

GEORGE G. GENTILE – Chairman

MICHAEL MARTINEZ – Vice Chairman

JAMES H. DAVIS – Secretary/Treasurer

THOMAS HOWARD

GAIL WHIPPLE

JOSEPH B. CHAISON  
Executive Director  
[jchaison@jupiterinletdistrict.org](mailto:jchaison@jupiterinletdistrict.org)

CAMILLE CUNNINGHAM  
Administrative Assistant  
[ccunningham@jupiterinletdistrict.org](mailto:ccunningham@jupiterinletdistrict.org)

## AGENDA

DATE: October 11, 2023  
TO: JID Commissioners and Staff  
FROM: Joseph Chaison, Executive Director   
SUBJECT: Meeting Agenda

The Regular Monthly Meeting has been scheduled for **Wednesday, October 11<sup>th</sup>, 2023, to begin at 7:00 P.M.**, at the Jupiter Inlet District Administration Building, 400 N. Delaware Blvd., Jupiter, Florida.

1. Call to Order
2. Comments from the Public
3. Approval of Minutes
  - September 13<sup>th</sup>, 2023 Regular Board Meeting
  - September 13<sup>th</sup>, 2023 Tentative Budget Hearing
  - September 27<sup>th</sup>, 2023 Final Budget Hearing
4. Approval of Bills
  - Submission of September 2023 Bills
  - Submission of Payroll, Utility Bills and Health Insurance Invoice for October 2023
5. Treasurer's Report
  - Approval of September 2023 Treasurer's Report
6. Executive Director's Report
7. Engineer's Report
8. Legal Report
9. Unfinished Business
  - Resolution 23-03 Amendment
10. New Business
11. Commissioner Reports
12. Next Meeting Date(s): Regular Board Meeting, November 8<sup>th</sup>, 2023 - 7:00 PM
13. Adjournment

**REGULAR BOARD MEETING  
BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
MINUTES  
September 13, 2023**

**COMMISSIONERS PRESENT**

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

**COMMISSIONERS ABSENT**

None.

**OTHERS PRESENT**

Joseph B. Chaison, Executive Director  
William R. H. Broome, Attorney  
Ken Craig, PE, Taylor Engineering  
Cami Cunningham, Administrative Assistant

**MEMBERS OF THE PUBLIC**

None.

**1. Call to Order**

Chairman Gentile called the meeting to order at 7:17 PM.

*\*Pledge of Allegiance*

**2. Comments from the Public**

None.

**3. Approval of Minutes**

**August 9<sup>th</sup>, 2023 Regular Board Meeting Minutes**

Commissioner Whipple made note of a grammatical error. Chairman Gentile entertained a **MOTION to approve the August 9<sup>th</sup>, 2023 Regular Board Meeting Minutes as amended**; Commissioner Whipple so **MOVED**; Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

**August 23<sup>rd</sup>, 2023 Budget Workshop Meeting Minutes**

Commissioner Whipple made note of a grammatical error. Chairman Gentile entertained a **MOTION to approve the August 23<sup>rd</sup>, 2023 Budget Workshop Meeting Minutes as amended**; Commissioner Whipple so **MOVED**; Treasurer Davis **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

**4. Approval of Bills**

**Submission of August Bills:**

Chairman Gentile entertained a **MOTION to approve the August Bills and the additional Bills as presented**. Treasurer Davis so **MOVED**; Vice-Chairman Martinez **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

**Submission of Payroll, Utility Bills and Health Insurance Invoice for September:**

Chairman Gentile entertained a **MOTION to approve the Utility Bills and Health Insurance Invoice for September**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

**5. Treasurer's Report**

**Approval of August 2023 Treasurer's Report:**

Chairman Gentile entertained a **MOTION to approve the August 2023 Treasurer Report**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

**6. Executive Director's Report**

**Florida Department of Environmental Protection (FDEP) Inlet Funding Requests:**

Mr. Chaison said the FDEP released the Draft Inlet Project Assessments and rankings of the 2024/2025 FY Local Government Funding Requests (LGFR). Of the thirteen inlets which submitted requests, the Jupiter Inlet had the third highest ranking. The District's ranking is above the historic

funding threshold, and should expect to receive the entire \$737,000 cost-sharing request. Of note, this is the request which includes our ongoing Sediment Budget Update and Inlet Study.

**Inlet Sediment Budget Update and Study:**

Mr. Chaison stated that after coordinating with the FDEP, it was agreed that an email update will suffice for the District's second Technical Advisory Committee (TAC) update. Taylor Engineering created an excellent presentation and provided file links for this purpose. The TAC Update was emailed on September 6<sup>th</sup>.

**500 N. Delaware Property:**

The District's annual installment payment to the Town of Jupiter is included in this month's bills and Check Detail. The Town of Jupiter will have the first reading of the proposed Future Land Use Map and Zoning Amendments for the property on September 19<sup>th</sup>.

**Loxahatchee River Preservation Initiative (LRPI):**

Staff are coordinating the Grant Agreement obtained through the LRPI with the FDEP for the River Mile 6 Gap Closure and Oxbow Restoration Maintenance Project.

Four projects were submitted and three were ranked by the LRPI on August 7<sup>th</sup>. No potential JID projects were at an appropriate stage for submittal. Mr. Chaison stated, with the Board's permission, he will work with Taylor Engineering to create an outline of potential projects that would qualify for funding through the Initiative.

**National Public Lands Day 2023 at Jupiter Inlet Lighthouse:**

A public event celebrating the 30<sup>th</sup> National Public Lands Day will be conducted at Jupiter Lighthouse on Saturday, September 23<sup>rd</sup> from 8:00am to 12:00 noon. Ms. Cunningham informed the Board that JID has been invited to participate, along with numerous local partners, and present the Living Shoreline Project.

