

**MINUTES OF A BOARD OF SUPERVISORS MEETING  
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 11/19/25**

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Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District was called to order at approximately 8:01 a.m. on November 19, 2025, 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; SCADA & IT Manager Pavel Honzik; Operations Supervisor – Stormwater & Culverts Greg Sale; Operations Manager – Pumps Matthew Lee; Operations Supervisor – Infrastructure Eric Vincent; Operations Manager – Canals Randy Cross; Operations Manager – Roads Justin Helms; Field Technician II Pietro Corrias; Robert Domini of Alton and Sean Kelly and Brad Scherzer of Artistry (Unit 2C).

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

#### **4) APPROVAL OF MINUTES**

A **motion** was made by Ms. Baker, seconded by Mr. LaMotte and unanimously passed approving the Minutes of the October 22, 2025 Regular Meeting.

#### **5) 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.

A **motion** was made by Mr. Cohn, seconded by Ms. Baker and unanimously passed retaining the current slate of Board Officers.

#### **6) CONSIDER APPOINTMENTS**

- a) Committee Appointments
- b) Intergovernmental Representatives and Miscellaneous Appointments

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

A **motion** was made by Mr. LaMotte, seconded by Mr. Baker and unanimously passed retaining the current slate of Appointments.

#### **7) 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.

#### **8) 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. 11 – PGA National  
Consider Purchase Order to Underwater Hydraulics LLC
- b) Unit No. 16 – Palm Beach Park of Commerce  
Consider Acceptance of Bill of Sale
- c) Unit No. 18 – Ibis Golf & Country Club
  - i) Consider Purchase Order to Underwater Hydraulics LLC
  - ii) Consider Purchase Order to MWI Corporation
- d) General
  - i) Consider Vehicle Purchase Authorization and Declaration of Surplus Vehicle
  - ii) Consider Approval of General Services Contract – Chris Wayne and Associates, Inc.
- e) Payment Requests

copies of which are contained in applicable Northern files.

## 9) **REGULAR AGENDA**

### a) **UNIT OF DEVELOPMENT NO. 9A – ABACOA I**

#### i) **Consider Purchase Order to WGI, Inc.**

Mr. Beatty explained that the next two items are on the Regular Agenda in order for Mr. LaMotte to recuse himself. He stated that the first item is a Purchase Order to WGI for structural evaluations and design of two pedestrian bridges in Abacoa. He further stated that the Purchase Order is in the amount of \$64,630.00 and Staff recommends approval.

Prior to consideration of the Purchase Order to WGI, Inc., Mr. LaMotte recused himself from the vote, having previously filled out a Form 8B on matters involving this company.

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. Block and passed by the voting members approving Purchase Order No. 26-32 to WGI, Inc. in the amount of \$64,630.00.

**ii) Consider Purchase Order to WGI, Inc.**

Mr. Beatty explained that this item is on the Regular Agenda in order for Mr. LaMotte to recuse himself. He stated this item is a similar Purchase Order for structural evaluation and design of three lake overlook structures. This Purchase Order is in the amount of \$40,720.00 and Staff recommends approval.

Prior to consideration of the Purchase Order to WGI, Inc., Mr. LaMotte recused himself from the vote, having previously filled out a Form 8B on matters involving this company.

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. Block and passed by the voting members approving Purchase Order No. 26-33 to WGI, Inc. in the amount of \$40,720.00.

**b) GENERAL**

**i) Report on Compliance with Goals & Objectives**

Mr. Beatty reported that, in compliance with the State guidelines, Northern has met all of its previously adopted Goals and Objectives. The report will be posted on the website, as required by Florida Statute.

**ii) SCADA Presentation**

Mr. Beatty introduced Pavel Honzik, Northern's SCADA & IT Manager, to provide the Board with a SCADA presentation.

Mr. Honzik greeted the Board and explained that SCADA is a common software used by many districts, noting that it stands for Supervisory Control and Data Acquisition System. He stated that Northern remotely monitors water levels throughout the District via 72 Remote Telemetry Units (RTUs). He reported that the biggest challenge with the system has been signal transmission issues due to tree growth and more competition for radio air space.

Mr. Honzik reviewed some future system improvements, including a new partnership with SmartCover satellite solutions. He then showed the Board a video of Northern's system which was produced by SmartCover.

Following a brief question and answer period with regard to cybersecurity, equipment tampering, the relationship between SmartCover and Data Flow Systems, remote access capabilities and system ownership, the Board thanked Mr. Honzik for his presentation.

