

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

CAMILLE CUNNINGHAM
Administrative Assistant
ccunningham@jupiterinletdistrict.org

AGENDA

DATE: September 13, 2023
TO: JID Commissioners and Staff
FROM: Joseph Chaison, Executive Director 
SUBJECT: Meeting Agenda

The Regular Monthly Meeting has been scheduled for **Wednesday, September 13, 2023 to commence immediately after the Tentative Budget Hearing, scheduled 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
 - August 9th, 2023 Regular Board Meeting
 - August 23rd, 2023 Budget Workshop Meeting
4. Approval of Bills
 - Submission of August 2023 Bills
 - Submission of Payroll, Utility Bills and Health Insurance Invoice for September 2023
5. Treasurer's Report
 - Approval of August 2023 Treasurer's Report
6. Executive Director's Report
7. Engineer's Report
8. Legal Report
9. Unfinished Business
10. New Business
 - Resolution 23-01 – Beach and Inlet Funding Support
11. Commissioner Reports
12. Next Meeting Date(s): Final Budget Hearing, Wednesday September 27th, 2023 - 7:00 PM
13. Adjournment

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
August 9, 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 – (via 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

July 12th, 2023 Regular Board Meeting Minutes

Commissioner Whipple made note of a grammatical error. Chairman Gentile entertained a **MOTION to approve the July 12th, 2023 Regular Board Meeting Minutes as amended**; Commissioner Howard so **MOVED**; Treasurer Davis **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

4. Approval of Bills

Submission of July Bills:

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

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

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

5. Treasurer's Report

Approval of July 2023 Treasurer's Report:

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

6. Executive Director's Report

Inlet Sand Trap Dredging:

Mr. Chaison submitted a reimbursement request to the Florida Inland Navigation District (FIND) for the emergency Intracoastal Waterway (ICWW) shoal dredging performed under our 2023 sand trap dredging mobilization. The payment of \$677,627 was received on July 17th.

The plan is to survey the sand trap this fall for the 2024 sand trap dredging project. The Board has previously discussed shifting the typical schedule one month earlier to accommodate the recent trend of higher dredging volumes. Additionally, we expect that the U.S. Army Corps of Engineers will be performing ICWW maintenance dredging, with beach placement, in 2024; which will require close coordination.

Chairman Gentile asked about the conditions of the inlet today and whether the shoal feature along the inside of then north jetty was still there; Mr. Craig stated that it seemed to have dissipated but also noted it was high tide.

Florida Department of Environmental Protection (FDEP) Inlet Funding Request:

The District's annual Local Government Funding Request (LGFR) has been submitted to the FDEP. Our 50% cost-sharing reimbursement request for FY 24/25 is \$605,000. At our September Regular Board Meeting, the Board will be asked to pass a Resolution affirming our commitment to maintenance dredging of the inlet and to follow our inlet management plan. Mr. Chaison stated that the Board passed similar Resolutions each of the previous three years.

The two most recent LGFR requests were \$505,000 for FY 22/23 and \$719,000 for FY 23/24. Both of those submittals ranked above the funding threshold and we expect the full requested reimbursements. The Board commended staff for a job well-done.

500 N. Delaware Property:

Mr. Chaison reported the annual installment payment will be made next month. Additionally, a public hearing was held on August 8th to update the Future Land Use Map and Zoning for the property. The District encouraged the Town of Jupiter to recall the agreed passive-use intent for the site. Mr. Chaison presented to the committee and asked them to consider a 'conservation' designation, rather than a 'recreational' designation, and the committee agreed. The next steps are for the Zoning committee to take their recommendation to the Town Council at the September meeting.

The Board agreed and thanked Mr. Chaison for his efforts. They also discussed having a consensus before the September Town Council Meeting. After a discussion, **Chairman Gentile entertained a MOTION to endorse a Conservation designation for the 500 N. Delaware Property at the Town Council Meeting and to have Mr. Chaison act on behalf of the Board.** Commissioner Howard so **MOVED**; Treasurer Davis **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously.**

Office Native Landscaping Project:

Mr. Chaison reported the installation of the native planting landscape project began on August 1st and was completed earlier this week. Mr. Chaison stated he plans to create a website page to highlight the native plantings and their progress over the years. Commissioner Whipple asked about the plan to maintain the landscape. Mr. Chaison explained the plan is to have Longleaf Design come in quarterly to maintain the site.

