

**MINUTES OF A BOARD OF SUPERVISORS MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 11/20/24**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District was called to order at approximately 8:02 a.m. on November 20, 2024, 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; Budget & Tax Roll Manager Laura Ham; Programs & Facilities Maintenance Administrator Jared Kneiss; Project Coordinator Polly Scherman; Permit Coordinator Kimberly Marcello; Technical Assistant/Records Management Specialist Kathleen Maloney-Pollack; Alan Wertepny of Mock Roos; Scott Morton of Kolter Homes and Rita Feinman of BallenIsles Country Club (Unit 31).

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) ADMINISTER OATHS OF OFFICE

Mr. Edwards administered the Oaths of Office to Ellen T. Baker for Seat No. 4 and Matthew J. Boykin for Seat No. 5, and they were congratulated by Mr. Edwards and those in attendance.

4) ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Beatty reported that no additions or deletions to the Agenda were necessary.

5) APPROVAL OF MINUTES

A **motion** was made by Ms. Baker, seconded by Mr. LaMotte and unanimously passed approving the Minutes of the October 23, 2024 Regular Meeting.

6) NOMINATION AND ELECTION OF OFFICERS

Mr. Boykin announced that it was in order to nominate and elect the Officers of the Northern Palm Beach County Improvement District.

Mr. Cohn suggested that the Board's Officers remain the same for this term, unless someone would like to make a change.

Ms. Baker expressed her interest in changing from her current position as Secretary to that of Vice-President.

Mr. Cohn agreed to the requested change and accepted the position of Secretary.

A **motion** was made by Mr. LaMotte, seconded by Mr. Block and unanimously passed retaining the current slate of Board Officers, with the exception of Ms. Baker assuming the Vice-President position and Mr. Cohn assuming the now vacant Secretary position.

7) CONSIDER APPOINTMENTS

a) Committee Appointments

Mr. Cohn suggested that the Committee Appointments remain the same for this term, unless someone would like to make a change.

Mr. LaMotte expressed an interest in serving on the Personnel Committee. After some discussion, Mr. Boykin agreed to relinquish his seat on the Personnel Committee to Mr. LaMotte.

A **motion** was made by Ms. Baker, seconded by Mr. Block and unanimously passed retaining the current Committee Appointments, with the exception of Mr. Boykin relinquishing his seat on the Personnel Committee to Mr. LaMotte.

b) Intergovernmental Representatives and Miscellaneous Appointments

Mr. Cohn suggested that the Intergovernmental Representatives and Miscellaneous Appointments remain the same for this term unless someone would like to make a change.

A **motion** was made by Ms. Baker, seconded by Mr. Block and unanimously passed retaining the current slate of Intergovernmental Representatives and Miscellaneous Appointments.

8) 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.

9) 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. LaMotte and unanimously passed approving the following Consent Agenda Items:

- a) Unit No. 5 – Henry Rolf
Consider Encumbrance Modification to Mock Roos & Associates, Inc.
- b) Unit No. 9B – Abacoa II
Consider Purchase Order to WGI, Inc.
- c) Unit No. 15 – Villages of Palm Beach Lakes
Consider Purchase Order to Palmera Enterprises, LLC.
- d) General
 - i) Consider Purchase Order to Murray Logan Construction, Inc.
 - ii) Consider Tax-Advantaged Bonds Post Issuance Compliance Policy
- e) Payment Requests

copies of which are contained in applicable Northern files.

10) REGULAR AGENDA

a) UNIT OF DEVELOPMENT NO. 5A – VISTA CENTER OF PALM BEACH Consider Partial Release of Easement

Ms. Leser stated that this item is a request for a Partial Release of a Water Management Access Easement that was previously granted through a plat to Northern. She explained that when the Water Management Access Easement was granted to Northern, this particular parcel, Parcel 6, was going to be developed as an assisted living community (ACL). She stated that the ACL developer decided to not proceed with the ACL project, noting that the Emerald Dunes Golf Course then bought the property with the intent of developing it as a golf course driving range. Northern has issued a permit for the golf course driving range project, but there is a pavilion planned in the area which is encumbered by the existing Water Management Access Easement, so they have requested a partial release of the portion of the Water Management Access Easement encumbering the pavilion site. Ms. Leser explained that she and Mr. Edwards have reviewed the request and have no objections, noting that other releases may be required with regard to the closeout of this permitted golf course driving range project. She stated that she is recommending approval of the Partial Release of Easement.