**Staff Reclassification:**

Following the Board's recommendation, Mr. Chaison compiled a list of functions and researched comparable entities for reclassifying our Administrative Assistant position. Significant research was done to develop both the functions and salary range presented. The presented description captures the tasks presently being performed. The Board was in favor of the proposal, pending updates suggested by Commissioner Howard. It will be revisited during the October meeting

**Annual Policy Manual Update:**

Mr. Chaison stated he would like to initiate the practice of annually reviewing the District's Policy and Procedures Manual. The current proposed revisions will be provided to the Board for review and comment. The Board gave its' consensus.

## 7. Engineer's Report

### **General Engineering**

#### *Jetty Observation*

Mr. Craig performed the Jetty Observations on September 13<sup>th</sup>. He stated that the feature along the inside of the North Jetty has returned and will continue to keep an eye on it.

### **Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:**

Mr. Craig stated that they are currently working on the final design and drawing for the project. Taylor Engineering is on schedule and the plan is to advertise for bids in his fall.

### **Jupiter Inlet Jetties Restoration:**

Mr. Criag said there should be a construction administration proposal ready for the Board to review at the October Meeting.

### **Sediment/Inlet Study 2023:**

Mr. Craig explained that the second TAC meeting was able to be an email, with a few files for people to review and provide comment on. The longshore sediment transport model is mostly finished, and the project is currently on schedule.

### **LGFR:**

Taylor Engineering is currently gathering documents to provide to the FDEP for grant #23PB6. Once finalized, the agreement will provide \$476,468.00 of funding to JID as reimbursement for previous inlet work completed.

### **District Permits:**

Mr. Craig stated that on all future Engineer Reports there will be a running list of current District permits and their expiration date.

### **Other:**

Mr. Craig informed the Board that the U.S Army Corps of Engineers (USACE) will not be dredging the ICWW in Jupiter in early 2024, so there is a possibility to coordinate with FIND to combine the ICWW and Inlet Sand Trap dredging.

## 8. Legal Report

Mr. Broome, following a discussion at the August Meeting, clarified that Commissioners attending meetings remotely can participate and vote as long as there is an established quorum present.

Regarding the Kerber case, the deposition for Ms. Kezber is scheduled from September 22<sup>nd</sup> and all parties who will be deposed have been contacted.

Chairman Gentile asked Mr. Broome for a summary and review of the new State financial disclosure requirements for Commissioners and Public Officials. Mr. Broome will report back to the Board after research.

Commissioner Howard inquired about the details of the upcoming deposition and the possibility of transcribing the relevant meeting recordings. A discussion followed, and it was decided both items will be looked into.

**9. Unfinished Business**

None.

**10. New Business**

• **Resolution 23-01 – Beach and Inlet Funding Support**

Mr. Chaison presented Resolution 23-01 to the Board as required for the Beach and Inlet Funding Program Grant with the Florida Department of Environmental Protection (FDEP). This resolution affirms the District's ongoing efforts to support and fund the recommendations in the Inlet Management Plan. Chair Gentile entertained a **MOTION to approve the Resolution as presented**. Vice Chair Howard so **MOVED**, Treasurer Davis **SECONDED**. Chair Gentile called for further discussion; there being none, the **MOTION CARRIED unanimously**.

**11. Commissioner Reports**

**Commissioner Whipple**

None.

**Commissioner Howard**

None.

**Secretary/Treasurer Davis**

None.

**Vice-Chairman Martinez**

Vice-Chairman Martinez inquired about the increased number of channel markers being knocked down. Mr. Chaison said that it is mostly unknown but the District's contractors, American Underwater, are always very quick and responsive when handling the repairs.

**Chairman Gentile**

Chairman Gentile previously requested during the Legal Report for information about the State Financial requirements.

**12. Next Meeting Date(s)**

Final Budget Hearing, September 27<sup>th</sup>, 2023, 7:00 PM  
Regular Board Meeting, October 11<sup>th</sup>, 2023, 7:00 PM

**13. Adjournment**

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Vice-Chairman Martinez so **MOVED**; Treasurer Davis **SECONDED**. The **MOTION CARRIED unanimously**. The meeting was adjourned at 8:34 PM.

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George G. Gentile, Chairman

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Michael Martinez, Vice Chairman

**TENTATIVE BUDGET HEARING MEETING  
BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
MINUTES  
September 13, 2023**

**COMMISSIONERS PRESENT**

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

**COMMISSIONERS ABSENT**

None.

**OTHERS PRESENT**

Joseph B. Chaison, Executive Director  
Cami Cunningham, Administrative Assistant  
William Broome, Attorney

**MEMBERS OF THE PUBLIC**

**1. Call to Order**

Chairman Gentile called the meeting to order at 7:00 PM.

*\*Pledge of Allegiance*

**2. Determine Millage Rate necessary to fund the Jupiter Inlet District's Fiscal Year 2023/2024 Budget and announcement from Chairman of the selected Millage Rate.**

Vice-Chairman Martinez recommended selecting Rollback Millage Rate (0.0729) because the District has sufficient reserves. Treasurer Davis has reviewed the budget and reserves with Mr. Chaison multiple times and also agreed the Rollback Rate should be selected. Chairman Gentile called for a **MOTION to selected the Rollback Rate to fund the 2023-2024 Fiscal Year Budget.** Vice-Chairman Martinez so **MOVED**, Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED** unanimously.



Chairman Gentile then announced that “no increase in the millage rate over the rolled-back rate (.0729) will be necessary to fund the Jupiter Inlet District Fiscal Year 2023/2024 budget.”

**3. Reading of the proposed TENTATIVE BUDGET**

Mr. Broome read aloud the proposed TENTATIVE BUDGET (SUMMARY).