Sims Creek Mangrove Trimming:

Mr. Chaison met with Sherlock Tree Company and they are developing a project cost proposal using the competitively bid line-item unit costs included in their contract with the Town of Jupiter.

FY 2023/24 TRIM Reporting:

Staff have submitted and certified Forms DR 420 and DR 420 MMP. These forms confirm the taxable value and maximum millage rates for the upcoming cycle. We have also confirmed our budget hearing dates.

Mile 6 Gap Closure and Oxbow Restoration Maintenance Project:

Mr. Chaison reported that the District has received its five-year U.S. Army Corps of Engineers permit for the Mile 6 Gap Closure on August 1st.

Friends of Jupiter Beach August Beach Clean-Up:

The Friends of Jupiter Beach used the District's continued support to sponsor their August Beach Cleanup event.

Railroad Bridge:

Mr. Chaison reported that the Brightline Railroad Bridge requested a deviation from their schedule for maintenance. This will require the bascule being in the down position on August 14th and 15th from 12:00 AM-5:00 AM.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the Jetty Observations on August 9th. He stated that there continues to be a lot of sand along the beach shorelines adjacent to the inlet. The light on the north jetty is missing one of its four bolts and will be fixed during the jetty repairs.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig stated the District has received its permit for the mile 6 Gap Closure. Taylor Engineering gave a new proposal of work that will include final plans and specifications, bidding, and construction administration for a total of \$67,046.00. There was a discussion by the Board and Mr. Craig.

Chairman Gentile entertained a MOTION to approval the Scope of Services proposed by Taylor Engineering. Commissioner Howard so MOVED; Treasurer Davis SECONDED. There being no further discussion, the MOTION CARRIED unanimously.

FDEP Local Government Funding Request:

Mr. Craig stated Taylor Engineering completed and submitted to FDEP the JID Local Government Funding Request for the 2024-2025 fiscal year.

All Abroad Florida/Brightline Bridge:

Stemming from a discussion at July's Board Meeting, Mr. Craig stated that the District does have a FDEP and USACE permit for the channel associated with the enhanced clearing span. The permit is

for the original location of the span. However, if needed it should be a straightforward permit modification to update it to the actual location. The USACE permit expires in September 2024 and the FDEP permit expires in September 2023. Mr. Craig said he plans to extend both permits an additional five years. Commissioner Howard recommended that staff and Mr. Broome keep a diary all of District permits and their deadlines. The Board gave its consensus.

Jupiter Inlet Jetties Restoration:

Mr. Brumfield gave a detailed presentation of the 95% drawings and specifications. Following the presentation, there were several questions and discussions from the Commissioners. The Board thanked Mr. Brumfield for all his work and thoroughness throughout this project.

Sediment/Inlet Study 2023:

Mr. Craig showcased the new database that compiles all the District projects and data for ease of access. Staff will email the link to all the Commissioners so they can explore at their own pace and raise any questions or concerns at the next Board meeting.

8. Legal Report

Mr. Broome had nothing additional to report. Vice-Chairman Martinez asked if there was any update to the Kezber case. Mr. Broome stated he had heard nothing in the past two months. He expects depositions to be scheduled in the coming months.

9. Unfinished Business

None.

10. New Business

None.

11. Commissioner Reports

Commissioner Whipple

None.

Commissioner Howard

None.

Secretary/Treasurer Davis

None.

Vice-Chairman Martinez

None.

Chairman Gentile

None.

12. Next Meeting Date(s)

Budget Workshop Meeting- August 23rd, 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**; Commissioner Whipple **SECONDED**. The **MOTION CARRIED unanimously**. The meeting was adjourned at 8:44 PM.

George G. Gentile, Chairman

Michael Martinez, Vice Chairman

**BUDGET WORKSHOP BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
August 23, 2023**

COMMISSIONERS PRESENT

George Gentile, Chairman
James H. Davis, Secretary/Treasurer
Thomas Howard
Gail Whipple (via CMT)

COMMISSIONERS ABSENT

Michael Martinez, Vice-Chairman

OTHERS PRESENT

Joseph B. Chaison, Executive Director
Cami Cunningham, Administrative Assistant

MEMBERS OF THE PUBLIC

1. Call to Order

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

**Pledge of Allegiance*

2. Comments from Public

No comments from the public.

