

**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 the 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 select 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. 23-03

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

None.

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

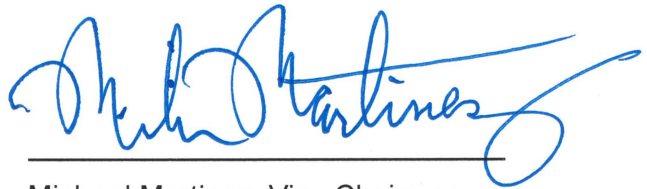
Chairman Gentile called for a **MOTION to approve TENTATIVE BUDGET RESOLUTION No. 23-03**. Secretary Davis so **MOVED**; Vice-Chair Howard **SECONDED**. Chairman Gentile called for discussion. There being none, **the MOTION CARRIED** unanimously (5:0) and became effective at 7:15 P.M.

**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

**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 he 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 this fall.

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

Mr. Craig 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.

### **Local Government Funding Request (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 Kezber case, the deposition for Ms. Kezber is scheduled for 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 requested to the District's insurance provided attorney.

**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 the cause 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 disclosure 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