**4. Comments and questions from the public**

None.

**5. Consideration of amendments or adjustments to proposed final budget and re-computation, if necessary, of tentative millage rate necessary to fund the budget.**

No amendments or adjustments were proposed for the tentative millage rate.

**6. Reading of the TENTATIVE MILLAGE RESOLUTION No. 23-02 (Must be read in full)**

Mr. Broome read aloud the proposed TENTATIVE MILLAGE RESOLUTION No. 23-02

**7. Comments and questions from the Public**

None.

**8. Motion for Adoption of TENTATIVE MILLAGE RESOLUTION No. 23-02**

Chairman Gentile called for a **MOTION to approve TENTATIVE MILLAGE RESOLUTION No. 23-02**; Vice-Chair Howard so **MOVED**: Secretary Davis **SECONDED**. Chairman Gentile called for discussion. There being none, **the MOTION CARRIED** unanimously (5:0) and became effective at 7:13 P.M.

**9. Reading of TENTATIVE BUDGET RESOLUTION No. 23-03 (Must be read in full)**

Mr. Broome read aloud TENTATIVE BUDGET RESOLUTION No. 22-03

**10. Comments and questions from the Public**

None.

**11. Motion for adoption of TENTATIVE BUDGET RESOLUTION No. 23-03**

Chairman Gentile called for a **MOTION to approve TENTATIVE BUDGET RESOLUTION No. 23-03**. Secretary Davis so **MOVED**; Vice-Chair Howard **SECONDED**. Chairman Gentile called for discussion. There being none, **the MOTION CARRIED** unanimously (5:0) and became effective at 7:15 P.M.

**12. Adjourn TENTATIVE Budget Hearing**

Chairman Gentile called for a **MOTION to adjourn the TENTATIVE Budget Hearing**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. **The MOTION CARRIED** unanimously (5:0). The TENTATIVE BUDGET HEARING was adjourned at 7:17 P.M.

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George G. Gentile, Chairman

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Michael Martinez, Vice Chairman

**FINAL BUDGET HEARING MEETING  
BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
MINUTES  
September 27, 2023**

**COMMISSIONERS PRESENT**

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

**COMMISSIONERS ABSENT**

None.

**OTHERS PRESENT**

Joseph B. Chaison, Executive Director  
Cami Cunningham, Administrative Assistant  
William Broome, Attorney

**MEMBERS OF THE PUBLIC**

**1. Call to Order**

Chairman Gentile called the meeting to order at 7:00 PM.

*\*Pledge of Allegiance*

**2. Announcement from the Chairman**

Chairman Gentile announced that “no increase in the millage rate over the rolled-back (.0729) will be necessary to fund the FY 2023/2024 budget.”

**3. Reading of the proposed FINAL BUDGET**

Mr. Broome read aloud the proposed FINAL BUDGET (SUMMARY).

**4. Comments and questions from the public**

None.

**5. Consideration of amendments or adjustments to proposed final budget and re-computation, if necessary, of final millage rate necessary to fund the budget.**

No amendments or adjustments were proposed for the final millage rate.

**6. Reading of the FINAL MILLAGE RESOLUTION No. 23-04 (Must be read in full)**

Mr. Broome read aloud the proposed FINAL MILLAGE RESOLUTION No. 23-04

**7. Comments and questions from the Public**

None.

**8. Motion for Adoption of FINAL MILLAGE RESOLUTION No. 23-04**

Chairman Gentile called for a **MOTION to approve FINAL MILLAGE RESOLUTION No. 23-04**; Treasurer Davis so **MOVED**: Commissioner Howard **SECONDED**. Chairman Gentile called for discussion. There being none, **the MOTION CARRIED** unanimously (5:0) and became effective at 7:05 P.M.

**9. Reading of FINAL BUDGET RESOLUTION No. 23-05 (Must be read in full)**

Mr. Broome read aloud FINAL BUDGET RESOLUTION No. 23-05

**10. Comments and questions from the Public**

Mr. Chaison made note of a typo on Resolution No. 23-05. The amount of \$2,524,869.00 (Ad Valorem Taxes) should be replaced with \$3,667,369.00 (Total Revenues and other financing sources). Mr. Broome agreed. The Board gave its consensus.

**11. Motion for adoption of FINAL BUDGET RESOLUTION No. 23-05**

Chairman Gentile called for a **MOTION to approve FINAL BUDGET RESOLUTION No. 23-05 as amended**. Vice-Chairman Martinez so **MOVED**; Treasurer Davis **SECONDED**. Chairman Gentile called for discussion. There being none, **the MOTION CARRIED** unanimously (5:0) and became effective at 7:12 P.M.

**12. Adjourn FINAL Budget Hearing**

Chairman Gentile called for a **MOTION to adjourn the Final Budget Hearing**. Treasurer Davis so **MOVED**; Vice-Chairman Martinez **SECONDED**. The **MOTION CARRIED** unanimously (5:0). The FINAL BUDGET HEARING was adjourned at 7:12 P.M.