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 approving the Partial Release of the Water Management Access Easement described in its Exhibit "A".

b) UNIT OF DEVELOPMENT NO. 16 – PALM BEACH PARK OF COMMERCE Consider Ratification of Purchase Order & Authorize Payment to Straight Ahead Construction

Mr. Beatty stated that this item is for ratification of a Purchase Order to Straight Ahead Construction for the emergency repair of a roadway catch basin which was reported crushed and not functioning properly. He explained that based on the location of the catch basin, ponding of water within the roadway is highly likely with any rainfall event; therefore, it was determined that the catch basin was in need of immediate repair. He noted that Straight Ahead Construction was selected as they have the ability and equipment to proceed

immediately with this type of work.

Mr. Boykin asked how the damage occurred, and Ms. Leser stated that Staff believes someone ran over it.

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 approving ratification of Purchase Order No. 25-63 and authorizing payment to Straight Ahead Construction in the amount of \$45,824.36.

**c) UNIT OF DEVELOPMENT NO. 54 – ARTISTRY LAKES
Consider Developer’s Agreement**

Mr. Beatty stated that the next step in the Unit Formation process is to develop a Plan of Improvements for the Unit. He further stated that to begin this process, Mr. Edwards has prepared a proposed Developer’s Agreement for Board consideration. Staff is recommending approval of the Agreement, contingent upon receipt of three (3) executed Landowner consents and a deposit of \$75,000 that is needed to fund the preparation of the Unit’s Plan of Improvements and associated Report of Engineer.

After some discussion, Mr. Beatty asked Mr. Morton of Kolter Homes when they plan to break ground, and he advised the Board that they are planning for March of 2025.

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 approving the Developer’s Agreement, contingent upon receipt of the \$75,000 deposit and the three (3) executed Landowner consents to the Developer’s Agreement, as presented.

11) MISCELLANEOUS REPORTS

a) ENGINEER

Ms. Leser gave the following status updates with accompanying photos under her report:

Unit No. 2C - Alton: Ms. Leser stated that the final paving in Parcel D is currently in progress and expected to be completed by the end of the year.

Unit No. 5A – Vista Center of the Palm Beaches: Ms. Leser reported that they are in the process of rehabilitating two double culverts, noting that the structures are currently being installed.

Unit No. 9B – Abacoa II: Ms. Leser reported that Operations Staff requested WGI perform assessments on three structures within Abacoa Greenway Tract 37. She explained that WGI has previously provided plans for Wooden Structure 2 and Staff is now requesting plans for Dry Detention Bridge 3, noting that Dry Detention Bridge 2 will be presented in the future.

Mr. Boykin asked if the bridge replacement will be similar to the one in Unit 43, and Ms. Leser advised that she believes the plans for this particular bridge replacement will call for a wood-based structure.

Unit No. 18 – Ibis Golf & Country Club: Ms. Leser reported that they are continuing the third alum lake treatments this week and expects the process to be completed by next week as they have completed 8 of 11 lakes thus far.

Unit No. 53 – Arden: Ms. Leser reported that Staff is currently bidding out Pod D-Northeast, Phase 2 and Pod D-Northwest, noting that the bid opening is scheduled for December 3, 2024, and will be brought to the Board for consideration at the December Meeting. She also reported on and showed photos of the permitted work being done in Pod H-North, Phase 2 and Pod D-Northeast, Phase 1. Ms. Leser completed her report by showing status photos of the adjacent West Acreage Elementary School.

Ms. Baker commented on how much she enjoyed reading Ms. Leser’s Annual Report.

b) ATTORNEY

Mr. Edwards had nothing to report.

c) EXECUTIVE DIRECTOR

Mr. Beatty reported that Staff received notification that Marcum, Northern’s auditors, have merged with CBIZ, CPAs, P.C., adding that the Board has been provided a related handout of an Assignment of

Audit Agreement/Engagement Letter for its consideration.

Mr. Boykin asked if CBIZ is also an auditing firm, and Ms. Roundtree advised that CBIZ is an auditing firm and with the acquisition of the auditing portion of Marcum, they went from the 13th largest to the 7th largest CPA firm in the United States.

Mr. Beatty stated that Staff is recommending approval of the Assignment of Audit Agreement/Engagement Letter.

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 approving the Assignment of Audit Agreement/Engagement Letter, as presented.

Mr. Beatty advised the Board that the Annual Employee Service Award Breakfast will be held following the December 18, 2024 Board Meeting, and Board Members and District General Counsel are invited to attend.

Mr. Beatty congratulated Mr. Boykin and Ms. Baker on their reelections to the Board.

The Public and Community Relations Report was included in the Board materials for review.

12) 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.

13) COMMENTS FROM THE BOARD

Mr. LaMotte congratulated Mr. Boykin and Ms. Baker on their reelections and stated he looks forward to continue serving with them.


Ms. Baker stated she was very pleased to be reelected and acknowledged how much she liked Northern's

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14) ADJOURN

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

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



Vice President



Assistant Secretary