to GIS and the Property Appraiser Public Access (PAPA) system.

The Board thanked Mr. Mayo for his time.

Mr. LaMotte asked Mr. Sullivan to address the Board and explain how WGI obtains the field data.

Mr. Sullivan addressed the Board explaining that Mr. Roundtree approached WGI about mobile data collection to address some concerns about the accuracy of some of Northern's assets. He briefly explained the process and LiDAR capability, noting that the vehicle WGI uses collects millions of data per second.

Ms. Baker asked if the vehicle is autonomous, and Mr. Sullivan advised that they use two people, one driving and one operating the computer.

Ms. Leser asked if there is a certain speed required to capture the data, and Mr. Sullivan advised that they try to drive at 50 miles per hour and they typically go through an intersection twice.

Mr. Beatty thanked Mr. Sullivan for his time.

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 had nothing to report.

### **c) EXECUTIVE DIRECTOR**

Mr. Beatty 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:

- Assessment Collection Status;
- Northern Monthly Financial Reports; and
- Proof of Publication of Meeting Notice



copies of which are contained in Northern's records.

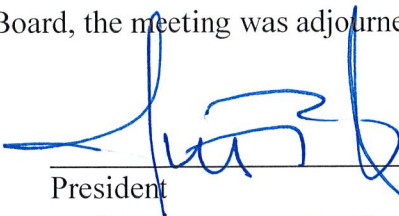
**10) COMMENTS FROM THE BOARD**

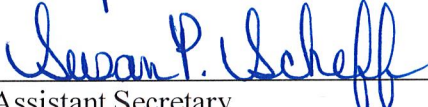
There were no further comments from the Board.

**11) ADJOURN**

A **motion** was made by Ms. Baker, seconded by Mr. Cohn and unanimously passed to adjourn the meeting.

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