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George G. Gentile, Chairman

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Michael Martinez, Vice Chairman

3:21 PM  
09/26/23

Jupiter Inlet District  
Check Detail  
October 1, 2023

9/27/23  
Total  
29,236.02  
KX

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	BILLPAY	10/01/2023	AT&T	BB&T		-220.96 ✓
Bill	Sept '23	10/01/2023		Telephone/Internet	-220.96	263.35
TOTAL					-220.96	263.35
Bill Pmt -Check	BILLPAY	10/01/2023	ADT Security	BB&T		-102.75 ✓
Bill	1st Qr FY24	10/01/2023		Protection Service	-102.75	102.75
TOTAL					-102.75	102.75
Bill Pmt -Check	BILLPAY	10/01/2023	AT&T Mobility	BB&T		-60.31 ✓
Bill	Sept '23	10/01/2023		Telephone/Internet	-60.31	60.31
TOTAL					-60.31	60.31
Bill Pmt -Check	BILLPAY	10/01/2023	Comcast	BB&T		-93.30 ✓
Bill	Sept '23	10/01/2023		Public Information	-93.30	93.30
TOTAL					-93.30	93.30
Bill Pmt -Check	BILLPAY	10/01/2023	Florida Power & L...	BB&T		-237.85
Bill	Sept '23	10/01/2023		Utilities	-221.53	221.53
				Public Information	-16.32	16.32
TOTAL					-237.85	237.85
Bill Pmt -Check	BILLPAY	10/01/2023	Great America Fin...	BB&T		-189.39
Bill	Sept '23	10/01/2023		Office Maintenance...	-189.39	189.39 ✓
TOTAL					-189.39	189.39
Bill Pmt -Check	BILLPAY	10/01/2023	Optum Bank	BB&T		-7,025.00
Bill	FY 23/24	10/01/2023		Health Savings Acc...	-4,550.00	4,550.00
				Health Savings Acc...	-2,275.00	2,275.00
				Health Savings Acc...	-200.00	200.00
TOTAL					-7,025.00	7,025.00
Bill Pmt -Check	BILLPAY	10/01/2023	Truist	BB&T		-933.68 ✓
Bill	Oct 3878	10/01/2023		Site Improvements	-111.19	111.19
				Membership Dues ...	-20.40	20.40
				Office Supplies	-5.24	5.24
				Site	-501.83	501.83
				Office Supplies	-43.14	43.14
				Membership Dues ...	-14.00	14.00
				Membership Dues ...	-28.00	28.00
				Uncategorized Exp...	-11.00	11.00 ✓
				Uncategorized Exp...	-27.80	27.80
				Office Supplies	-60.71	60.71 ✓
				Office Supplies	-21.39	21.39 ✓
				Office Supplies	-15.76	15.76 ✓

3:21 PM  
09/26/23

Jupiter Inlet District  
Check Detail  
October 1, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Oct 5415	10/01/2023		Office Supplies	-24.01	24.01
				Office Supplies	-49.21	49.21
TOTAL					-933.68	933.68
Bill Pmt -Check	DIRECTDEP	10/01/2023	Camille Cunningh...	BB&T		-4,631.46
Bill	Oct '23	10/01/2023		Salaries	-4,631.46	5,666.67
TOTAL					-4,631.46	5,666.67
Bill Pmt -Check	DIRECTDEP	10/01/2023	Gail P. Whipple	BB&T		-455.50
Bill	Oct '23	10/01/2023		Commissioner Fees	-455.50	500.00
TOTAL					-455.50	500.00
Bill Pmt -Check	DIRECTDEP	10/01/2023	George G. Gentile	BB&T		-461.75
Bill	Oct '23	10/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	10/01/2023	James Davis	BB&T		-461.75
Bill	Oct '23	09/25/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	10/01/2023	Joseph Chaison	BB&T		-9,173.00
Bill	Oct '23	10/01/2023		Salaries	-9,173.00	10,958.34
TOTAL					-9,173.00	10,958.34
Bill Pmt -Check	DIRECTDEP	10/01/2023	Michael A. Martinez	BB&T		-461.75
Bill	Oct '23	10/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	10/01/2023	Thomas L. Howard	BB&T		-461.75
Bill	Oct '23	10/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Check	DRAFT	10/01/2023	ADP-IRS	BB&T		-4,265.82
				Payroll Liabilities	-1,370.29	1,370.29
				Social Security	-2,346.70	2,346.70
				Medicare Taxes	-548.83	548.83
TOTAL					-4,265.82	4,265.82

1:31 PM  
10/03/23

**Jupiter Inlet District**  
**Check Detail**  
October 3, 2023

*Total*  
*53,571.80*  
*KD*

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1587	10/03/2023	Airco Air Conditiioni...	BB&T		-2,498.00
Bill		10/03/2023		Facilities	-2,250.00	2,250.00
				Facilities	-248.00	248.00
TOTAL					-2,498.00	2,498.00
Bill Pmt -Check	1588	10/03/2023	DEX Imaging	BB&T		-104.77
Bill	Sept '23	10/03/2023		Office Maintenance ...	-42.19	42.19
				Office Maintenance ...	-62.58	62.58
TOTAL					-104.77	104.77
Bill Pmt -Check	1589	10/03/2023	Florida Municipal Pe...	BB&T		-1,329.00
Bill	Oct '23	10/03/2023		Retirement-Employer	-1,329.00	1,329.00
TOTAL					-1,329.00	1,329.00
Bill Pmt -Check	1590	10/03/2023	Joseph Chaison	BB&T		-92.50
Bill	Travel	10/03/2023		Travel	-92.50	92.50
TOTAL					-92.50	92.50
Bill Pmt -Check	1591	10/03/2023	Jupiter Inlet Lightho...	BB&T		-1,500.00
Bill	FY 23/24	10/03/2023		Outreach Program	-1,500.00	1,500.00
TOTAL					-1,500.00	1,500.00
Bill Pmt -Check	1592	10/03/2023	KDT Solutions, Inc.	BB&T		-373.50
Bill	Oct '23	10/03/2023		Computer Software/...	-373.50	373.50
TOTAL					-373.50	373.50
Bill Pmt -Check	1593	10/03/2023	Ken's Electric & Ligh...	BB&T		-217.00
Bill		10/03/2023		Maintenance & Rep...	-217.00	217.00
TOTAL					-217.00	217.00
Bill Pmt -Check	1594	10/03/2023	Lidberg Land Survey...	BB&T		-303.00
Bill		10/03/2023		Inlet Management P...	-303.00	303.00
TOTAL					-303.00	303.00
Bill Pmt -Check	1595	10/03/2023	Marine Industries As...	BB&T		-500.00
Bill	FY 23/24	10/03/2023		Outreach Program	-500.00	500.00
TOTAL					-500.00	500.00