## **10) MISCELLANEOUS REPORTS**

### **a) ENGINEER**

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

Multi-Unit: Ms. Leser reported on the status of the Pump Station Control Panel Replacement Project, explaining that this project has a very long lead time. She stated that the equipment is still being procured. She believes the project is anticipated to begin with the Ibis West Pump Station in May 2026, with the other three to follow.

Unit No. 2C – Alton: Ms. Leser reported that the padding under the artificial turf is currently being replaced at the Park, noting that the artificial turf and padding that was reinstalled after putting in the new shade structure was determined to be unacceptable and Staff required the contractor replace it. She showed photos of the work, noting that she believes the project will be completed before Thanksgiving.

Unit No. 53 – Arden: Ms. Leser reported the Linear Park, Phase 3 Project bid opening is scheduled later in the day and she anticipates bringing an Award of Contract to the Board in December.

### **b) ATTORNEY**

Mr. Edwards stated that he has several items to report on this month, the first of which is that someone requested a Non-Disclosure Agreement from the District for the first time. He explained that this is an unusual request, noting the problem with executing such an agreement, since Northern is a public entity and any item coming to the Board for consideration is public record. Mr. Edwards stated that it is his

recommendation that Northern not enter into Non-Disclosure Agreements. He asked the Board for their thoughts and if they would like a formal policy regarding this issue.

After a general discussion, it was the consensus of the Board that Northern not enter into Non-Disclosure Agreements and no formal policy regarding same is required.

Mr. Edwards stated that the second item is an update on the Unit 2C, Alton on-street parking issue, explaining that he had a conversation with two attorneys for the HOA. He stated that they believe the HOA documents can be amended to bring only the parking spaces within its jurisdiction in order to apply the HOA's covenants with regard to parking. If they get approval from the HOA to expend the time and money on this issue, they will prepare a document and send it to Mr. Edwards for his review. He further stated that the HOA attorneys also wish to speak with the City Attorney and Police Department, as there has been a difference of opinion with regard to enforcement of traffic laws on Northern's roads. He is also not aware if the HOA or residents have brought this issue to the City Council, as was previously suggested.

A general discussion followed with regard to other municipalities and Northern's involvement in any potential changes which may occur with regard to the parking issue.

Mr. Edwards stated that the last issue has to do with the Sale and Purchase Agreement for the West Commercial Circle cul-de-sac discussions for Unit 16. He explained that the attorney for the other party keeps asking for Northern to agree to pay for potential damages if Northern fails to close and he keeps telling her no.

After some discussion, the Board advised Mr. Edwards to inform the attorney that Northern's refusal to pay for damages is final and put an end to negotiating any further with regard to this Sale & Purchase Agreement.

**c) EXECUTIVE DIRECTOR**

Mr. Beatty advised the Board that the Annual Employee Service Award Breakfast will be held following the December 17, 2025 Board Meeting, and Board Members and District General Counsel are invited to attend.

Mr. Beatty further advised the Board that the Christmas and New Year's Day holidays both fall on Thursday this year and many businesses will be closed on the Friday following both of those holidays. He asked if the Board would consider closing the office on Friday, December 26<sup>th</sup> and Friday, January 2<sup>nd</sup>.

Mr. Boykin asked if the emergency number will still be in service and Mr. Beatty responded affirmatively.

There was no public comment with regard to this item.

Mr. Edwards asked for clarification that the office closures will count as a paid holiday for Northern Staff and the Board confirmed same.

A **motion** was made by Ms. Baker, seconded by Mr. Block and unanimously passed approving the closure of Northern's office on December 26<sup>th</sup> and January 2<sup>nd</sup> for the holidays and that those two days would also count as paid holidays for Northern Staff.

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

**11) 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.

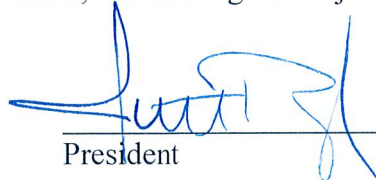
**12) COMMENTS FROM THE BOARD**

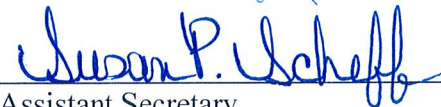
Ms. Baker acknowledged how much she liked Northern’s Annual Report and the Northern Notes article this month. She also wished everyone a Happy Thanksgiving.

**13) ADJOURN**

A **motion** was made by Ms. Baker, 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