

**MINUTES OF A BOARD OF SUPERVISORS WORKSHOP MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 09/22/10**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at approximately 9:05 a.m. on September 22, 2010 in the Administrative Building and Emergency Operations Center, 359 Hiatt Drive, Palm Beach Gardens, Florida.

1. ROLL CALL

There were present Board President Deborah A. Diaz and Supervisors Ronald M. Ash, Matthew J. Boykin and Adrian M. Salee; Executive Director and Secretary O'Neal Bardin, Jr., District Engineer Robert W. Lawson and General Counsel Kenneth W. Edwards of Caldwell Pacetti, et al.

Also present were Finance Director Katie Brunk; Executive Assistant Susan Scheff; and Michael O'Rourke (Seat No. 2 Board Member-elect in November).

Board Supervisor Marilyn Lew-Jacobs did not attend.

2. ESTABLISHMENT OF A QUORUM

Ms. Diaz 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 no additions or deletions to the Agenda were necessary.

4. APPROVAL OF MINUTES

A **motion** was made by Mr. Salee, seconded by Mr. Ash and unanimously passed approving the Minutes of the July 28, 2010 Workshop Meeting.

5. WORKSHOP TOPICS

o STRATEGIC PLANNING SESSION – DR. MARY ELLEN DORSETT, FACILITATOR

Consider Goals and Objectives

Mr. Bardin began by describing the process undertaken by Management Staff and Dr. Dorsett to develop the Goals and Objectives working document.

Dr. Dorsett explained where the Board is in the Strategic Planning process and how this step affects the future of Northern. She urged the Board to keep that in mind as they move forward establishing goals and objectives for the organization.

At this time, the group went through the working document point by point.

1.0 – Constituents

Mr. Bardin began by defining Staff’s view of Northern’s constituents as being the landowners who pay assessments to Northern, local governments whose jurisdictions overlap that of Northern and developers of those projects within which Northern provides service.

Mr. Salee noted that he believes constituents to be anyone impacted by what Northern does.

Dr. Dorsett explained that there can be more than one type of constituent – direct and indirect. Direct constituents would be those who pay assessments to Northern and indirect constituents would be those who are indirectly affected by Northern’s actions. She explained that the people who are indirectly affected by Northern can be dealt with through Northern’s Public Relations.

Mr. Bardin advised that a Stakeholder Survey was conducted in 2003, the results of which showed that Northern was providing expected services and those answering the survey were quite happy with the services provided. He noted that he could provide the Board with copies of that survey and asked if this was something the Board may wish to pursue in the future.

Mr. Boykin inquired about the expense involved and indicated that he didn't feel it was necessary to conduct another survey at this time. Ms. Diaz stated that she believes the survey was developed for different reasons and Northern is running better now than it was seven years ago. Mr. Salee stated his belief that Northern should have some time to operate in its newer role as more of a maintenance district before determining whether a survey is necessary.

Ms. Brunk added that Northern's website and continued newsletter publication helps Northern communicate the nature of its services to its constituents.

2.0 – Organizational Structure and Processes

Mr. Salee had comments with regard to the processes among staff and organizational communication. A discussion followed with regard to Northern's current processes and the idea of developing "desktop procedures" in the future.

There was discussion with regard to the general Northern office email address on the website, and Mr. Salee stated that he would like to see a report of the emails that are received through the website. Ms. Brunk acknowledged that this information could be added to the monthly Board packages.

Mr. Diaz expressed her desire that each Board Member have emails established on the website to field complaints and comments.

With reference to Agenda Item 2.1a, Ms. Diaz stated she does not want to base Northern job descriptions upon what other local governments do.

With reference to Agenda Item 2.3, it was decided that the phrase "assure redundancy" be replaced with "provide continuity". A discussion of this item continued with regard to cross-training, information provided through technical manuals and succession planning. Mr. Ash noted how pleased he was that Northern currently has cross-training processes in place.

3.0 – Cost-Effective Services

Mr. Bardin noted that one matter that should be considered in future Unit formation is Unit geographical size. He has found that some previously established Units are very small which makes it hard to provide additional services without raising assessments considerably.

There was a discussion with regard to how Staff and District consultant services are allocated and billed out to the Units of Development.

It was determined that an action item should be added to this section to determine cost effectiveness before establishing a new Unit of Development.

Ms. Diaz announced that Mr. Ash needed to leave at this time due to a previously scheduled appointment.

4.0 – Future Service Areas

Mr. Boykin asked Mr. Bardin to review the parcels within Northern's boundaries that have yet to be developed. Mr. Bardin named the four major remaining parcels as follows:

Unit 2C	Briger/Scripps II
Unit 8	Vavrus Ranch
Unit 13	Mecca Farms
Unit 53	Highland Dunes/Palm Beach Aggregates Site

There was also a discussion of the Pal-Mar land which is currently for unavailable for development as a Unit. Mr. Bardin also explained that other options potential new Units could be school or municipal sites being sold for redevelopment.

5.0 – Emergency Preparedness

Mr. Bardin and Ms. Brunk reviewed the phone systems currently in place.

Mr. Salee thanked Staff and Dr. Dorsett for the development of the working document. He was very impressed by the level of detail.

6.0 – Infrastructure

Mr. Bardin noted that some of the earlier facility construction within Northern no longer meets current construction standards and this has resulted in the development of Northern's current maintenance program.

7.0 – Public Relations

Ms. Diaz stated that she thinks the Board packages should be placed on Northern's website along with Board Minutes once they have been approved and executed.

There was a general discussion with regard to transparency issues and what type of information should be published. Also, there was discussion about establishing an email address for each Board Member.

Mr. Salee had to leave the workshop meeting at this time.

8.0 – Budget & Financial Management

Ms. Diaz noted that her comments in this section had been previously addressed and thanked Staff.

9.0 – Management and Information Systems

There was a general discussion about what items are paperless and scanned into the system at this time.

A general discussion followed with regard to the next steps to be taken in the strategic planning process. Management Staff will work on incorporating the suggested changes to the Goals & Objective documents, as well as developing drafts of possible Mission Statements. These documents will be provided to the Board via email prior to the next workshop meeting. Dr. Dorsett recommended that the Goals & Objectives document be finalized and approved by the Board before work on the Mission Statement begins.

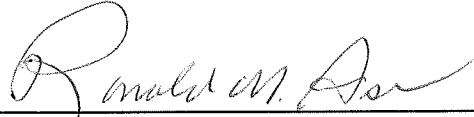
Ms. Diaz asked that Staff confirm full Board commitment to the next workshop when it is scheduled.

6. RECEIVE AND FILE

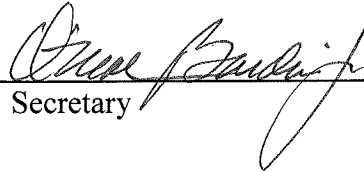
- Proof of Publication of Meeting Notice – a copy of which is contained in Northern's files.

7. **ADJOURN**

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



President



Secretary