### Jupiter Inlet District

## Check Detail

October 3, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1596	10/03/2023	Northern PBC Cham...	BB&T		-450.00
Bill	FY 23/24	10/03/2023		Membership Dues ...	-450.00	450.00
TOTAL					-450.00	450.00
Bill Pmt -Check	1597	10/03/2023	Orange Tree Landsc...	BB&T		-650.00
Bill	Sept '23	10/03/2023		Landscape Mainten...	-300.00	300.00
				Landscape Mainten...	-350.00	350.00
TOTAL					-650.00	650.00
Bill Pmt -Check	1598	10/03/2023	Rudling's Pest Control	BB&T		-36.00
Bill	Sept '23	10/03/2023		Janitorial/Pest Control	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	1599	10/03/2023	Scott Larson Services	BB&T		-638.00
Bill		10/03/2023		Site Improvements	-638.00	638.00
TOTAL					-638.00	638.00
Bill Pmt -Check	1600	10/03/2023	Streamline	BB&T		-2,988.00
Bill	FY 23/24	10/03/2023		Public Information	-2,988.00	2,988.00
TOTAL					-2,988.00	2,988.00
Bill Pmt -Check	1601	10/03/2023	Taras Foundation, Inc.	BB&T		-2,225.00
Bill	FY 23/24	10/03/2023		Outreach Program	-2,225.00	2,225.00
TOTAL					-2,225.00	2,225.00
Bill Pmt -Check	1602	10/03/2023	Taylor Engineering, I...	BB&T		-29,812.03
Bill		10/03/2023		General Engineering	-3,825.00	3,825.00
				Inlet Management P...	-18,000.00	18,000.00
				Oxbow Restoration ...	-5,000.00	5,000.00
				River Management ...	-2,987.03	2,987.03
TOTAL					-29,812.03	29,812.03
Bill Pmt -Check	1603	10/03/2023	Terraquatic, Inc.	BB&T		-4,250.00
Bill		10/03/2023		Sand Trap Dredging	-4,250.00	4,250.00
TOTAL					-4,250.00	4,250.00
Bill Pmt -Check	1604	10/03/2023	William R.H. Broome	BB&T		-5,575.00
Bill	Sept '23	10/03/2023		Legal Fees	-3,150.00	3,150.00
				Legal Fees	-750.00	750.00
				Special Legal Fees	-1,675.00	1,675.00
TOTAL					-5,575.00	5,575.00

1:31 PM

10/03/23

## Jupiter Inlet District

### Check Detail

October 3, 2023

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1605	10/03/2023	Williams Leininger &...	BB&T		-30.00
Bill		10/03/2023		Special Legal Fees	-30.00	30.00
TOTAL					-30.00	30.00

**Jupiter Inlet District**  
**Reconciliation Summary**  
**BB&T, Period Ending 09/30/2023**

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	Sep 30, 23
Beginning Balance	1,177,982.68
Cleared Transactions	
Checks and Payments - 37 items	-227,836.00
Total Cleared Transactions	-227,836.00
Cleared Balance	<u>950,146.68</u>
Uncleared Transactions	
Checks and Payments - 2 items	-5,740.00
Total Uncleared Transactions	-5,740.00
Register Balance as of 09/30/2023	<u>944,406.68</u>
New Transactions	
Checks and Payments - 27 items	-62,435.04
Total New Transactions	-62,435.04
Ending Balance	<u>881,971.64</u>