3. Fiscal Year 2023-2024 Annual Budget Review

Mr. Chaison gave an overview of the draft budget and stated that he has met with Treasurer Davis twice and Vice-Martinez once in preparation. Chair Gentile opened the floor up to the Commissioners to ask about any of the budget details.

Treasurer Davis stated he was satisfied with budget. He further recommended that he felt it was appropriate for staff to update the Administrative Assistant job description, duties, and salary range, based on the increased functions tasked to the position and excellent performance demonstrated by Ms. Cunningham. The Board was in consensus.

There was then a general discussion regarding several budget line items. The Board was satisfied with the proposed budget. The Board directed staff to draft two versions of the resolutions- one maintaining the FY 2022/2023 millage rate and one reflecting the FY 2023/2024 rollback rate. A decision will be made at the tentative budget hearing.

4. Next Meeting Date(s)

Tentative Budget Hearing & Regular Meeting – September 13, 2023, 7:00 PM

Final Budget Hearing – September 27, 2023, 7:00 PM

5. Adjournment

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. The **MOTION CARRIED UNANIMOUSLY**. The meeting was adjourned at 7:36 PM.

George G. Gentile, Chairman

Michael Martinez, Vice Chairman

3:32 PM
08/28/23

Jupiter Inlet District
Check Detail
August 28 through September 1, 2023

Total \$199,691.45
08/28/2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	BILLPAY	09/01/2023	AT&T	BB&T		-180.00
Bill	Aug '23	08/28/2023		Telephone/Internet	-180.00	212.40
TOTAL					-180.00	212.40
Bill Pmt -Check	BILLPAY	09/01/2023	AT&T Mobility	BB&T		-77.22
Bill	Aug '23	08/28/2023		Telephone/Internet	-77.22	77.22
TOTAL					-77.22	77.22
Bill Pmt -Check	BILLPAY	09/01/2023	Comcast	BB&T		-93.30
Bill	Aug '23	08/28/2023		Public Information	-93.30	93.30
TOTAL					-93.30	93.30
Bill Pmt -Check	BILLPAY	09/01/2023	Florida Power & L...	BB&T		-283.74
Bill	Aug '23	08/28/2023		Utilities	-267.43	267.43
				Public Information	-16.31	16.31
TOTAL					-283.74	283.74
Bill Pmt -Check	BILLPAY	09/01/2023	Great America Fin...	BB&T		-189.39
Bill	Aug '23	08/28/2023		Office Maintenance Contr...	-189.39	189.39
TOTAL					-189.39	189.39
Bill Pmt -Check	BILLPAY	09/01/2023	Truist	BB&T		-500.86
Bill	Sept 3878	08/28/2023		Membership Dues & Sub...	-20.40	20.40
				Computer Software/Hard...	-14.00	14.00
				Computer Software/Hard...	-28.00	28.00
				Membership Dues & Sub...	-179.00	179.00
				Membership Dues & Sub...	-239.88	239.88
				Office Supplies	-19.58	19.58
TOTAL					-500.86	500.86
Bill Pmt -Check	BILLPAY	09/01/2023	Optum Bank	BB&T		-200.00
Bill		08/28/2023		Health Savings Account	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	DIRECTDEP	09/01/2023	Camille Cunningh...	BB&T		-4,124.94
Bill	Sept '23	08/28/2023		Salaries	-4,124.94	4,946.67
TOTAL					-4,124.94	4,946.67
Bill Pmt -Check	DIRECTDEP	09/01/2023	Gail P. Whipple	BB&T		-455.50
Bill	Sept '23	08/28/2023		Commissioner Fees	-455.50	500.00
TOTAL					-455.50	500.00

