

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
August 10, 2022**

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Joseph B. Chaison, Executive Director
William R. H. Broome, Attorney -Via CMT
Kenneth Craig, PE, Taylor Engineering
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. Chairman Gentile requested that item (6) Annual Audit Review be moved to the next agenda item.

Terry J. Morton, CPA reported that the District's annual audit was mostly unchanged from the previous year. Mr. Morton noted that he had completed an unmodified audit or "clean opinion" report. He specified that the state legislature has added a new schedule for next year

as it pertains to Special Districts. Commissioner Whipple inquired about getting the official Audit report before it is submitted in the future. Mr. Chaison reported that the Annual Financial Report (AFR) has been submitted, and it is pending acceptance by the Board. Vice-Chair Howard informed Mr. Morton that, in the future, the Board would like review the Audit Report prior to being submitted. Mr. Morton was in agreement. Chair Gentile entertained a **MOTION to accept the 2020/2021 Fiscal Year Annual Audit Review**. Vice-Chair Howard **MOVED to accept the Audit**, Secretary Davis **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

3. Approval of Minutes

- **July 13, 2022 Regular Meeting Minutes**

Chairman Gentile entertained a **MOTION to approve the Minutes of the Regular Meeting on June 8, 2022**. Commissioner Whipple noted on page two that Chairman Gentile did not 'make a motion', rather 'entertained' it. Vice-Chair Howard noted on page two that the ILA was passed without making edits. Vice-Chair Howard also noted on page five that 'FMIT' should be written out as Florida Municipal Insurance Trust and that Mr. Broom's Legal Report be broken into separate paragraphs for each topic discussed. Vice-Chair Howard **MOVED to approve the Minutes** as amended, Secretary Davis **SECONDED**. Chairman Gentile called for discussion; there being none, the **MOTION CARRIED unanimously**.

4. Approval of Bills

- **Submission of July Bills-**

Secretary Davis made a **MOTION to approve the July Bills and the additional Bills as presented**. Vice-Chair 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**. Vice-Chairman Howard so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

5. Treasurer's Report

• **Approval of July 2022 Treasurer's Report**

Chairman Gentile entertained a **MOTION to approve the July 2022 Treasurer Report**. Secretary Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

6. Executive Director's Report

Florida Department of Revenue Truth in Millage (TRIM) Process:

Mr. Chaison reported that the District has completed the first step in the electronic TRIM process. The budget hearing dates have been confirmed and do not conflict with County Commission or School District budget hearing dates. The rolled back millage rate, maximum majority-vote millage rate, and all other minimum-vote-required millage rates have been calculated.

Loxahatchee River Railroad Bridge:

Mr. Chaison stated that the District does not have any more extensions available for the Florida Inland Navigation District (FIND) grant reimbursement. Mr. Chaison has been coordinating with Brightline and FIND. Chairman Gentile asked if Brightline has completed the revised section, Mr. Chaison stated that it had been fabricated but not yet installed. Mr. Chaison said that FIND has been very helpful through the entire process.

Records Management:

Mr. Chaison informed the board that a schedule has been developed for implementing records management improvement recommendations. Mrs. Cunningham has been working on quotes to digitally scan the District minutes.

Channel Markers and Inlet Jetty Lights:

Mr. Chaison reported that the South Channel Red #16 and North Fork Red #2 pilings and signs have been replaced. Five additional marker signs were also replaced, including the Main Channel 'Danger Shoal' sign. The red jetty light that was recently replaced has malfunctioned, the District is working with our contractors to fix this in a timely manner. The District has been reporting the missing and broken signage to the Coast Guard Sector.

2023 Legislative Session Update-Commissioner Fees:

Mr. Chaison stated that the draft language for the proposed bill is included in the meeting packet and will be discussed in the August Legal Report.

Inlet Study Workshop:

The August 17th Inlet Study Workshop has been rescheduled. It will now take place **August 24, 2022 at 5:30 P.M, prior to the Budget Workshop Meeting.**

Loxahatchee River Preservation Initiative (LRPI):

The LRPI Fiscal Year 2024 Funding Request Applications presentations and ranking was on August 8th. Mr. Chaison presented the River Mile 6 Gap Closure and Oxbow Restoration Maintenance Project. The project, which ranked 3rd last year, ranked 8th out of 8.

Dick Roberts and Josh Liller are writing a book about the Loxahatchee River in 1941. The District has provided meeting minutes from that time period for their research.

Mr. Chaison reported that the District's application for the State Beach and Inlet Funding Program has officially been approved for a \$1,500,000 reimbursement. This was for the years 2017, 2018, and 2020.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the monthly jetty condition assessment on August 10 and reported that there was a lot of sand along the beach south of the jetty, while the beach north of the jetty is more eroded. This is typical of the south to north transport.