**Jupiter Inlet District**  
**Reconciliation Detail**  
**BB&T, Period Ending 09/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,177,982.68
<b>Cleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Bill Pmt -Check	08/02/2023	1543	A Quality Bushog S...	X	-385.00	-385.00
Bill Pmt -Check	09/01/2023	BILLP...	Florida Power & Light	X	-283.74	-668.74
Bill Pmt -Check	09/01/2023	BILLP...	Optum Bank	X	-200.00	-868.74
Bill Pmt -Check	09/01/2023	BILLP...	Great America Fina...	X	-189.39	-1,058.13
Bill Pmt -Check	09/01/2023	BILLP...	AT&T	X	-180.00	-1,238.13
Bill Pmt -Check	09/01/2023	BILLP...	Comcast	X	-93.30	-1,331.43
Bill Pmt -Check	09/01/2023	BILLP...	AT&T Mobility	X	-77.22	-1,408.65
Bill Pmt -Check	09/06/2023	1576	Town of Jupiter	X	-132,918.60	-134,327.25
Bill Pmt -Check	09/06/2023	1575	Taylor Engineering, I...	X	-31,637.15	-165,964.40
Bill Pmt -Check	09/06/2023	1580	Florida Municipal Ins...	X	-15,678.00	-181,642.40
Bill Pmt -Check	09/06/2023	1579	Florida Municipal Ins...	X	-6,036.97	-187,679.37
Bill Pmt -Check	09/06/2023	1578	William R.H. Broome	X	-4,450.00	-192,129.37
Bill Pmt -Check	09/06/2023	1564	Dorothy Jacks, CFA,...	X	-3,816.75	-195,946.12
Bill Pmt -Check	09/06/2023	1569	Only Trees	X	-3,600.00	-199,546.12
Bill Pmt -Check	09/06/2023	1567	Florida Municipal Pe...	X	-1,187.00	-200,733.12
Bill Pmt -Check	09/06/2023	1570	Orange Tree Landsc...	X	-750.00	-201,483.12
Bill Pmt -Check	09/06/2023	1573	Scott Larson Services	X	-565.00	-202,048.12
Bill Pmt -Check	09/06/2023	1577	Treasure Coast Irrig...	X	-535.04	-202,583.16
Bill Pmt -Check	09/06/2023	1565	Florida Department ...	X	-359.36	-202,942.52
Bill Pmt -Check	09/06/2023	1568	Judy McKee	X	-250.00	-203,192.52
Bill Pmt -Check	09/06/2023	1574	Streamline	X	-200.00	-203,392.52
Check	09/06/2023	DRAFT	ADP	X	-162.06	-203,554.58
Bill Pmt -Check	09/06/2023	1563	DEX Imaging	X	-100.12	-203,654.70
Bill Pmt -Check	09/06/2023	1572	Rudling's Pest Control	X	-36.00	-203,690.70
Bill Pmt -Check	09/12/2023	1582	Florida Association ...	X	-3,000.00	-206,690.70
Bill Pmt -Check	09/12/2023	1585	KDT Solutions, Inc.	X	-373.50	-207,064.20
Bill Pmt -Check	09/12/2023	1584	Kay S. Anderson	X	-300.00	-207,364.20
Bill Pmt -Check	09/12/2023	1586	Town of Jupiter Wat...	X	-70.27	-207,434.47
Bill Pmt -Check	09/12/2023	1583	Joseph Chaison	X	-28.75	-207,463.22
Bill Pmt -Check	10/01/2023	DIRE...	Joseph Chaison	X	-9,173.00	-216,636.22
Bill Pmt -Check	10/01/2023	DIRE...	Camille Cunningham	X	-4,631.46	-221,267.68
Check	10/01/2023	DRAFT	ADP-IRS	X	-4,265.82	-225,533.50
Bill Pmt -Check	10/01/2023	DIRE...	Michael A. Martinez	X	-461.75	-225,995.25
Bill Pmt -Check	10/01/2023	DIRE...	James Davis	X	-461.75	-226,457.00
Bill Pmt -Check	10/01/2023	DIRE...	Thomas L. Howard	X	-461.75	-226,918.75
Bill Pmt -Check	10/01/2023	DIRE...	George G. Gentile	X	-461.75	-227,380.50
Bill Pmt -Check	10/01/2023	DIRE...	Gail P. Whipple	X	-455.50	-227,836.00
<b>Total Checks and Payments</b>					-227,836.00	-227,836.00
<b>Total Cleared Transactions</b>					-227,836.00	-227,836.00
<b>Cleared Balance</b>					-227,836.00	950,146.68
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	09/06/2023	1571	Palm Beach County ...		-640.00	-640.00
Bill Pmt -Check	09/12/2023	1581	Erdman Video Syste...		-5,100.00	-5,740.00
<b>Total Checks and Payments</b>					-5,740.00	-5,740.00
<b>Total Uncleared Transactions</b>					-5,740.00	-5,740.00
<b>Register Balance as of 09/30/2023</b>					-233,576.00	944,406.68

## Jupiter Inlet District Reconciliation Detail BB&T, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 27 items</b>						
Bill Pmt -Check	10/01/2023	BILLP...	Optum Bank		-7,025.00	-7,025.00
Bill Pmt -Check	10/01/2023	BILLP...	Truist		-933.68	-7,958.68
Bill Pmt -Check	10/01/2023	BILLP...	Florida Power & Light		-237.85	-8,196.53
Bill Pmt -Check	10/01/2023	BILLP...	AT&T		-220.96	-8,417.49
Bill Pmt -Check	10/01/2023	BILLP...	Great America Fina...		-189.39	-8,606.88
Bill Pmt -Check	10/01/2023	BILLP...	ADT Security		-102.75	-8,709.63
Bill Pmt -Check	10/01/2023	BILLP...	Comcast		-93.30	-8,802.93
Bill Pmt -Check	10/01/2023	BILLP...	AT&T Mobility		-60.31	-8,863.24
Bill Pmt -Check	10/03/2023	1602	Taylor Engineering, I...		-29,812.03	-38,675.27
Bill Pmt -Check	10/03/2023	1604	William R.H. Broome		-5,575.00	-44,250.27
Bill Pmt -Check	10/03/2023	1603	Terraquatic, Inc.		-4,250.00	-48,500.27
Bill Pmt -Check	10/03/2023	1600	Streamline		-2,988.00	-51,488.27
Bill Pmt -Check	10/03/2023	1587	Airco Air Conditioni...		-2,498.00	-53,986.27
Bill Pmt -Check	10/03/2023	1601	Taras Foundation, Inc.		-2,225.00	-56,211.27
Bill Pmt -Check	10/03/2023	1591	Jupiter Inlet Lightho...		-1,500.00	-57,711.27
Bill Pmt -Check	10/03/2023	1589	Florida Municipal Pe...		-1,329.00	-59,040.27
Bill Pmt -Check	10/03/2023	1597	Orange Tree Landsc...		-650.00	-59,690.27
Bill Pmt -Check	10/03/2023	1599	Scott Larson Services		-638.00	-60,328.27
Bill Pmt -Check	10/03/2023	1595	Marine Industries As...		-500.00	-60,828.27
Bill Pmt -Check	10/03/2023	1596	Northern PBC Cham...		-450.00	-61,278.27
Bill Pmt -Check	10/03/2023	1592	KDT Solutions, Inc.		-373.50	-61,651.77
Bill Pmt -Check	10/03/2023	1594	Lidberg Land Survey...		-303.00	-61,954.77
Bill Pmt -Check	10/03/2023	1593	Ken's Electric & Ligh...		-217.00	-62,171.77
Bill Pmt -Check	10/03/2023	1588	DEX Imaging		-104.77	-62,276.54
Bill Pmt -Check	10/03/2023	1590	Joseph Chaison		-92.50	-62,369.04
Bill Pmt -Check	10/03/2023	1598	Rudling's Pest Control		-36.00	-62,405.04
Bill Pmt -Check	10/03/2023	1605	Williams Leininger &...		-30.00	-62,435.04
Total Checks and Payments					-62,435.04	-62,435.04
Total New Transactions					-62,435.04	-62,435.04
<b>Ending Balance</b>					<b>-296,011.04</b>	<b>881,971.64</b>

