

**MINUTES
NORTH PALM BEACH HEIGHTS
WATER CONTROL DISTRICT
REGULAR BUSINESS MEETING**

June 20, 2023 at 6:00 p.m.

**Jupiter Library
705 Military Trail
Jupiter, FL 33458**

The regular business meeting of the North Palm Beach Heights Water Control District ("District"), having been duly advertised and posted, was held on June 20, 2023 at the Jupiter Library, 705 Military Trail, Jupiter, FL 33458. Supervisor Lynn McCullough called the meeting to order at 6:09 p.m., and the following business was conducted:

Roll Call:

Present:

Supervisor Lynn McCullough
Supervisor Brett Carpenter
Supervisor Rick Hoagland
District Engineer Jeff Iravani
District Attorney Wally Baldwin

There were no members of the public present at the meeting.

Mr. McCullough led the Pledge of Allegiance.

Discussion Regarding Proposed Budget

1. The Supervisors discussed the proposed budget for the fiscal year October 1, 2023 to September 30, 2024. There were no questions by the Supervisors or anyone else in attendance. Mr. McCullough read the budget into the record (detailed as attached to these minutes).
2. Mr. McCullough proposed Resolution 2023-2, a resolution adopting the budget for the fiscal year October 1, 2023 to September 30, 2024; the proposed resolution was read into the record (as attached to these minutes). Mr. Hoagland made a motion to approve and adopt the Resolution as presented, Mr. Carpenter seconded the motion, and the motion was unanimously approved.
3. Mr. McCullough read into the record the *Certificate to Non-Ad Valorem Assessment Roll* to be submitted to the Palm Beach County Tax Collector's office regarding the assessment to be levied per the budget as

adopted; the Supervisors authorized Mr. McCullough to sign off on the Certificate and submit it as appropriate.

Minutes of Previous Meetings:

4. The Minutes of the March 28, 2023 Regular Board Meeting of the Board of Supervisors were reviewed by the Supervisors. Mr. Carpenter made a motion to accept the Minutes as presented, Mr. Hoagland seconded the motion, and the motion was unanimously approved.

Report by Mr. Baldwin, District Attorney:

5. Mr. Baldwin advised that a proposed draft of an updated discharge agreement has been circulated to the Board for review.
6. The District's annual audit has been completed, the District was found to be in compliance with all requirements, and the report has been filed as required.
7. The cataloging of District records that are eligible for destruction according to Florida law is ongoing. All documents that may be destroyed will be catalogued as required by law before destruction; Mr. Baldwin will be doing a final review of the detailed inventory and related documents before they are destroyed.
8. Letters have been sent to various residences regarding encroachment violations and unauthorized discharge.
9. Florida has updated the records retention schedule that applies to the District; Mr. Baldwin is reviewing the new policy to determine whether any changes need to be made in District policies and procedures.
10. Elected supervisors of the District will have to take 4 hours of ethics training annually starting January 1, 2024 under legislation passed by the Florida legislature in its 2023 session.
11. The Florida legislature has passed a bill that addresses illegal dumping and discharge; this bill also incorporates increased reporting requirements related to illegal dumping and discharge as well as signage requirements that the District may have to comply with.
12. Mr. Baldwin advised that there appears to be no impact to the District or its standing as a result of the 2022 bill that affected certain special districts not amended after November 5, 1968.

Report by Jeff Irvani, District Engineer:

13. The 3rd canal cleaning of the year is underway.

14. Washouts were repaired on canals.
15. Additional clearing/tree removal has been done as required.
16. Sod has been placed on all canals as needed.
17. Town of Jupiter is replacing approximately 10 fences at canal crossings; the estimated completion date is July 2023. Mr. Iravani's staff will continue to monitor these and will alert the Town of any other fences needing repair or replacement as needed.
18. Dumping debris in the canal & illegal discharges from residences have been reported to the district attorney for notification.
19. Work at 6294 Lucerne St. has been completed; all encroachments have been removed.