3:32 PM
08/28/23

Jupiter Inlet District
Check Detail
August 28 through September 1, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DIRECTDEP	09/01/2023	George G. Gentile	BB&T		-461.75
Bill	Sept '23	08/28/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	09/01/2023	James Davis	BB&T		-461.75
Bill	Sept '23	08/28/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	09/01/2023	Joseph Chaison	BB&T		-8,312.58
Bill	Sept '23	08/28/2023		Salaries	-8,312.58	9,887.50
TOTAL					-8,312.58	9,887.50
Bill Pmt -Check	DIRECTDEP	09/01/2023	Michael A. Martinez	BB&T		-461.75
Bill	Sept '23	08/28/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	09/01/2023	Thomas L. Howard	BB&T		-461.75
Bill	Sept '23	08/28/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Check	DRAFT	09/01/2023	ADP-IRS	BB&T		-3,704.92
				Payroll Liabilities	-1,083.39	1,083.39
				Social Security	-2,124.64	2,124.64
				Medicare Taxes	-496.89	496.89
TOTAL					-3,704.92	3,704.92

9:39 AM
09/07/23

Jupiter Inlet District Check Detail September 6, 2023

Total
202,922.05

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DRAFT	09/06/2023	ADP	BB&T		-162.06
				Payroll Expenses	-162.06	162.06
TOTAL					-162.06	162.06
Bill Pmt -Check	1563	09/06/2023	DEX Imaging	BB&T		-100.12
Bill	Aug '23	09/06/2023		Office Maintenance ...	-57.96	• 57.96
				Office Maintenance ...	-42.16	• 42.16
TOTAL					-100.12	100.12
Bill Pmt -Check	1564	09/06/2023	Dorothy Jacks, CFA,...	BB&T		-3,816.75
Bill	1st Qr '24	09/06/2023		Property Appraiser	-3,816.75	3,816.75
TOTAL					-3,816.75	3,816.75
Bill Pmt -Check	1565	09/06/2023	Florida Department ...	BB&T		-359.36
Bill	2nd Q '23	09/06/2023		Florida Re-employ...	-359.36	• 359.36
TOTAL					-359.36	359.36
Bill Pmt -Check	1566	09/06/2023	Florida Municipal In...	BB&T		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	1567	09/06/2023	Florida Municipal P...	BB&T		-1,187.00
Bill	Sept '23	09/06/2023		Retirement-Employer	-1,187.00	1,187.00
TOTAL					-1,187.00	1,187.00
Bill Pmt -Check	1568	09/06/2023	Judy McKee	BB&T		-250.00
Bill	Sept '23	09/06/2023		Janitorial/Pest Control	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	1569	09/06/2023	Only Trees	BB&T		-3,600.00
Bill		09/06/2023		Site	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
Bill Pmt -Check	1570	09/06/2023	Orange Tree Landsc...	BB&T		-750.00
Bill	Aug '23	09/06/2023		Landscape Mainten...	-300.00	• 300.00
				Landscape Mainten...	-450.00	• 450.00
TOTAL					-750.00	750.00
Bill Pmt -Check	1571	09/06/2023	Palm Beach County ...	BB&T		-640.00
Bill	FY 23/24	09/06/2023		Membership Dues &...	-640.00	640.00
TOTAL					-640.00	640.00

Jupiter Inlet District Check Detail September 6, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1572	09/06/2023	Rudling's Pest Cont...	BB&T		✓ -36.00
Bill	Aug '23	09/06/2023		Janitorial/Pest Control	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	1573	09/06/2023	Scott Larson Services	BB&T		✓ -565.00
Bill		09/06/2023		Maintenance & Rep...	-565.00	565.00
TOTAL					-565.00	565.00
Bill Pmt -Check	1574	09/06/2023	Streamline	BB&T		✓ -200.00
Bill	Sept '23	09/06/2023		Public Information	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	1575	09/06/2023	Taylor Engineering, ...	BB&T		✓ -31,637.15
Bill	Aug '23	09/06/2023		General Engineering	-4,500.00	• 4,500.00
				Oxbow Restoration ...	-3,728.75	• 3,728.75
				Jetty Maintenance	-656.02	• 656.02
				Inlet Management Pl...	-22,752.38	• 22,752.38
TOTAL					-31,637.15	31,637.15
Bill Pmt -Check	1576	09/06/2023	Town of Jupiter	BB&T		-132,918.60
Bill		09/06/2023		River Management ...	-132,918.60	132,918.60
TOTAL					-132,918.60	132,918.60
Bill Pmt -Check	1577	09/06/2023	Treasure Coast Irrig...	BB&T		-535.04
Bill		09/06/2023		Landscape Mainten...	-535.04	535.04
TOTAL					-535.04	535.04
Bill Pmt -Check	1578	09/06/2023	William R.H. Broome	BB&T		-4,450.00
Bill	Aug '23	09/06/2023		Legal Fees	-2,950.00	✓ 2,950.00
				Legal Fees	-950.00	✓ 950.00
				Special Legal Fees	-550.00	550.00
TOTAL					-4,450.00	4,450.00
Bill Pmt -Check	1579	09/06/2023	Florida Municipal In...	BB&T		✓ -6,036.97
Bill	Sept '23	09/06/2023		Insurance-Medical/D...	-6,036.97	6,036.97
TOTAL					-6,036.97	6,036.97
Bill Pmt -Check	1580	09/06/2023	Florida Municipal In...	BB&T		-15,678.00
Bill	FY23/24	09/06/2023		Insurance-Liability	-8,129.00	8,129.00
				Insurance-Liability	-1,050.00	1,050.00
				Insurance-Property	-5,575.00	5,575.00
				Insurance-Worker's ...	-924.00	924.00
TOTAL					-15,678.00	15,678.00