Taylor Engineering also filled two public requests by Manson Construction and Great Lakes Dredging for the Sand Trap and Main Channel Dredging.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig stated that the U.S Army Corps of Engineers has posted the public notice. This outlines the process going forward and provides a 30-day comment period that ends on August 19th. Taylor Engineering will then work with the USACE to acquire a permit. A Construction proposal will be submitted for the Board's approval once the permit process is further along.

Jupiter Inlet Jetties Restoration:

Mr. Craig stated the jetty restoration progress and recommendations will be presented to the Board at the Regular September Board Meeting.

Other:

Mr. Craig will send a summary to commissioners prior to the Inlet Workshop Meeting, containing pertinent information about the inlets along the SE coast of Florida.

Mr. Craig presented a proposal for the Main Channel Post-Construction and Mangrove Island Three Year Post-Construction Seagrass Survey. This has previously been funded under General Engineering, but the District plan's to separate this cost out in the future budgets to better track projects. Vice-Chair Howard clarified that both of these surveys are required. Chair Gentile entertained a **MOTION to approve the Seagrass Survey as presented**. Commissioner Whipple **MOVED to approve the Survey**, Vice-Chair Howard **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

8. Legal Report

Mr. Broome stated that Marrero and Wydler have prepared and filed an answer to the Kezber compliant. It will be emailed to the commissioners for their review.

Mr. Broome prepared the draft amendments for the Policy and Procedures Manual that were requested by the Board, regarding remote work and the Director's authority to hire/fire an administrative assistant.

Mr. Broome also stated that he will need to draft an amendment to cover the record keeping requirements that were passed at the July Board Meeting.

Chairman Gentile recommended that the Board approve all three amendments to the Policy and Procedures Manual once the final is drafted.

Mr. Broome has drafted the legislative changes for the Commissioner's salary increase from \$200 to \$500. Chairman Gentile entertained a **MOTION to adopt legislative language as written**. Secretary Davis **MOVED to approve**; Commissioner Whipple **SECONDED**. Vice-Chair Howard stated that for the sake of comity he will support this Bill moving forward.

There being no further discussion, **the MOTION CARRIED unanimously**.

9. Unfinished Business

Interlocal Agreement- Taylor Property:

Chairman Gentile went to the Town of Jupiter's Meeting and stated everything seems to be in good shape moving forward. A discussion took place to clarify that the District is responsible for 5 equal installments of \$132,918.60, the first one due before the end of this fiscal year. Chairman Gentile also said that he was shown plans for a storm-water management plan with a large retention pond proposed for the property. Chairman Gentile entertained a **MOTION to approve and sign the Interlocal Agreement**. Secretary Davis **MOVED to approve**; Commissioner Martinez **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

Hiring and Termination Language for Policy Manual:

This was previously discussed in the Legal Report. The Commissioners will approve all three Policy and Procedures Manual amendments at a later date once they are prepared;

1. Remote Work
2. Hiring & Job Termination
3. Record Keeping Requirements

10. New Business

None.

11. Commissioner Reports

Commissioner Whipple

Commissioner Whipple attended the FASD quarterly meeting is being held in Port. St. Lucie with Mr. Chaison and Ms. Cunningham. The legislative presentation was focused on how to pass a local bill. The biggest take away was getting a local sponsor/representative to carry the Bill.

Commissioner Whipple and Ms. Cunningham also went to the Friends of Jupiter Beach Cleanup, which was sponsored by JID this month. They do great work keeping the beach clean and it was a fun event to attend.

Commissioner Martinez

None.

Vice Chairman Howard

Vice-Chair Howard expressed this thanks to Mr. Chaison for compiling a review of the Districts' description and projects over the past 10 years to supply to the updated Loxahatchee Management Plan.

Treasurer Davis

None.

Chair Gentile

Chairman Gentile informed the Board that the Palm Beach North Chamber (PBNC), which JID is a member of, has created a resiliency plan for major storm events and catastrophes. They have been giving presentations on this plan at Commissioner Meetings. The District will receive a copy of the plan, but the PBNC will also give a presentation if it is desired.

13. Next Meeting Date(s)

Inlet Workshop Meeting – August 24, 2022, 5:30 P.M.

Budget Workshop Meeting – August 24, 2022, 7:00 P.M

Tentative Budget Hearing & Regular Meeting – September 14, 2022

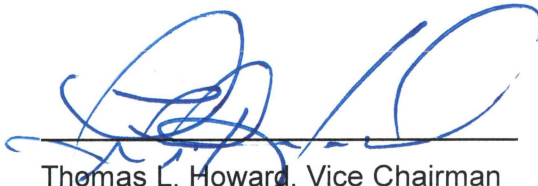
Final Budget Hearing – September 28, 2022

14. Adjournment

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Commissioner Whipple so **MOVED**; Commissioner Martinez **SECONDED**. The **MOTION CARRIED UNANIMOUSLY**. The meeting was adjourned at 8:09 PM.



George G. Gentile, Chairman



Thomas L. Howard, Vice Chairman