

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

JB Brumfield, Taylor Engineering - CMT

1. Call to Order

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

**Pledge of Allegiance*

2. Comments from the Public

None.

3. Approval of Minutes

October 11th, 2023 Regular Board Meeting Minutes:

Chairman Gentile entertained a **MOTION** to approve the **October 11th, 2023 Regular Board Meeting Minutes**; Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

4. Approval of Bills

Submission of October Bills:

Chairman Gentile entertained a **MOTION** to approve the **October 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 November:

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

5. Treasurer's Report

Approval of October 2023 Treasurer's Report:

Vice-Chairman Martinez entertained a **MOTION** to approve the **October 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 the Florida Inland Navigation District (FIND) has indicated that they are not planning to partner with JID to combine dredging the Intracoastal Waterway with the upcoming dredging project.
- Mr. Chaison requested a copy of Palm Beach County's Year-1 Post-Construction Physical Monitoring Report for their Jupiter Beach Nourishment Project. The report confirms the need for sand at beach monument R-16. This has been shared with Taylor Engineering to ensure our 2024 fill placement is optimized.
- Palm Beach County Environmental Resources Management (ERM) is initiating a 'desktop study' of potential borrow areas for the Jupiter Beach Nourishment project which will include the County's 1995 Jupiter Inlet Ebb Shoal Borrow Area.

Commissioner Whipple inquired whether the District can object to ebb shoal borrow locations if we feel they will not be good for the inlet. Mr. Broome stated that while we have in the past, it has been rejected. Mr. Chaison stated that he will make sure to provide impute to the County.

Jetty Maintenance Project:

A small section of concrete cap came off along the South Jetty. This spot was identified in the Defects Repair Table as “112-LCS : Spall on South Edge 10” W ½” D with Cracking and Rust Staining”. Two concrete pieces (approximately 10-inches by four-inches) were removed.

Staff is coordinating with Palm Beach County Parks to prepare for staging, contractor access, and closures, which will be required for the project.

Outreach/Training/Informational Events:

Mr. Chaison updated the Board on the ongoing events that staff has been participating in, including;

- The Estuarine Restoration Team of East-Central Florida (ECERT) had 50 attendees at their fall meeting at the Jupiter Lighthouse on October 30th. Our Living Shoreline project was very well received.
- The US-1 Bridge update meeting on October 26. The project is 48% complete and on schedule for late summer 2024 opening of two lanes. The alternate navigation channel is functioning well.
- Staff were hosted by the Sebastian Inlet District on October 17th and visited numerous projects.
- Ms. Cunningham attended a Living Shoreline course October 25th and 26th by the University of Florida IFAS Program.
- A ribbon-cutting and mangrove planting event at Sawfish Island are scheduled by Palm Beach County for November 8th.

Commissioner Howard inquired whether staff will speak with ECERT about encouraging public participation in living shorelines. Mr. Chaison stated he would speak with them.

Annual Policy Manual Update / Position Reclassification:

Mr. Chaison sent Proposed revisions of the policy manual and the proposed Administrative Assistant reclassification documents to the Board for review and comment. It was decided that this item would be placed on a future agenda to discuss. Commissioner Howard also recommend updating the term ‘Chairman’ to ‘Chair’ or ‘Chairperson’.

Dredged Material Management Area (DMMA) Offloading:

Mr. Chaison reported that the Town of Jupiter collected sand samples from our DMMA on October 24th to analyze for use with the new Town Hall construction. South Indian River Water Control District (SIRWCD) continues to offload material as their needs and storage will accommodate.

Annual Millage (TRIM) Reporting:

The District's 2023 TRIM Combined Compliance Letter was received from the Florida Department of Revenue on October 25th.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the Jetty Observations on November 8th. He noted that the escarpment along the south beach, near Ocean Trail Condo, is significant (roughly 8-10 feet).

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig stated that the bid design package was posted October 27th. Bids will be opened on December 5th at the JID office, with award recommendation at the December Board meeting. There have been 17 companies that have downloaded the bid documents.

Jupiter Inlet Jetties Restoration:

Mr. Brumfield presented the construction phase engineering services proposal for the project to the Board. Commissioner Whipple asked whether there is any comparable work to compare with this proposal. Mr. Chaison stated that it is similar to the sand trap dredging proposals, and also said that this project is very labor intensive. There was discussion followed by Commissioner Howard making a **MOTION to approve the proposal for the Jupiter Inlet Jetty Restoration Project**, Commissioner Whipple **SECONDED**. There was a continued discussion about lifespan, repairs, and costs. After which, the **MOTION CARRIED unanimously**.

Sediment/Inlet Study 2023:

Mr. Craig said that portions of the draft report are under preparation.

Local Government Funding Request (LGFR):

Mr. Craig stated the documentation for the grant agreement has been put together by JID staff.

Sand Trap Dredging 2024:

Mr. Craig explained that neither USACE or FIND have plans to dredge the ICWW in 2024.

Taylor Engineering is in the process of drafting the bid package and will update the sand placement template area.

JID Future Planning Projects:

Mr. Craig gave a presentation on possible upcoming projects for the Commissioners to consider. This list was drafted with the help of Mr. Chaison. There were discussions and Chairman Gentile said that this was a great starting point for future discussions. Staff will email the information to the Board.

Of note, Taylor Engineering will be proposing an updated rate increase at the next Board meeting.

8. Legal Report

Mr. Broome reported that depositions in the Kezber case start next week. Wydler Law is planning for Motion of Summary Judgement, which will be heard January 4th. There is also an upcoming mediation in December. Commissioner Howard clarified that the insurance company has the discretion to decide whether the District settles. Mr. Broome said that they would not want to settle a case over the Commissioner's opposition.

9. Unfinished Business

None.

10. New Business

➤ Commissioners Ethics Training:

- Ms. Cunningham proposed an ethics training course recommended by the State. This course will satisfy the requirements set forth by the State for elected officials. Mr. Broome stated that the District can pay the fee for each Official, as it is a part of their duties to the District.

Commissioner Whipple stated that the Town of Jupiter has an Ethics Training each year for Town Committee members that doesn't appear to have an associated fee.

Ms. Cunningham will follow up on this and report back at the next meeting.

➤ TRUIST authorization:

- TRUIST's account manager suggested adding Ms. Cunningham as an additional Signer to the TRUIST account. This would allow her to resolve issues and get information regarding the account. The Board would prefer giving written authorization from the Commission for Ms. Cunningham's access, rather than adding a Signer. Staff will follow up with TRUIST.

11. Commissioner Reports

Commissioner Whipple

None.

Commissioner Howard

None.

Secretary/Treasurer Davis

None.

Vice-Chairman Martinez

None.

Chairman Gentile

Chairman Gentile wished the Commissioners and staff a Happy Thanksgiving.

12. Next Meeting Date(s)

Regular Board Meeting, December 13th, 2023, 7:00 PM

13. Adjournment

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Vice-Chairman Martinez **SECONDED**. The **MOTION CARRIED unanimously**. The meeting was adjourned at 8:24 PM.



George G. Gentile, Chairman

Michael Martinez, Vice Chairman