



**PALM BEACH PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
JANUARY 18, 2023  
4:00 P.M.**

**Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410**

**[www.palmbeachplantationcdd.org](http://www.palmbeachplantationcdd.org)**

**561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile**

**AGENDA**  
**PALM BEACH PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Palm Beach Plantation Clubhouse  
8751 Palm Beach Plantation Boulevard  
Royal Palm Beach, Florida 33411  
**REGULAR BOARD MEETING**  
January 18, 2023  
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. October 19, 2022 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
  - 1. Consider Approval of Engineering Proposal for Lake 8 Erosion Project.....Page 5
- I. Administrative Matters
  - 1. Financial Update.....Page 10
- J. Board Members Comments
- K. Adjourn

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune  
News Herald | The Palm Beach Post  
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Palm Beach Plantation Cdd  
Palm Beach Plantation Cdd  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

10/07/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/07/2022

\_\_\_\_\_  
Legal Clerk

\_\_\_\_\_  
Notary, State of WI, County of Brown

My commision expires

Publication Cost: \$241.02  
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**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

VICKY FELTY  
Notary Public  
State of Wisconsin

PALM BEACH PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT

FISCAL YEAR 2022/2023  
REGULAR MEETING SCHEDULE  
NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Palm Beach Plantation Community Development District will hold Regular Meetings for Fiscal Year 2022/2023 at 4:00 p.m. at the Palm Beach Plantation Clubhouse located at 8751 Palm Beach Plantation Boulevard, Royal Palm Beach, Florida 33411, on:

- October 19, 2022
- November 16, 2022
- December 21, 2022
- January 18, 2023
- February 15, 2023
- March 15, 2023
- April 19, 2023
- May 17, 2023
- June 21, 2023
- July 19, 2023
- August 16, 2023
- September 20, 2023

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of agendas for any of the meetings may be obtained on the District's website or by contacting the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

PALM BEACH PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT  
www.palmbeachplantationcdd.org  
Oct. 7, 2022 #7862594

PALM BEACH PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 19, 2022

**A. CALL TO ORDER**

District Manager Michael McElligott called to order the Regular Board Meeting of the Palm Beach Plantation Community Development District on October 19, 2022, at 4:00 p.m. in the Palm Beach Plantation Clubhouse located at 8751 Palm Beach Plantation Boulevard, Royal Palm Beach, Florida 33411.

**B. PROOF OF PUBLICATION**

Mr. McElligott presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 7, 2022, as legally required.

**C. ESTABLISH A QUORUM**

Present and constituting a quorum were Richard Feltz, Richard Brackett, Rebecca Delgado and Bob Vey.

Staff in attendance were District Managers Michael McElligott of Special District Services, Inc., and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. August 17, 2022, Regular Board Meeting**

Mr. McElligott presented the minutes of the August 17, 2022, Regular Board Meeting and asked if there were any changes or corrections. Without comment, a **motion** was made by Mr. Brackett, seconded by Mrs. Delgado that the minutes of the August 17, 2022, Regular Board Meeting be approved, as presented. That **motion** passed unanimously.

**G. OLD BUSINESS**

**1. Update of Gauge Installation**

PALM BEACH PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 19, 2022

Mr. McElligott updated the Board that the process to place staff gauges in all the lakes is currently underway. Once completed these gauges will allow the District to identify if specific lakes are at a level that is not in line with the rest of the community. This will help to identify possible blockages or other problems.

**2. Update on Lake Erosion Project**

Mr. McElligott updated the Board that the engineer is working on getting the package together to put out a bid for the erosion project. Once those bids are received they will be brought back to the district for consideration.

