

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
June 8, 2022**

COMMISSIONERS PRESENT

Thomas Howard, Vice Chairman
James H. Davis, Secretary/Treasurer
Michael Martinez
Gail Whipple

COMMISSIONERS ABSENT

George Gentile, Chairman

OTHERS PRESENT

Joseph B. Chaison, Executive Director
William R. H. Broome, Attorney
Kenneth Craig, PE, Taylor Engineering

MEMBERS OF THE PUBLIC

Cami Glaff

1. Call to Order

Vice-Chairman Howard called the meeting to order at 7:00 PM.

Pledge of Allegiance

2. Comments from Public

No comments from the public.

3. Approval of Minutes

• **May 11, 2022 Regular Meeting Minutes**

Vice-Chairman Howard entertained a **MOTION to approve the Minutes of the Regular Meeting on May 11, 2022.** Commissioner Martinez noted on Page 6 that the 'd' should be removed so that it reads 'an inlet study'. Commissioner Whipple questioned on Page 3 regarding the Taylor property whether it would be classified as an Interlocal Agreement or a Joint Purchase

Agreement. Mr. Chaison clarified that it would be both- with an ILA being executed and an Ownership Deed for tenancy in common. Vice-Chairman Howard also noted on Page 3 that a sentence should be adjusted. Vice Chair Howard so entertained a **MOTION to approve the Minutes**. Treasurer Davis **MOVED to approve the Minutes as amended**. Commissioner Whipple **SECONDED**. Vice Chairman Howard called for discussion; there being none, the **MOTION CARRIED unanimously**.

4. Approval of Bills

- **Submission of May Bills** – Vice-Chairman Howard noted that the check detail submitted to the board for approval included payments that were already submitted and approved in May, in addition to the bills that currently need approval. Director Chaison acknowledged that the check detail should have been run to cull out those previous bills. Treasurer Davis made a **MOTION to approve the May Bills and the additional Bills as presented**. Commissioner Whipple **SECONDED**. Vice-Chairman Howard asked Mr. Chaison to describe the office furniture expenditures from the previous month. There being no further discussion, **the MOTION CARRIED unanimously**.
- **Submission of Payroll, Utility Bills and Health Insurance Invoice for June** – Vice-Chairman Howard called for a **MOTION to approve the Utility Bills and Health Insurance Invoice for June**. Secretary Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

5. Treasurer's Report

- **Approval of May 2022 Treasurer's Report**
Vice Chairman Howard called for a **MOTION to approve the May 2022 Treasurer Report**. Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

6. Executive Director's Report

JID Administrative Assistant Hiring:

Mr. Chaison updated the board that staff and Counsel interviewed candidates and selected Ms. Camille Glaff. Ms. Glaff received excellent references, has applicable experience, has a B.A. in Business Administration, and is a Jupiter area local, having completed the Environmental Science Program at Jupiter High. Mr. Chaison introduced Ms. Glaff to the board. The board discussed the hiring and welcomed Ms. Glaff to the Jupiter Inlet District.

Central Embayment -Main Channel Maintenance Dredging:

Mr. Chaison reported the Main Channel maintenance dredging is complete. Final walkthrough was conducted on June 1st. Multiple public projects have approached the JID regarding the material for fill.

Loxahatchee River Railroad Bridge:

Mr. Chaison stated that the Brightline and Scott Bridge Company completed the bascule replacement of the railroad bridge on schedule. Bridge span replacement will now progress southward to completion. The enhanced clearance span is scheduled for fall 2022 installation.

Seagrass Marker Buoy Installation:

Mr. Chaison stated that he met with the Jupiter Inlet Foundation (JIF) to coordinate their informational marker buoy installation. Mr. Chaison confirmed that JIF have listed the buoys with the Coast Guard and received a Letter of No Objection. JIF has ordered the buoys, and have contracted with American Underwater Contractors for the installation. The buoys will be field-fit during installation to ensure that the buoys function as an enhancement to the JID mangrove island restoration and will not impede navigation.

Hurricane Plan Review:

Mr. Chaison reported that the Emergency Preparedness Plan was reviewed and performed as part of the Preseason Preparations.

Jupiter Inlet District Webcam and Website:

Mr. Chaison informed the board that the cable for the live stream feed of our webcam was damaged and required replacement. The live feed was out of service from May 20th to the 31st, still photographs and weather data were not interrupted. During this repair, we adjusted the live feed to include a view of our Living Shoreline project.

Mr. Chaison discussed all of the measures that the JID employs to ensure accessibility of the website.

500 North Delaware Blvd (Taylor Property):

Mr. Chaison and Counsel have engaged with Town of Jupiter staff and supplied our preferred language for joint ownership, planning, and management of the site.

2023 Legislative Session Update -Commissioner Fees:

Mr. Chaison and Counsel have informed the Palm Beach County Legislative Delegation Office of the JID's intent to seek passage of a Local Bill. Mr. Chaison attended a Legislature workshop on June 2nd. Drafting of the Bill and publishing notice of intent will occur over the summer.