Old Business:

20. None addressed at this meeting.

New Business:

Items by Board Members:

21. The Supervisors briefly discussed some preliminary matters based on their attendance at the FASD 2023 annual conference; it was decided that the next board meeting will address the conference in greater detail.

Items by the Public:

There were no members of the public present at the meeting; therefore, there were no items raised by any member of the public.

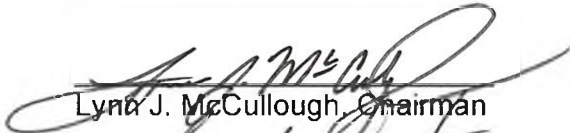
Miscellaneous Items by the Supervisors:

None.

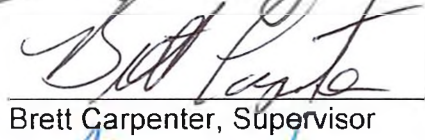
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There being no further business to conduct, Mr. Carpenter made a motion to adjourn the meeting at 6:43 p.m. Mr. Hoagland seconded the Motion, and it carried unanimously.

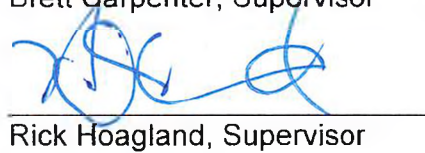
Approved:



Lynn J. McCullough, Chairman



Brett Carpenter, Supervisor



Rick Hoagland, Supervisor

RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR 2023-2024

RESOLUTION NO. 2023-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT, JUPITER, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023, TO SEPTEMBER 30, 2024, BOTH INCLUSIVE, FOR NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT; PROVIDING THAT THE ANNUAL ASSESSMENT KNOWN AS THE MAINTENANCE TAX SHALL BE CERTIFIED IN WRITING BY THE BOARD OF SUPERVISORS TO THE PALM BEACH COUNTY PROPERTY APPRAISER AND PALM BEACH COUNTY TAX COLLECTOR; AND, PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT:

Section 1. That for the Fiscal Year ending September 30, 2024, the revenues, expenses and debt service are anticipated as set forth on Exhibit "A" attached hereto and made a part hereof.

Section 2. Upon passage of this Resolution, the Board of Supervisors shall certify in writing to the Palm Beach County Property Appraiser and Palm Beach County Tax Collector the annual assessment known as the maintenance tax as set forth for each lot within

North Palm Beach Heights Water Control District.

Section 3. The District Chairman is hereby authorized to amend/transfer appropriations on line item categories designated on the adopted Budget provided, however, that total appropriated expenditures do not exceed authorized amounts.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 20th day of June, 2023.

NORTH PALM BEACH HEIGHTS
WATER CONTROL DISTRICT, JUPITER,
FLORIDA

By: 

Lynn McCullough, Supervisor

ATTEST: 

Rick Hoagland, Supervisor


ATTEST: 

Brett Carpenter, Supervisor

**BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023 TO
SEPTEMBER 30, 2024**

| <u>REVENUES</u> | <u>THIS YEAR</u> | <u>LAST YEAR</u> |
|------------------------------|--------------------------------|--------------------------------|
| | <u>Operating Debt Services</u> | <u>Operating Debt Services</u> |
| Taxes | \$272,500 | \$249,700 |
| Interest | \$2,000 | \$1,550 |
| Reserve Transfers | \$229,000 | \$217,500 |
| Miscellaneous | \$39,000 | \$37,250 |
| Total | \$542,500 | \$506,000 |
| <u>EXPENSES</u> | | |
| <u>MAINTENANCE -INTERIOR</u> | | |
| Canal Cleaning | \$80,000 | \$75,000 |
| Engineering – Supervision | \$50,000 | \$45,000 |
| Total | \$130,000 | \$120,000 |
| <u>ADMINISTRATION</u> | | |
| Office Rent & Expenses | \$34,000 | \$30,500 |
| Insurance | \$12,000 | \$9,500 |
| Telephone/Electric | \$5,000 | \$4,500 |
| Supervisor Fees | \$22,500 | \$20,000 |
| Engineering | \$22,500 | \$20,000 |
| Secretary | \$0 | \$0 |
| Payroll Taxes | \$3,500 | \$3,000 |
| Attorney/Legal Advertising | \$60,000 | \$56,500 |
| Fiscal Audit | \$18,000 | \$15,000 |
| Total | \$177,500 | \$159,000 |
| <u>TAX ROLL PREPARATION</u> | | |
| Collection | \$15,000 | \$10,000 |
| Contingency | \$0 | \$0 |
| Total | \$15,000 | \$10,000 |
| <u>CAPITAL ASSETS</u> | | |
| Improvements | \$220,000 | \$217,000 |
| Total | \$542,500 | \$506,000 |