**3. Discussion on Dodd Frank Act Effecting Palm Beach Plantation**

Mr. McElligott refreshed the Board on the prior discussion related to this questions raised by Mr. Brackett. Mr. McElligott pointed out the emails in the meeting book that were received from the trustee on this matter. There was some Board discussion about the information in the emails. Mr. Brackett stated he was happy with the additional information.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2022-04 – Adopting a Fiscal Year 2021/2022 Amended Budget**

Mr. McElligott presented Resolution No. 2022-04, entitled:

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM BEACH PLANTATION COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. McElligott reminded the Board that this is a required look back comparison of the actual expenses of the district verses the budgeted amounts. There was a brief discussion among the Board. Mr. Brackett asked some questions related to the Bonds which Mr. McElligott answered.

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A **motion** was then made by Mr. Brackett, seconded by Mr. Vey to approve Resolution no. 2022-04 as presented. That **motion** passed unanimously

**I. ADMINISTRATIVE MATTERS**

**1. Financial Report**

Mr. McElligott presented the Financial Report in the meeting book and opened it up for any questions. There was no action required.

**J. BOARD MEMBER COMMENTS**

There were no Board member comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mrs. Delgado, seconded by Mr. Vey to adjourn the Regular Board Meeting at 4:20 p.m. That **motion** passed unanimously.

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Secretary/Asst. Secretary

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Chair/Vice Chair



November 2, 2022

Proposal #11-22-013

Michael McElligott  
Special District Services, Inc.  
2501 A Burns Road  
Palm Beach Gardens, FL 33410  
[MMcElligott@sdsinc.org](mailto:MMcElligott@sdsinc.org)

**Re: Agreement for professional services relating to the “Palm Beach Plantation Lake 8 Stabilization” project located in the Palm Beach County, Florida.  
(CWI Job Number 4562)**

Dear Mr. McElligott:

Thank you for the opportunity to present you with this agreement for professional services for the “Palm Beach Plantation Lake 8 Stabilization” project. The scope of this agreement is to provide professional Surveying and Engineering services to update original lake report on the subject property.

**SCOPE OF SERVICES**

**1). TEAM MEETINGS**

Consultant shall attend meetings as required to keep the Owner/Developer informed as to progress and/or to resolve any problems, which may arise.

Fee.....Time & Materials

**2). TOPOGRAPHIC SURVEY**

Consultant Will obtain elevations around the limits of Lake Tract 8 at 100’ intervals. Elevations will include Lake tract limit, Top of Bank Edge of water and 8’ past control level. This will include any significant vertical breaks and the reveal at the edge of water.

Fee..... \$4,800.00

**3). ENGINEERING SERVICES - DESIGN PHASE**

Services in this division include:

- A. Preparation of detailed construction drawings showing proposed lake bank stabilization grading and geotube installations.
- B. Preparation of bid documents to local qualified bidders along with management of bid responses for presentation to the Community Development District.

Our fees for these services shall be as follows:

1. Lake Bank Stabilization Plans .....	\$7,260.00
2. Bid Document Preparation.....	\$2,240.00
3. Bid Document Coordination with Bidders .....	\$3,260.00

**4). CONSTRUCTION SERVICES - ENGINEERING**

Permits for construction, which have been issued in accordance with State Statutes, require that the Engineer-of-Record observe the construction and inspect the project for conformity to the plans and specifications as approved by the agencies. Upon completion of the project, a letter of certification from the Engineer indicating that construction was carried out in conformance to the approved plans shall be submitted to the agencies for approval and release of the systems.

Following is a list of the required tasks involved in this project.

Fees for services will be based on actual work required to complete each task. Client will be kept informed of the status of each task, and additional time required for re-inspections for unacceptable construction or additional authorized services, indicated as such on monthly billing statements.

- A. Professional Engineer ..... \$140.00/hr.

- 1). Pre-construction meeting, minutes.



- 2). Coordinate existing improvement.
- 3). Monitor construction of proposed grading improvement.
- 4). Review asbuilts.