**Jupiter Inlet District
Reconciliation Summary
BB&T, Period Ending 08/31/2023**

	Aug 31, 23
Beginning Balance	1,256,264.15
Cleared Transactions	
Checks and Payments - 37 items	-82,433.51
Deposits and Credits - 4 items	4,152.04
Total Cleared Transactions	-78,281.47
Cleared Balance	1,177,982.68
Uncleared Transactions	
Checks and Payments - 1 item	-385.00
Total Uncleared Transactions	-385.00
Register Balance as of 08/31/2023	1,177,597.68
New Transactions	
Checks and Payments - 24 Items	-203,945.70
Total New Transactions	-203,945.70
Ending Balance	973,651.98

Jupiter Inlet District Reconciliation Detail BB&T, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,256,264.15
Cleared Transactions						
Checks and Payments - 37 items						
Bill Pmt -Check	06/01/2023	1504	Erdman Video Syste...	X	-2,550.00	-2,550.00
Bill Pmt -Check	07/06/2023	1526	American Underwat...	X	-5,253.86	-7,803.86
Bill Pmt -Check	07/11/2023	1535	American Underwat...	X	-2,676.00	-10,479.86
Bill Pmt -Check	08/01/2023	BILLP...	Florida Power & Light	X	-284.81	-10,764.67
Bill Pmt -Check	08/01/2023	BILLP...	AT&T	X	-216.64	-10,981.31
Bill Pmt -Check	08/01/2023	BILLP...	Great America Fina...	X	-189.39	-11,170.70
Bill Pmt -Check	08/01/2023	BILLP...	Comcast	X	-93.30	-11,264.00
Bill Pmt -Check	08/01/2023	BILLP...	AT&T Mobility	X	-87.89	-11,351.89
Bill Pmt -Check	08/02/2023	1552	Taylor Engineering, I...	X	-31,544.16	-42,896.05
Bill Pmt -Check	08/02/2023	1546	Florida Municipal Ins...	X	-6,036.97	-48,933.02
Bill Pmt -Check	08/02/2023	1544	Arbor Tree & Land, I...	X	-1,581.43	-50,514.45
Bill Pmt -Check	08/02/2023	1547	Florida Municipal Pe...	X	-1,187.00	-51,701.45
Bill Pmt -Check	08/02/2023	1548	Judy McKee	X	-350.00	-52,051.45
Bill Pmt -Check	08/02/2023	1551	Streamline	X	-200.00	-52,251.45
Check	08/02/2023	DRAFT	ADP	X	-162.06	-52,413.51
Bill Pmt -Check	08/02/2023	1545	DEX Imaging	X	-98.13	-52,511.64
Bill Pmt -Check	08/02/2023	1549	Loxahatchee River ...	X	-80.06	-52,591.70
Bill Pmt -Check	08/02/2023	1553	Treasure Coast Irrig...	X	-67.00	-52,658.70
Bill Pmt -Check	08/02/2023	1550	Rudling's Pest Control	X	-36.00	-52,694.70
Bill Pmt -Check	08/08/2023	1559	Longleaf Design	X	-7,050.00	-59,744.70
Bill Pmt -Check	08/08/2023	1554	American Underwat...	X	-1,400.00	-61,144.70
Bill Pmt -Check	08/08/2023	1562	William R.H. Broome	X	-925.00	-62,069.70
Bill Pmt -Check	08/08/2023	1557	KDT Solutions, Inc.	X	-373.50	-62,443.20
Bill Pmt -Check	08/08/2023	1556	Kay S. Anderson	X	-300.00	-62,743.20
Bill Pmt -Check	08/08/2023	1560	Orange Tree Landsc...	X	-300.00	-63,043.20
Bill Pmt -Check	08/08/2023	1555	Judy McKee	X	-250.00	-63,293.20
Bill Pmt -Check	08/08/2023	1558	Kyzar Air Conditioni...	X	-125.00	-63,418.20
Bill Pmt -Check	08/08/2023	1561	Town of Jupiter Wat...	X	-69.51	-63,487.71
Bill Pmt -Check	09/01/2023	DIRE...	Joseph Chaison	X	-8,312.58	-71,800.29
Bill Pmt -Check	09/01/2023	DIRE...	Camille Cunningham	X	-4,124.94	-75,925.23
Check	09/01/2023	DRAFT	ADP-IRS	X	-3,704.92	-79,630.15
Bill Pmt -Check	09/01/2023	BILLP...	Truist	X	-500.86	-80,131.01