## TREASURER'S REPORT AS OF SEPTEMBER 30, 2023

### Truist - Checking Account

Bank balance forward from previous statement - August 31, 2023	\$ 1,177,982.68	
Plus Deposits:		
Less Checks & Other Withdrawals Cleared:	<u>\$ (227,836.00)</u>	
<b>Bank balance at September 30, 2023</b>	<b>\$ 950,146.68</b>	<b>\$ 950,146.68</b>
Less Outstanding Checks	<u>(5,740.00)</u>	
<b>Register balance at September 30, 2023</b> (see note)	<b><u>\$ 944,406.68</u></b>	

NOTE: Does not include checks dated in October 2023 of \$62,435.04 some of which are for September expenses, signed/approved in September or to be signed at the October 2023 meeting.


### State Board of Administration

#### FUND A

Balance Forward from August 31, 2023	\$ 8,732,646.70	
Plus Deposits:		
Interest earned September 2023	40,106.12	
Total Deposits	<u>\$ 40,106.12</u>	
<b>Balance at September 30, 2023</b>	<b><u>\$ 8,772,752.82</u></b>	<b>\$ 8,772,752.82</b>
<b>TOTAL BALANCE</b>	<b><u>\$ 9,717,159.50</u></b>	<b><u>\$ 9,722,899.50</u></b>
	<i>REGISTER BALANCE</i>	<i>BANK BALANCE</i>

# JUPITER INLET DISTRICT

## EXECUTIVE DIRECTOR'S REPORT

**FROM:** JOSEPH B. CHAISON, EXECUTIVE DIRECTOR  
**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT   
**DATE:** OCTOBER 11, 2023

### **2024 Inlet Sand Trap Dredging:**

A survey of the Sand Trap and Intracoastal Waterway was conducted on September 21<sup>st</sup>. We measured 50,000cy within the trap. We have also been coordinating with FIND for potentially combining the two dredging areas into one contract.

### **500 N. Delaware Property:**

The Town of Jupiter approved the proposed Future Land Use Map and Zoning Amendments (Conservation/Preservation) for the property at the first reading, on September 19th.

### **Sims Creek Mangrove Trimming:**

We have received a revised proposal from Sherlock Tree of \$53,937 to perform mangrove trimming on our Sims Creek property boundary. The revised proposal of has shortened the project length based on suggestions from Taylor Engineering and reflects Unit Prices established in the Town of Jupiter's competitively bid Jones Creek mangrove trimming project.

### **Outreach Events:**

A cultural resources protection event was conducted by the Florida Public Archaeology Network (FPAN) during a recent 'king tide' at our living shoreline project at the Jupiter Lighthouse.

The Estuarine Restoration Team of East-Central Florida (ECERT) is holding their fall meeting at the Jupiter Lighthouse on October 30<sup>th</sup>. The Bureau of Land Management will be presenting their proposed shoreline stabilization project and we have been asked to present our living shoreline project.

### **Site / Office Maintenance:**

We had air conditioner ductwork reconfigured to maximize air flow and efficiency. The irrigation GFI outlet and pump controller needed replacement. Repairs to the split-rail fence were conducted

### **Annual Policy Manual Update:**

Proposed revisions to the policy manual have been distributed to the Board for review and comment.

### **Dredged Material Management Area (DMMA) Offloading:**

Both the Town of Jupiter and Palm Beach County have inquired about using sand from our DMMA.

### **Annual Millage (TRIM) Reporting:**

Our adopted millage rate (0.0729) has been reported and certified through the Electronic Truth in Millage (E-TRIM) portal. The required public notice was published and proof of publication will be submitted once it has been provided by the Palm Beach Post.



**Proposal #1765**

Date: 10/5/2023

**Customer:**  
 Joseph Chaison  
 Jupiter Inlet District  
 400 N Delaware Blvd  
 Jupiter, FL 33458

**Property:**  
 Jupiter Inlet District  
 400 N. Delaware Blvd  
 Jupiter, FL 33458

**Jupiter Inlet Mangrove**

Mangrove Maintenance

**MANGROVE MAINTENANCE**

**Mangrove Maintenance**

Mangrove maintenance to cut mangrove branches, twigs, limbs and foliage, but does not mean to remove, defoliate, or destroy the mangroves. All pruning to Florida Department of Environmental Protection, all work supervised by ISA Certified Arborist.

Items	Quantity	Price
Mangrove Management	1,260.00	\$29,862.00
<b>Mangrove Maintenance:</b>		<b>\$29,862.00</b>

**Mobilization and General Conditions**

General Conditions, Indemnification, Mobilization, Utility and Allowance as per scope of work.

Items	Quantity	Price
Additional Items	1.00	\$24,075.00
<b>Mobilization and General Conditions:</b>		<b>\$24,075.00</b>

<b>Subtotal</b>	<b>\$53,937.00</b>
<b>Estimated Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$53,937.00</b>



**Terms & Conditions**

Terms: Payment upon completion, 50% deposit may be required. Payment for services rendered is due within 30 days. If not paid by due date, 1 1/2% interest will be assessed every month thereafter. If legal action is required to collect sums due under this agreement, the non-prevailing party agrees to pay all costs of collection, including reasonable attorney's fees. This proposal is valid for 90 days. Prices are based on availability at the time of submittal.

