

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
October 11, 2023**

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

George Gentile, Chairman

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

Dr. Stefan Hazen, TARAS Foundation

1. Call to Order

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

**Pledge of Allegiance*

2. Comments from the Public

Dr. Stefan addressed the Board and thanked them for their continued support for the 'Meet the Scientist' Lecture Series over the last sixteen years. He informed the Commissioners and Staff that the Series has been discontinued and will not require an annual contribution from the Jupiter Inlet District. Dr. Hazen will update the staff if there is another TARAS event to sponsor in the future. Commissioner Howard thanked Dr. Hazen for his program's exemplary service to the community over the years.

3. Approval of Minutes

- **September 13th, 2023 Tentative Budget Hearing Minutes**
- **September 13th Regular Board Meeting Minutes**
- **September 27th, 2023 Final Budget Hearing Minutes**

Commissioner Whipple made note of grammatical errors in each set of minutes. Commissioner Howard recommended revising a sentence in the Legal report to read 'A discussion followed, and it was decided both items will be requested to the District's insurance provided attorney.'

Vice-Chairman Martinez entertained a **MOTION to approve the September 13th, 2023 Tentative Budget Hearing Minutes, the September 13th, 2023 Regular Board Meeting Minutes, and the September 27th, 2023 Final Budget Hearing Minutes as amended**; Commissioner Howard so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

4. Approval of Bills

Submission of September Bills:

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

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

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

5. Treasurer's Report

Approval of September 2023 Treasurer's Report:

Vice-Chairman Martinez entertained a **MOTION to approve the September 2023 Treasurer Report**. Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

6. Executive Director's Report

2024 Inlet Sand Trap Dredging:

Mr. Chaison reported that Terraquatic conducted a survey of the Sand Trap and Intracoastal Waterway on September 21st. 50,000cy was measured within the trap. Staff has been coordinating

with the Florida Inland Navigation District (FIND) to potentially combine 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:

Mr. Chaison received a proposal from Sherlock Tree of \$53,937 to perform mangrove trimming on the District's Sims Creek property boundary. The revised proposal 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. A discussion about price and the level of need followed. Commissioner Howard made a **MOTION to approve the proposal for Mangrove trimming from Sherlock Tree Company**; Commissioner Whipple **SECONED**. Mr. Broome recommended striking '50% deposit may be required' from the contract. The Board agreed. There being no further discussion, the **MOTION CARRIED unanimously**.

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 30th. The Bureau of Land Management will be presenting their proposed shoreline stabilization project and the District has been asked to present its living shoreline project.

Site / Office Maintenance:

Mr. Chaison reported on updates and repairs to the District's site, including; the building's air conditioning ductwork being reconfigured to maximize air flow and efficiency, the irrigation GFI outlet and pump controller being replaced, and repairs to the split-rail fence were conducted

Annual Policy Manual Update:

Mr. Chaison stated he will send the revisions to the Commissioners for review shortly and these will be discussed at the November meeting. The Board will also discuss the Administrative Assistant reclassification.

Dredged Material Management Area (DMMA) Offloading:

Mr. Chaison stated that the Town of Jupiter and Palm Beach County have inquired about using sand from the District's DMMA.

Annual Millage (TRIM) Reporting:

The District's 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.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the Jetty Observations on October 11th. He noted that there is a narrowing of the beach farther south, near Ocean Trail Condos. There was a discussion regarding this ongoing problem and possible solutions.

Commissioner Howard inquired whether our current beach shoreline parameters extend far enough to capture the areas which currently have escarpments. Mr. Craig said that there is sufficient data, and he will take a closer look around the monument location to determine whether more data needs to be collected.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig stated that the design package is nearly complete. The advertisement will most likely be posted next week to give the contractors time to review before bids are opened the week of Thanksgiving. Taylor Engineering anticipates having a recommendation for award at the December Board Meeting.

Jupiter Inlet Jetties Restoration:

Mr. Craig said the construction administration proposal is not yet complete. It should be ready for review at the November meeting

Sand Trap Dredging 2024:

The Proposal for the 2024 Sand Trap Dredging was sent to the Board for review prior to the meeting. Mr. Craig stated the proposal is almost identical to last year's proposal, with the exception of a few hours added for the informational signs.

Commissioner Howard made a **MOTION to approve the proposal for the 2024 Sand Trap Dredging Engineering Services**; Commissioner Whipple **SECONED**. The Board agreed. There being no further discussion, the **MOTION CARRIED unanimously**.

Sediment/Inlet Study 2023:

Mr. Craig stated the study is going well. The longshore transport rate calculations are complete. The goal is to have a presentation for the Board in December or January.

Local Government Funding Request (LGFR):

Mr. Craig said that there has been no change since last month. 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.

JID Future Planning Projects:

The Board decided to postpone the presentation until all Commissioners are present.

8. Legal Report

Mr. Broome reported that Commissioners will not be required to file a Form 6 disclosure, as it only applies to Mayors and municipal offices. All other filing, including Form 1, will now be required to be completed electronically through the Ethics Commission portal. The ethics training and financial disclosures are due by July 1, 2024.

Mr. Broome hasn't yet had a detailed discussion with Ms. Wydler but she briefly reported that the Kezber deposition went well. She also agrees that the relevant meeting minutes should be transcribed, but there is no official decision yet by the firm.

9. Unfinished Business

None.

10. New Business

- Resolution 23-06

Mr. Chaison presented Resolution 23-06, which corrects a misstatement in Budget Resolution 23-03. Commissioner Howard made a **MOTION to approve Resolution 23-6**; Treasurer Davis **SECONED**. There being no further discussion, the **MOTION CARRIED unanimously**.

11. Commissioner Reports

Commissioner Whipple

None.

Commissioner Howard

None.

Secretary/Treasurer Davis

None.

Vice-Chairman Martinez

Chairman Gentile

Absent.

12. Next Meeting Date(s)

Regular Board Meeting, November 8th, 2023, 7:00 PM

13. Adjournment

There being no further business before the Commission, Vice-Chairman Martinez called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. The **MOTION CARRIED unanimously**. The meeting was adjourned at 8:22 PM.

George G. Gentile, Chairman



Michael Martinez, Vice Chairman