

**MINUTES**  
**NORTH PALM BEACH HEIGHTS WATER CONTROL DISTRICT**

January 28, 2015 at 6:45 P.M.

Jupiter Library  
705 Military Trail  
Jupiter, FL. 33458

The Monthly Business Meeting of the North Palm Beach Heights Water Control District ("District"), having been duly advertised and posted, was held on January 28, 2015 at the Jupiter Library, 705 Military Trail, Jupiter, FL. 33458. The meeting was called to order at 6:47 P.M., the Pledge of Allegiance was read and roll call was taken :

**Present :**

Jeff Iravani

Wally Baldwin

Lee Hintemeyer

Lynn McCullough

**Absent :**

Brett Carpenter

**Report by Mr. Baldwin, District Attorney:**

1. Drainage fees for 2015 are due. Most entities subject to drainage agreements with the "District" have paid. I believe that's there are one or two remaining who have not paid. So we will continue to follow up in that regard.
2. Regarding the "District" website, new Florida Law enacted requires that the site be that must be provided. So an E-mail was sent out to the board in that regard and my

understanding is that were in the process of taking the steps necessary to update the web-site.

Mr. McCullough asked if we had until October 1<sup>st</sup> to complete the web-site update and stated that Mr. Carpenter typically handles that part of the business of the "District" relating to the web-site manager and we'll have to get with him and probably have to do a meeting with Mr. Kastankis for what we're going to need to add to it. It's definitely time to refresh that web-site anyways at it is several years old. Some of the things they are requiring is a copy of the budget.

### **Report by Jeff Iravani, District Engineer :**

1. The first canal cut of 2015 has started.
2. NC-3, canal bank@ 6263 Garrett Street, new construction, was restored by the homeowner and stopped there because of the Robinson Street canal restoration and due to the location, the prices are higher.
3. 24" CAP at NC-4 and NC-3 was replaced by a 36" RCP.
4. NC-4 restoration is complete up to Robinson Street. End walls at both sides of the street are to be expanded before restoration can be done from Robinson to Leslie Street.
5. The end walls at Robinson Street is too small and needs to be widened. We've designed 4- 12' long retaining walls to be built & attached to the endwalls. Cost \$30,000.00
6. Budget for widening the NC-4 canal from Drake to Heather is \$110,000.00.
7. Budget for placing riprap at the west end of NC-5 around the bend is \$30,000.00
8. An inquiry was made regarding pool construction at Adams Street/ NC-1 where the district has a 15' easement.

Mr. McCullough asked for a recap as to what he is asking for.

This would complete all of NC-4 work, \$110,000.00 to complete work all the way to the South end along with \$26,000.00 for the end walls of Robinson Street. That would complete all of the work for NC-4 ?

Mr. Iravani, that's exactly right.

Mr. McCullough, then you're looking for how much to do the bend there on the Leslie Street canal ?

Mr. Iravani, \$30,000.00 that's the bid we got from Mary Logan for the riprap.

### **Items by members of public for items not on the Agenda :**

There were no members of the public present.

## **Items by Board Members :**

Mr. McCullough, we need to finish up NC-4. So we're going to need a copy of your engineers report because I'm going to have to draft this by hand now.

Mr. McCullough, I'm going to do a motion to complete NC-4, a total of \$140,000.00 to complete that work. Motion approved.

Mr. McCullough, we will deal with the NC-5 bend later.

Mr. McCullough, just so you know what we're looking at here, this is the "operating" checking account that we pay our bills out of. This is where the money comes in from Palm Beach County for taxes. I move that money over when I need to pay bills. This is the debit card that I carry as well as each of the other supervisors carry that I use to buy office supplies and travel expenses for the district. The checking account here is the leftover money from the bond, \$725,000.00 we got, we're down to \$367,000.00. If we pull that \$136,000.00 out of there because this is going to be a Capitol expense, we're going to be down to around \$230,000.00 and that's ok because that's all we can use that money for. \$200,000.00 they took out of the account is for the CD that renews at the end of this month and I didn't see any reason to full with it and I was going to leave it there.

Mr. McCullough, we've had some issues with the meeting minute transcription. The lady that used to do it, Angie Greco, couldn't do it anymore. Had it go to a friend, Julianne Schaffer, and she has gotten sick and she can not do the job anymore. She said that Angie would take it back and I have an E-mail in to Angie and I haven't heard anything back from her. They still have the transcription machine and all of the meeting minute tapes that I need to get back from them.

Mr. McCullough, Audit is ongoing. I took the quarterly accounting package to her for the 1<sup>st</sup> quarter of our new fiscal year which is October, November & December of 2014. It will go to Karen Stedman for reconciliation after that. Quarterly accounting package consists of all of the paycheck payroll reports, all of the warrants with invoices attached to it, copies of the check stubs, copies of all of the deposit slips, copies of any of the documents that I print off from the P.B. County when they send us our tax money. All of that goes in there and then Stedman reconciles it. Typically I would take it right to her, but because the need for Cara Peterson to have it for the audit, it went Cara her first. As a matter of fact, I got an E-mail from Cara this afternoon saying that she was done with it and made her copies and I can pick it up and take it to Stedman and get it going.

Mr. McCullough, I am going to be out of town from March 12<sup>th</sup>- 22<sup>nd</sup>, it's spring break and will be in North Carolina. So we'll have to talk about a meeting the very last week of March.

Mr. McCullough, one of the things I'd like to do is I want to get the board a new laptop computer, the one we have now is an older HP product from 2006 or 2007 it runs just the

software. And I don't think I need to say any more than that. It's no longer supported. If the board will allow the chairman, I am going to get us a new Dell computer for the "District". I'm going to look into, also, possibly another I-pad, the technology in all of this office equipment changes so much, I'm going to look into it at AT&T and see what it is, if it's worthy and cost effective to get newer one. I'm going to do that if the board approves.

Mr. McCullough, Dary had only worked for us once in all of 2014. I spoke with her a couple of weeks ago and she is going to start working for us again on weekends, probably on Sundays. It's just a matter of us scheduling our times so I can get down there and get with her and most of the files are set-up in the file cabinets we purchased but there's other stuff now that needs to be filed away and still some things that need to be set-up.

**Meeting Adjourned :**

A motion was made and approved to adjourn the meeting at 7:12 P.M.

Two handwritten signatures in black ink. The top signature is written in a cursive style and appears to read "D. R. Smith". The bottom signature is also in cursive and appears to read "L. J. Mc".