Sherlock Tree Company is not responsible for any damage to existing underground utilities. Sherlock Tree Company will not be responsible for damages to concrete driveways, walkways and/or curbs, asphalt paving, signage, or sod damage. The price above does not include the cost of permits, if necessary.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

By \_\_\_\_\_  
**Josh Eibeschitz**

Date 10/5/2023  
**Natures Experts**

By \_\_\_\_\_

Date \_\_\_\_\_  
**Jupiter Inlet District**





**Jupiter Inlet District  
Monthly Engineering Report  
October 2023**

**General Engineering**

*Jetty Observation*

Taylor Engineering staff (Ken Craig, PE) plan to perform the monthly jetty condition assessment on October 11. We will report on any significant changes from the prior assessment.

**Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance**

Taylor Engineering continued preparation of the final design and technical specifications for the bid package. We plan to advertise the project in mid-October.

**Jupiter Inlet Jetties Restoration**

We will present a construction administration proposal for the board's consideration.

**Jupiter Inlet Sediment Budget Update**

Taylor Engineering continues to review past reports, compile relevant information for the study, and organize spatial data in a structured geodatabase for future use as we identify those data. The longshore transport rate modeling is complete. Volume change calculations are underway. To date, we have not received any feedback from the TAC regarding the interim submittals.

**FDEP Local Government Funding Request**

Taylor Engineering continues to prepare documents for the FDEP Grant Agreement #23PB6. Once finalized, the agreement will provide \$476,468.00 of funding to JID as reimbursement for previous inlet work completed.

**Future Project Planning**

Following up on the board discussion at the September meeting, Taylor Engineering (Ken Craig and Chris Ellis) met with Mr. Chaison to discuss potential future projects. We have developed a preliminary list which we will briefly discuss at the October meeting. We plan to further refine the list and determine next steps for presentation at the November meeting.

**Permit Expiration Dates (through 2026)**

<b>Exp Date</b>	<b>Project</b>	<b>Agency</b>	<b>Permit Number</b>
04 Sep 2024	Alt A1A / FEC Bridge Nav Channel	USACE	SAJ-2018-03057 (LP-SLR)
30 Sep 2024	Sims Creek	USACE	SAJ-1999-02118 (LP-CGK)
10 Nov 2024	Sims Creek	FDEP	50-0134395-011-EI
04 May 2025	Living Shoreline (Lighthouse)	FDEP	50-0374419-002-EI
10 Dec 2025	Sand Trap	USACE	SAJ-1989-00506 (SP-JKA)
25 Mar 2026	Sand Trap	FDEP	0134395-001-JC
03 Nov 2026	Mile 6 Oxbow Restoration	SFWMD	43-105182-P

**William R. H. Broome, P.A.**

Attorney at Law  
Suite 207  
Airport Professional Centre  
2465 Mercer Avenue  
West Palm Beach, Florida 33401

William R. H. Broome  
bill@williambroome.net

Telephone (561) 689-5011  
Facsimile (561) 689-6820

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TO: BOARD OF COMMISSIONERS, JUPITER INLET DISTRICT

FROM: WILLIAM R. H. BROOME

DATE: October 2, 2023

OCTOBER LEGAL REPORT

Financial Disclosure and Ethics Training

For convenience, I'm repeating here my emailed report I sent you September 15.

Commissioners will not be required to file a Form 6 disclosure. The Form 6 requirement was extended in the last legislature to cover mayors and municipal officers, but not special district officials.

When you file your Form 1 disclosure next year (before July 1, 2024, covering year-end 12/31/23), you must do it electronically, through the Ethics Commission portal, and will be asked to check a box to confirm that you've completed your annual ethics training. There are a number of options for completing the training, including on-line, by webinar. I will coordinate with Ms. Cunningham on providing the necessary information.

Administrative Procedures Manual

Mr. Chaison, Ms. Cunningham and I are working together on this project.

**BUDGET RESOLUTION NO. 23-03**

**A RESOLUTION OF THE JUPITER INLET DISTRICT  
ADOPTING A TENTATIVE BUDGET FOR FISCAL 2023/2024; PROVIDING FOR AN  
EFFECTIVE DATE**

WHEREAS, the JUPITER INLET DISTRICT, an independent special taxing district in Palm Beach County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the JUPITER INLET DISTRICT, of Palm Beach County, Florida, has considered and amended a tentative budget as of September 13, 2023; and

WHEREAS, the JUPITER INLET DISTRICT, of Palm Beach County, Florida, has adopted a millage rate necessary to fund its tentative budget, aside from that part of the budget funded from sources other than ad valorem taxes; and

WHEREAS, the JUPITER INLET DISTRICT, of Palm Beach County, Florida, set forth the revenue and appropriations estimate for the budget for Fiscal Year 2023/2024 in the amount of ~~\$2,524,869~~ \$3,667,369 in ad valorem taxes and total revenue and appropriations, inclusive of additional financing sources, of ~~\$882,500~~ \$1,142,500

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS OF JUPITER INLET DISTRICT as follows:

The Fiscal Year 2023/2024 tentative budget for the JUPITER INLET DISTRICT is hereby adopted and a copy attached hereto.

This resolution will take effect immediately upon its adoption.

RESOLVED AND ADOPTED at a public hearing this 13th day of September, 2023 at \_\_\_\_P.M.

BOARD OF COMMISSIONERS  
OF JUPITER INLET DISTRICT

\_\_\_\_\_  
George G. Gentile, Chairman

\_\_\_\_\_  
James Davis, Secretary/Treasurer

\_\_\_\_\_  
Attest: William R.H. Broome, Attorney