Bill Pmt -Check	09/01/2023	DIRE...	George G. Gentile	X	-461.75	-80,592.76
Bill Pmt -Check	09/01/2023	DIRE...	James Davis	X	-461.75	-81,054.51
Bill Pmt -Check	09/01/2023	DIRE...	Thomas L. Howard	X	-461.75	-81,516.26
Bill Pmt -Check	09/01/2023	DIRE...	Michael A. Martinez	X	-461.75	-81,978.01
Bill Pmt -Check	09/01/2023	DIRE...	Gail P. Whipple	X	-455.50	-82,433.51
Total Checks and Payments					-82,433.51	-82,433.51
Deposits and Credits - 4 items						
Deposit	08/23/2023			X	3,628.36	3,628.36
Deposit	08/29/2023			X	275.00	3,903.36
Deposit	08/30/2023			X	248.68	4,152.04
Bill Pmt -Check	09/06/2023	1566	Florida Municipal Ins...	X	0.00	4,152.04
Total Deposits and Credits					4,152.04	4,152.04
Total Cleared Transactions					-78,281.47	-78,281.47
Cleared Balance					-78,281.47	1,177,982.68
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	08/02/2023	1543	A Quality Bushog S...		-385.00	-385.00
Total Checks and Payments					-385.00	-385.00
Total Uncleared Transactions					-385.00	-385.00
Register Balance as of 08/31/2023					-78,666.47	1,177,597.68

Jupiter Inlet District
Reconciliation Detail
BB&T, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 24 items						
Bill Pmt -Check	09/01/2023	BILLP...	Florida Power & Light		-283.74	-283.74
Bill Pmt -Check	09/01/2023	BILLP...	Optum Bank		-200.00	-483.74
Bill Pmt -Check	09/01/2023	BILLP...	Great America Fina...		-189.39	-673.13
Bill Pmt -Check	09/01/2023	BILLP...	AT&T		-180.00	-853.13
Bill Pmt -Check	09/01/2023	BILLP...	Comcast		-93.30	-946.43
Bill Pmt -Check	09/01/2023	BILLP...	AT&T Mobility		-77.22	-1,023.65
Bill Pmt -Check	09/06/2023	1576	Town of Jupiter		-132,918.60	-133,942.25
Bill Pmt -Check	09/06/2023	1575	Taylor Engineering, I...		-31,637.15	-165,579.40
Bill Pmt -Check	09/06/2023	1580	Florida Municipal Ins...		-15,678.00	-181,257.40
Bill Pmt -Check	09/06/2023	1579	Florida Municipal Ins...		-6,036.97	-187,294.37
Bill Pmt -Check	09/06/2023	1578	William R.H. Broome		-4,450.00	-191,744.37
Bill Pmt -Check	09/06/2023	1564	Dorothy Jacks, CFA,...		-3,816.75	-195,561.12
Bill Pmt -Check	09/06/2023	1569	Only Trees		-3,600.00	-199,161.12
Bill Pmt -Check	09/06/2023	1567	Florida Municipal Pe...		-1,187.00	-200,348.12
Bill Pmt -Check	09/06/2023	1570	Orange Tree Landsc...		-750.00	-201,098.12
Bill Pmt -Check	09/06/2023	1571	Palm Beach County ...		-640.00	-201,738.12
Bill Pmt -Check	09/06/2023	1573	Scott Larson Services		-565.00	-202,303.12
Bill Pmt -Check	09/06/2023	1577	Treasure Coast Irrig...		-535.04	-202,838.16
Bill Pmt -Check	09/06/2023	1565	Florida Department ...		-359.36	-203,197.52
Bill Pmt -Check	09/06/2023	1568	Judy McKee		-250.00	-203,447.52
Bill Pmt -Check	09/06/2023	1574	Streamline		-200.00	-203,647.52
Check	09/06/2023	DRAFT	ADP		-162.06	-203,809.58
Bill Pmt -Check	09/06/2023	1563	DEX Imaging		-100.12	-203,909.70
Bill Pmt -Check	09/06/2023	1572	Rudling's Pest Control		-36.00	-203,945.70
Total Checks and Payments					-203,945.70	-203,945.70
Total New Transactions					-203,945.70	-203,945.70
Ending Balance					-282,612.17	973,651.98