B. Construction Inspector..... \$90.00/hr.

- 1). Pre-construction meeting.
- 2). Review shop drawings and process for approval.
- 3). Observe removal of existing improvements.
- 4). Inspect construction materials as they arrive on site to verify concurrence with shop drawings.
- 5). Observe construction of proposed grading to verify that the system is being constructed utilizing proper construction techniques.
- 6). Semi-final & final inspection of on-site improvement.

Fee (Based on actual time - Estimate) ..... \$9,600.00

**5). MISCELLANEOUS SERVICES**

Any other miscellaneous services outside the scope of this contract, requested by the Client, will be performed at the prevailing hourly rates based upon actual work performed.

Principals.....	\$190.00/hr.
Expert Witness Testimony .....	\$275.00/hr.
Laser Scanning Survey Crew .....	\$250.00/hr.
GPS Survey Crew .....	\$165.00/hr.
Robotic Survey Crew .....	\$140.00/hr.
Field Survey Crew .....	\$140.00/hr.
Professional Land Surveyor .....	\$140.00/hr.
Engineering Design.....	\$140.00/hr.
Landscape Architect/Site Planning .....	\$135.00/hr.
CADD/Technician/Draftsperson.....	\$100.00/hr.
Office Technician.....	\$75.00/hr.
Engineering Inspector .....	\$90.00/hr.
Prints .....	\$0.30/s.f.
Mylars .....	\$4.50/s.f.
Federal Express Deliveries .....	Cost plus 10%
Courier Deliveries .....	Cost plus 10%

**6). GENERAL PROVISIONS**

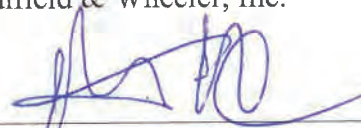
- A. The terms of this agreement shall be effective for one (1) year from the date of execution of this contract and may be renegotiated at the option of the Consultant.
- B. Receipt of this agreement (signed by all parties) shall be considered by Caulfield & Wheeler, Inc. as notice to proceed.
- C. Statements for the professional services rendered by Caulfield & Wheeler, Inc. under this agreement will be invoiced monthly based on a work-in-progress or completed basis and payment is due upon the Client's receipt of the invoice or statement. Invoices not paid within 60 days of the date of the invoice shall be deemed delinquent. Upon any invoice or statement becoming delinquent, Caulfield & Wheeler, Inc. may:
  - 1. Deem this agreement terminated. Caulfield & Wheeler, Inc. and Client shall thereupon have no further rights or obligations under this agreement and all fees and costs owed by Client through the date of termination shall be immediately due and payable; and/or
  - 2. Withhold all work product of Caulfield & Wheeler, Inc. under this agreement, including all drawings, surveys, plats, reports, calculations, specifications, and all other data, and not deliver the same to the Client, and discontinue performing and providing professional services under this proposal until payment in full of all outstanding statements is received; file lien against the property for all outstanding invoices.  
Client acknowledges that Consultant will not be held liable for any damages incurred resulting from Consultant withholding work product or discontinuing services due to delinquency of payment of invoices on the part of the Client. Caulfield & Wheeler, Inc. may request that the final statement be paid simultaneously with the delivery to the Client of the final work product due under this agreement. Fees for Caulfield & Wheeler, Inc.'s professional services under this agreement and costs incurred shall be due and payable by Client whether or not the Client, for any reason, fails or elects not to proceed with the Project.
- D. The Client shall be responsible for the payment of all reimbursable items (i.e. blueprints, printing, Engineering mylars, plat mylars, authorized travel, filing fees, permits, assessments, or governmental related fees).
- E. The obligation to provide further services under this agreement may be terminated by either party upon receipt of written notice within seven (7) days in the event of a substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant shall be paid for all services rendered to the date of termination including all reimbursable expenses and terminating expenses.
- F. Revisions and/or additional services requested outside the scope of this agreement will be invoiced at the prevailing hourly rates.

