

**MINUTES OF A BOARD OF SUPERVISORS MEETING  
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 10/12/22**

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Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 8:01 a.m. on October 12, 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 Adrian M. Salee, Gregory Block and Ellen T. Baker; 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; Programs & Facilities Maintenance Administrator Jared Kneiss; Operations Supervisor-Stormwater Greg Sale; Operations Manager-Aerators Jon Iles; SCADA & Technology Analyst Ross Keith; Stormwater Technician Matthew Lee; Operations Supervisor-Infrastructure Eric Vincent; Operations Manager-Canals Randy Cross; Field Technician II Pietro Corrias; Field Technician II Justin Helms; Information Specialist Michelle Hahn; Jonathan Ricketts of J.T.R., Inc.; and David Calle of Kimley-Horn.

**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 August 24, 2022 Public Hearing.

A **motion** was made by Mr. Salee, seconded by Mr. Block and unanimously passed approving the Minutes of the August 24, 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 Mr. Salee, seconded by Mr. Block and unanimously passed approving the following Consent Agenda Items:

- a) Multi-Unit  
Consider Change Order to The Grassroots Corporation – Annual Landscape Maintenance Contract No. 3 (CO No. 1)
- b) Unit No. 2C – Alton  
Consider Change Order to J.W. Cheatham, LLC – Parcel G, Phase III (CO No. 5)
- c) Unit No. 18 – Ibis Golf & Country Club  
Consider Purchase Order to LimnoTech
- d) General
  - i) Consider Resolution Terminating Credit Card Agreement with TD Bank (2022-06)
  - ii) Consider Ratification of Purchase Order to Gilbert Ford, LLC
  - iii) Consider Declaration of Surplus Equipment
  - iv) Consider Third Amendment to Agreement with Jonathan T. Ricketts, Inc.
- e) Payment Requests

copies of which are contained in applicable Northern files.

## 7) REGULAR AGENDA

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

Ms. Leser began by showing the Board the unit map and displaying the site plan. She explained that there is not much to report since the last Board Meeting. She stated that the final testing is being completed in Parcel G, Phase 3, and Michael B. Schorah & Associates is producing plans for the final lift of the community roadways in Phase 2. She also stated that Northern has received a permit application submittal for the Alton Medical Center, noting that the project is still under review with the City and other agencies at this time.

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

### b) UNIT OF DEVELOPMENT NO. 31 – BALLENSLES COUNTRY CLUB Consider Fourth Amendment to Sale and Purchase Agreement

Mr. Beatty explained that this item was discussed at the previous Board Meeting with respect to additional expenses incurred as a result of cost escalations and some additional requirements from Seacoast Utilities. He stated that the Board agreed that these expenses could be funded as part of the Guardhouse construction project by way of a Fourth Amendment to the Sale and Purchase Agreement. Mr. Beatty stated that Mr. Edwards prepared the Amendment, the Attorney for the BallenIsles Community Association has approved it and Staff recommends it for approval.

Mr. Edwards stated that the additional amount of \$49,952.00 will be paid at closing.

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 the Fourth Amendment to the Sale and Purchase Agreement with BICA.

### c) UNIT OF DEVELOPMENT NO. 53 – ARDEN

#### i) Status Report

Mr. Beatty began by showing the Board the unit map and site plan. He stated that the construction

elements of this project are moving as expected and are on schedule. He further stated that Ms. Leser will be presenting a Change Order with respect to some work that Lennar has decided not to proceed with at this time. He reported that Staff has met with Lennar to discuss a potential bond issuance for future phases, but they have not yet made a formal request to move forward.

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

**ii) Consider Change Order to Centerline Utilities – Pods D-Southeast, D-Southwest & I-North (CO No. 1)**

Ms. Leser explained that this item is consideration of a Change Order to Centerline Utilities for Pods D-Southeast, D-Southwest and I-North. She stated that Northern approved an Award of Contract to Centerline Utilities in July for the Public Improvements. She further stated that on September 14, 2022, the Developer requested the removal of the Arden Pod D-Southwest Improvements from that Contract, noting that Lennar's request letter is included in the Board package. Ms. Leser explained that the reason for the removal is to accommodate current market conditions and accelerate the development of the I-North Pod. She further explained that the D-Southwest Public Improvements consist of the installation of water, sewer and drainage infrastructure with a contract total of \$965,418.61. She reported that, in order to accommodate the removal of Pod D-Southwest, there is some additional work to Pod D-Southeast required regarding the connection of utilities. This additional work amounts to \$5,950.00, so the Change Order is a deduction in the amount of \$959,468.61, representing the removal of the Pod D-Southwest Public Improvements project from the contract and includes the additional cost of \$5,950.00 to accommodate the request by Lennar. She noted that the reduction totaling \$959,468.61 will remain in the bond fund account for future use and Pod D-Southwest will have to be rebid in the future. Ms. Leser stated that Staff recommends approval of Change Order No. 1 to Purchase Order 22-788 in the amount of (\$959,468.61) to Centerline Utilities, Inc.

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 Purchase Order 22-788 in the amount of (\$959,468.61) to Centerline Utilities, Inc.