TREASURER'S REPORT AS OF AUGUST 31, 2023

Truist - Checking Account

Bank balance forward from previous statement - July 31, 2023		\$ 1,256,264.15	
Plus Deposits:			
8/23/2023	PBC Tax Collector-Share of Taxes	3,628.36	
8/29/2023	Cash Back from Credit Card	275.00	
8/30/2023	PBC Tax Collector- Earnings Distribution	248.68	
Less Checks & Other Withdrawals Cleared:		<u>\$ (82,433.51)</u>	
Bank balance at August 31, 2023		\$ 1,177,982.68	\$ 1,177,982.68
Less Outstanding Checks		<u>(385.00)</u>	
Register balance at August 31, 2023	(see note)	<u><u>\$ 1,177,597.68</u></u>	

NOTE: Does not include checks dated in September 2023 of \$203,945.70 some of which are for August expenses, signed/approved in August or to be signed at the September 2023 meeting.


State Board of Administration

FUND A

Balance Forward from July 31, 2023		\$ 8,691,465.54	
Plus Deposits:			
Interest earned August 2023		41,181.16	
Total Deposits		<u>\$ 41,181.16</u>	
Balance at August 31, 2023		<u><u>\$ 8,732,646.70</u></u>	\$ 8,732,646.70
TOTAL BALANCE		<u><u>\$ 9,910,244.38</u></u>	<u><u>\$ 9,910,629.38</u></u>
		<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: SEPTEMBER 13, 2023

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

The FDEP released the Draft Inlet Project Assessments and rankings of the FY 2024/25 Local Government Funding Requests (LGFR). Of the thirteen inlets which submitted requests, the Jupiter Inlet had the third highest ranking. Our ranking is above the historic funding threshold, and we can 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:

Following coordination with the FDEP, it was agreed that an email update will suffice for our second Technical Advisory Committee (TAC) update. Taylor Engineering created an excellent presentation and provided file links for this purpose. The TAC Update was sent on September 6th.

500 N. Delaware Property:

Our annual installment payment 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 19th.

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 7th. No potential JID projects were at an appropriate stage for submittal.

National Public Lands Day 2023 at Jupiter Inlet Lighthouse:

A public event celebrating the 30th National Public Lands Day will be conducted at Jupiter Lighthouse on Saturday, September 23rd from 8:00am to 12:00 noon. JID has been invited to participate and present our Living Shoreline project.

Staff Reclassification:

Following the Board's recommendation, I have compiled a list of functions and researched comparable entities for reclassifying our Administrative Assistant position. I believe that the forwarded description sufficiently captures the tasks presently being performed.

Annual Policy Manual Update:

I would like to initiate the practice of annually updating our Policy and Procedures Manual. The current proposed revisions will be provided to the Board for review and comment.



Jupiter Inlet District
Monthly Engineering Report
September 2023

General Engineering

Jetty Observation

Taylor Engineering staff (Ken Craig, PE) plan to perform the monthly jetty condition assessment on September 13. We will report on any significant changes from the prior assessment.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance

Taylor Engineering began preparation of the final design and technical specifications for the bid package. The current project schedule calls for bid advertisement in mid-October.