- G. All electronic files are the property of Caulfield & Wheeler, Inc. Hard copies of the data contained in the electronic files will be provided to Client upon request.
- H. This Agreement may be assigned to another entity upon payment in full of outstanding invoices sent prior to the assignment request.

**PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

This agreement, consisting of five (5) pages, represents the entire understanding between Caulfield & Wheeler, Inc., Consultant; and Special District Services, Inc., Client with respect to the project and may only be modified in writing signed by all parties.

Sincerely,  
Caulfield & Wheeler, Inc.



Matthew V. Kahn, P.E.  
Project Manager

Accepted by:  
Special District Services, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Z:\PROPOSALS-BIDS\Pending\2022\Palm Beach Plantation-Special District Services, Inc..docx

**Palm Beach Plantation Community Development District**  
**Budget vs. Actual**  
**October through December 2022**

	<u>Oct - Dec 22</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
363.100 · O & M Assessments	104,018.99	120,614.00	-16,595.01	86.24%
363.810 · Debt Assessments	414,539.96	481,699.00	-67,159.04	86.06%
363.820 · Debt Assessment-Paid To Trustee	-394,643.08	-462,431.00	67,787.92	85.34%
363.831 · Discounts For Early Payments	-20,789.04	-24,093.00	3,303.96	86.29%
369.401 · Interest Income	346.63	240.00	106.63	144.43%
<b>Total Income</b>	<u>103,473.46</u>	<u>116,029.00</u>	<u>-12,555.54</u>	<u>89.18%</u>
<b>Expense</b>				
511.122 · Payroll Expense	51.95	640.00	-588.05	8.12%
511.131 · Supervisor Fee	600.00	8,000.00	-7,400.00	7.5%
511.305 · Maintenance/Contingency	0.00	7,500.00	-7,500.00	0.0%
511.310 · Engineering	312.50	10,000.00	-9,687.50	3.13%
511.311 · Management Fees	8,991.00	35,964.00	-26,973.00	25.0%
511.312 · Secretarial Fees	1,050.00	4,200.00	-3,150.00	25.0%
511.315 · Legal Fees	1,584.00	8,500.00	-6,916.00	18.64%
511.318 · Assessment/Tax Roll	0.00	3,000.00	-3,000.00	0.0%
511.320 · Audit Fees	0.00	3,600.00	-3,600.00	0.0%
511.330 · Arbitrage Calculation Rprt Fee	0.00	650.00	-650.00	0.0%
511.450 · Insurance	6,441.00	6,000.00	441.00	107.35%
511.480 · Legal Advertisements	241.02	1,300.00	-1,058.98	18.54%
511.512 · Miscellaneous	60.46	875.00	-814.54	6.91%
511.513 · Postage and Delivery	8.85	300.00	-291.15	2.95%
511.514 · Office Supplies	65.00	675.00	-610.00	9.63%
511.515 · Website Management Fees	312.51	1,250.00	-937.49	25.0%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.732 · Reserve/Contingency	0.00	11,800.00	-11,800.00	0.0%
511.733 · Trustee Fees	0.00	4,100.00	-4,100.00	0.0%
511.735 · County Appraiser & Tax Coll Fee	6,097.70	7,500.00	-1,402.30	81.3%
<b>Total Expense</b>	<u>25,990.99</u>	<u>116,029.00</u>	<u>-90,038.01</u>	<u>22.4%</u>
<b>Net Ordinary Income</b>	<u>77,482.47</u>	<u>0.00</u>	<u>77,482.47</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>77,482.47</u></u>	<u><u>0.00</u></u>	<u><u>77,482.47</u></u>	<u><u>100.0%</u></u>

Bank Balance As Of 12/31/22	\$ 667,943.47
Accounts Payable As Of 12/31/22	\$ 393,789.96
Accounts Receivable As Of 12/31/22	\$ -
<b>Total Fund Balance As Of 12/31/22</b>	<b>\$ 274,153.51</b>