**h) GENERAL**

**i) Consider Resolution Approving the Second Amendment to Joint Participation Agreement with Florida Department of Transportation for the National Pollutant Discharge Elimination System (2022-07)**

Mr. Edwards stated that in 2017, Northern entered into a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) for the National Pollutant Discharge Elimination System (NPDES) Permit. He explained that the FDOT handles this differently than the other Co-Permittees by requiring Amendments and a Resolution authorizing its adoption. He reported that this Second Amendment increases their contribution by \$13,750.00, adding that Staff recommends approval of this Second Amendment and Resolution No. 2022-07 authorizing same.

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 the Second Amendment to the JPA with FDOT for the current NPDES permit and Resolution No. 2022-07 authorizing same.

**ii) Consider Resolution Approving the Second Amendment to Joint Participation Agreement with Florida Department of Transportation Turnpike Enterprise for the National Pollutant Discharge Elimination System (2022-08)**

Mr. Edwards stated that this second JPA with FDOT deals with the Turnpike, which was also entered into in 2017. He explained that this Second Amendment increases their annual contribution amount for provision of specified NPDES Permit required services by \$481.00. He stated that Staff recommends approval of Resolution No. 2022-08 authorizing this Second Amendment.

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 the Second Amendment to the JPA with FDOT Turnpike Enterprise for the current NPDES permit and Resolution No. 2022-08 authorizing same.

### **iii) Pipe Network Presentation**

Mr. Beatty explained that Northern has hundreds of miles of pipes that are part of its drainage system, noting that it is essentially the circulatory system of Northern's various stormwater systems. He then introduced Ken Roundtree, Northern's Director of Operations.

Mr. Roundtree addressed the Board and thanked them for allowing the Operations Department to make these presentations to highlight what the Department does. He then introduced Greg Sale, Northern's Operations Supervisor for Stormwater. He stated that Northern was lucky to hire Mr. Sale from the private sector two years ago and make note of his expertise in culverts, drainage and catch basins.

Mr. Sale introduced himself and stated that he had been working in the stormwater field for over 18 years as a commercial diver, giving some history and showing some photos of his previous diving work for Northern. He explained that divers are used to physically remove debris or dredge debris to hand excavate material. He noted that it is dangerous work and expensive, but sometimes it is the only way to clean the pipes.

Mr. Sale began by reviewing the three types of pipes used and provided information on each of them. He stated that the first type is reinforced concrete pipe (RCP) and he gave the pros and cons, noting that it is good for use under roads, bridges railroad tracks or anywhere there is heavy overburden. He reported that it is concrete outside and steel reinforced on the inside. The downside is that they are heavy and there are joints every eight feet.

Mr. Sale stated that the second type of pipe used is corrugated metal pipe (CMP), noting that it is the most common type used. He then spelled out the pros and cons of this type of pipe, noting they have less joints and have a bit more flexibility. He reported that one of the larger drawbacks is the life span. He

stated that damages can lead to sink holes, costly repairs, etc., showing photos of some of the issues and repairs.

Mr. Sale stated that the third type of pipe used is a high density polyethylene (HDPE) pipe which he will explain later in the presentation.

Mr. Sale reviewed his program to inspect, clean and replace pipes to avoid potential issues arising. He noted that the first step is to inspect the system every five years by a remotely operated vehicle (ROV) or a diver, and he showed the Board a brief video taken by an ROV. He then reviewed the cleaning program and showed photos of the process.

Mr. Sale then explained that the latest pipe being used for new installations or replacements is HDPE pipe, noting that Northern will require that this pipe be used for all underground installations from this point on. He stated that this pipe is light, easy to install, the joints are water tight, the pipe will flex, will not corrode, and will last over 100 years. He noted that this type of pipe is expensive, but it pays for itself with longevity. He then described the sliplining process in detail and showed examples.

Mr. Sale was asked and answered questions with regard to pipe size, use of divers and safety protocol information, the debris disposal process, and concerns regarding alligators.

The Board thanked Mr. Sale for his presentation and 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 began by recognizing the Operations Staff, Ms. Roundtree and Ms. Hahn for their work during Hurricane Ian.

He then recognized Mr. Salee, presenting him with a certificate for his 14 years of service on Northern's Board.

Mr. Beatty requested Board authorization to cancel the Board Meeting scheduled for October 26, 2022, and asked for a motion cancelling that meeting and allowing for ratification of the October payment applications at the following Board Meeting scheduled on November 16, 2022.

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 cancelling the Board Meeting scheduled for October 26, 2022, and allowing for ratification of the October payment applications at the following Board Meeting scheduled on November 16, 2022.

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:

- 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**

Mr. Salee thanked Staff for their cooperation over the years.

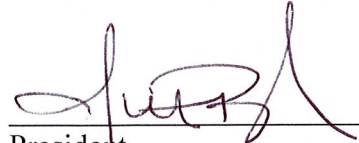
Ms. Baker thanked Mr. Salee thanked Mr. Salee for welcoming her to the Board and helping her get acclimated.

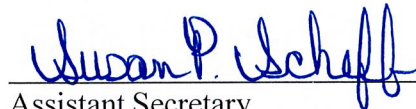


**11) ADJOURN**

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

  
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President

  
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Assistant Secretary