Jupiter Inlet Jetties Restoration

A construction administration proposal is in development. If ready, we will present the proposal at the September board meeting.

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 in final stages. Volume change calculations are underway. We provided a series of file links to Mr. Chaison for transmittal to the TAC for review in lieu of a formal second meeting.

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.

Permit Expiration Dates (through 2026)

Table with 4 columns: Exp Date, Project, Agency, Permit Number. Rows include projects like Alt A1A / FEC Bridge Nav Channel, Sims Creek, Living Shoreline (Lighthouse), Sand Trap, and Mile 6 Oxbow Restoration.

1For discussion at board meeting



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TO: BOARD OF COMMISSIONERS, JUPITER INLET DISTRICT

FROM: WILLIAM R. H. BROOME

DATE: September 5, 2023

SEPTEMBER LEGAL REPORT

Remote Participation By Board Members

So long as a quorum is physically present at the board meeting, a commissioner may participate remotely in discussion and voting as fully as if physically present. An opinion of the Florida Attorney General affirmed the use of remote participation, including voting, by a commissioner who was hospitalized, using interactive video and telephone. AGO 92-44, January 4, 1996. This rule has been consistently re-affirmed by the Attorney General, the latest being AGO 2002, December 11, 2002.

During the COVID-19 pandemic, the governor exercised emergency authority to suspend quorum requirements. Those executive orders expired December 15, 2020, returning us to the previous rule, if you have a physically present quorum, commissioners can participate fully by use of communication media technology (CMT).

Kezber Claim

Ms. Kezber's deposition is currently scheduled to be taken by Zoom, on Friday, September 22, 2023, at 10:00 A.M. It was set once before and rescheduled. The actual trial date has not been set, but is on a docket for trials to occur between January 8 and March 1, 2024. It's a jury trial before Judge Kerner.

The District's attorney, Ms. Wydler, has told me that Ms. Kezber's claimed damages have not changed since her initial demand of \$175,000. She advises not requesting a more current figure until after she is deposed.

Administrative Procedures Manual

Mr. Chaison has asked me to work with him to review the Administrative Procedures Manual, not only to recommend revisions to align with the new enabling legislation and several issues mentioned by the board, but also to consider it as a whole for a possible comprehensive revision, if appropriate.

RESOLUTION NO. 23-01

A RESOLUTION OF THE JUPITER INLET DISTRICT
REQUESTING INLET MANAGEMENT ASSISTANCE
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BEACH MANAGEMENT FUNDING ASSISTANCE PROGRAM
FY2024/25 LOCAL GOVERNMENT FUNDING REQUEST

THE BOARD OF COMMISSIONERS OF JUPITER INLET DISTRICT, in order to seek funding assistance for maintenance dredging of the Jupiter Inlet sand trap, RESOLVES AS FOLLOWS:

1. Support for Maintenance Dredging of the Jupiter Inlet Sand Trap. The Board acknowledges its statutory obligation to execute the Jupiter Inlet Management Plan to bypass beach sand from north to south of the Jupiter Inlet in conjunction with the State of Florida's statewide, comprehensive beach management plan, and its own adopted inlet management plan, and its continued support for activities which will renourish the downdrift beach south of the Jupiter Inlet;
2. Local Sponsorship. The District agrees to serve as the local sponsor for the inlet dredging and beach nourishment project;
3. Local Funding Source. The District holds reserve funds and will use such reserve funds, and other income from its ad valorem taxing authority, to execute the project;
4. Affirmation of Authority to Apply for Funding. The Board authorizes, and hereby affirms all acts already taken by, its executive director, Joseph B. Chaison, and engineers, Taylor Engineering, Inc. regarding application for Beach Management Funding Assistance for Inlet Management from the Florida Department of Environmental Protection, and directs application for such funding, including such actions as may be required to obtain such assistance.

RESOLVED AND ADOPTED this 13th day of September, 2023.

BOARD OF COMMISSIONERS
OF JUPITER INLET DISTRICT

George G. Gentile, Chairman

James H. Davis, Secretary/Treasurer

ATTEST:

William R.H. Broome, Esq.
Approved as to form
and content