Inlet Study Workshop:

Mr. Chaison proposed a discussion to talk about the Board's schedules and preferences for an Inlet Study Workshop Meeting.

A general discussion ensued regarding the content needed for a productive workshop meeting. Mr. Craig noted that it will require a fast turnaround and that he will have materials prepared for a workshop meeting. A workshop was tentatively scheduled for **7:00pm on Wednesday, June 22, 2022.**

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the monthly jetty condition assessment on June 8 and did not report any significant changes from the prior assessment.

Loxahatchee River Main Channel Maintenance Dredging

Ahtna began dredging operations on April 22, 2022 and concluded active dredging on May 18, 2022. Comparison of pre- and post-construction surveys indicates Ahtna dredged a total of 9,095 cy from within the main channel template. Mr. Craig noted that the channels looks to be in great shape and Athna did a great job of managing the DMMA. On Saturday May 14, 2022, the damaged weir pipe noted in last month's report failed causing erosion of the adjacent shoreline into the Sims Creek area. Ahtna immediately ceased dredging operations and began addressing the failed pipe. By Monday May 16, 2022, the weir pipe had been repaired and

dredging operations resumed. Athna performed spot dredging with a hand pump at locations with obvious shoaling between the weir discharge pipe and the Sims Creek channel. Athna provided frequent updates on the cleanup progress and photographs of the final cleanup depths. Mr. Craig recommends that the weir be evaluated in the near future to ensure no further issues. On Wednesday June 1, 2022, Athna, JID, and Taylor Engineering conducted a final walkthrough of the DMMA area. The perimeter of DMMA is in good shape expect for one small wash out on the north side.

A final payment to Athna of \$255,669.10 was approved and the final paperwork will be submitted to the Army Corps of Engineers. The board expressed gratitude to Athna upon their completion of work.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance

Taylor Engineering submitted the state and federal environmental permit applications to the South Florida Water Management District (SFWMD) and U.S. Army Corps of Engineers (USACE). SFWMD issued the environmental resource permit on November 4, 2021. The USACE issued a request for additional information (RAI) on December 8, 2021. Taylor Engineering completed a site visit to confirm site and natural resource conditions on December 22, 2021. Taylor Engineering submitted the completed RAI response to the USACE on February 2, 2022. The RAI response remains under review by the USACE.

Jupiter Inlet Jetties Restoration

The project team has completed the topographic survey and inspection at the north and south jetties including the Jupiter Inlet Colony shoreline and seawall. The team is now collating inspection data and prioritizing repairs. Additionally, the team is developing a memorandum summarizing the findings at the Jupiter Inlet Colony seawall. Taylor is also continuing conversations with concrete suppliers regarding advancing materials, finishing, and updating specifications. Mr. Craig anticipates having tentative options for the board to review at either the July or August regular board meeting.

8. Legal Report

Mr. Broome reported that he conferred with Mr. Chaison by telephone on several matters, including the outfall from the DMMA into Sims Creek. Mr. Broome also sat in on two interviews for 2 potential administrative assistant candidates.

Mr. Broome also worked with Mr. Chaison and commissioners to gather material for response to Ms. Kezber's attorney's public records request. There has been no further communication regarding their settlement demand.

Mr. Broome stated that the schedule for the local Bill will be posted in November 2022. There are steps that can be taken that will have the District ready to move forward; including advertising and drafting of the legislative changes. A Local Bill meeting will take place and the District will attend and make a presentation.

Mr. Broome was also asked to draft a provision for inclusion in the administrative procedures manual regarding remote work and hiring and job termination. A draft has been written and shared with Mr. Chaison. Mr. Broome plans to present this draft to the board once appropriate reviews and changes have taken place.

Mr. Broome addressed the request for a review of the District's record keeping, including ADA compliance. Vice Chair Howard made the recommendation to hold off on discussion until Chairman Gentile is present. Mr. Broome stated that his main takeaway from his review is he did not find significant non-compliance with the District's record keeping or ADA conformance.

9. Unfinished Business

None.

10. New Business

None.

11. Commissioner Reports

Commissioner Whipple

None.

Commissioner Martinez

None

Vice Chairman Howard

None.

Treasurer Davis

Treasurer Davis will be attending the LRPI meeting on Monday June 13, 2022

Chair Gentile

Not present.

13. Next Meeting Date(s)

Workshop Meeting – June 22, 2022

Regular Meeting – July 13, 2022

14. Adjournment

There being no further business before the Commission, Vice-Chairman Howard called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Commissioner Martinez **SECONDED**. The **MOTION CARRIED UNANIMOUSLY**. The meeting was adjourned at 8:28 PM.



George G. Gentile, Chairman



Thomas L. Howard, Vice Chairman