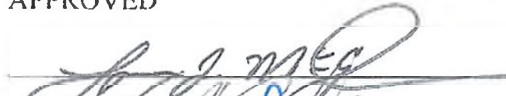
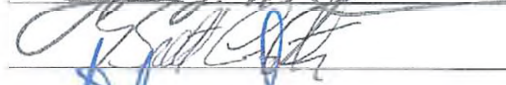

APPROVED

 _____ SUPERVISOR
 _____ SUPERVISOR
 _____ SUPERVISOR

**BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023 TO
SEPTEMBER 30, 2024**

| <u>REVENUES</u> | <u>THIS YEAR</u> <u>Operating Debt Services</u> | <u>LAST YEAR</u> <u>Operating Debt Services</u> |
|------------------------------|--|--|
| Taxes | \$272,500 | \$249,700 |
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| <u>CAPITAL ASSETS</u> | | |
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APPROVED

 _____ SUPERVISOR
 _____ SUPERVISOR
 _____ SUPERVISOR



DR-408A
N. 02/91

CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT, located in PALM BEACH County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 20TH day of JUNE, 2023 year.


Chairman of the Board or authorized agent

of NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT
Name of local government

PALM BEACH County, Florida



The Law Offices of Stabler & Baldwin

Midtown Imaging Building
5405 Okeechobee Boulevard, Suite 202
West Palm Beach, Florida 33417
Telephone: (561) 471-7100
Facsimile: (561) 623-8423

E-mail: Jedstablerlaw@gmail.com
Wallybaldwinlaw@gmail.com

Jed Stabler, Esquire
Wally Baldwin, Esquire

NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT ATTORNEY'S REPORT June 20, 2023

- 1) A proposed draft of an updated discharge agreement has been circulated to the Board for review.
- 2) The District audit was concluded by the firm Nowlen, Holt and Miner. The audit found that the District was in compliance with all requirements and the report has been filed as required under Florida law.
- 3) The cataloging of District records from the inception of the District through the present continues. A record of all documents eligible for destruction must be created and retained prior to destruction.
- 4) Letters were issued to various residence for illegal dumping and other violations.
- 5) Record Retention Requirements and destruction methods were updated by the State of Florida and will take effect June 2023. A copy of the new schedule has been emailed to the Board.
- 6) The District received a public records request. All requested information has been provided.
- 7) The elected supervisors shall be required to take 4 hours of ethics training starting January 1, 2024. I have emailed all Board members an analysis of the bill and a copy of the bill.
- 8) House Bill 1368 and related bills regarding unlawful dumping in regards to special districts is still pending approval



Jeff H. Iravani, Inc.
Consulting Engineers

1934 Commerce Lane, Suite 5 Jupiter, FL 33458

Tel: (561) 575-6030 Fax: (561) 575-6088

Email: JHI@bellsouth.net Website: www.JHline.com

North Palm Beach Heights Water Control District
Engineers Report
June 20, 2023

1. 3rd canal cleaning is underway.
2. Washouts were repaired on canals.
3. Sod has been placed on all canals incl NC-5.
4. Town is replacing the damaged fences.
5. Dumping debris in the canal & illegal discharges from residences have been reported to the district attorney for notification.
6. 6294 Lucerne swale along Nc-4 was completed & all encroachment have been removed.