

JOSEPH B. CHAISON  
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## AGENDA

DATE: December 14<sup>th</sup>, 2022  
TO: JID Commissioners and Staff  
FROM: Joseph Chaison, Executive Director *JBC*  
SUBJECT: Meeting Agenda

The Regular Monthly Meeting is scheduled for **Wednesday, December 14<sup>th</sup>, 2022, 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
  - November 30<sup>th</sup>, 2022 Regular Board Meeting Minutes
4. Approval of Bills
  - Submission of November Bills
  - Submission of Payroll, Utility Bills and Health Insurance Invoice for December
5. Treasurer's Report
  - Approval of November 2022 Treasurer's Report
6. Executive Director's Report
7. Engineer's Report
8. Legal Report
9. Unfinished Business
  - Legislative Update
10. New Business
11. Commissioner Reports
12. Next Meeting Date(s) – Regular Board Meeting, January 11<sup>th</sup>, 2023
13. Adjournment

**REGULAR BOARD MEETING  
BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
MINUTES  
November 30, 2022**

**COMMISSIONERS PRESENT**

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

Richard Pinsky, Public Policy Director- Akerman LLP

**1. Call to Order**

Vice-Chair Howard called the meeting to order at 7:03 PM.

Pledge of Allegiance

**2. Comments from Public**

No comments from the public.

**3. Approval of Minutes**

- **October 12<sup>th</sup>, 2022 Regular Board Meeting Minutes**

Commissioner Whipple suggested the following changes;

- Page 2, Under 'Treasurer's Report': should read September instead of August
- Page 4, ¶ 2, 'apart' should read 'a part'

Vice-Chair Howard entertained a **MOTION to approve the October 12<sup>th</sup>, 2022 Regular Board Meeting Minutes as amended**; Treasurer Davis so **MOVED to approve the Minutes as amended**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

#### **4. Approval of Bills**

- **Submission of October Bills:**

Treasurer Davis made a **MOTION to approve the October Bills and the additional Bills as presented**. Commissioner Martinez **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

- **Submission of Payroll, Utility Bills and Health Insurance Invoice for November:**

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

#### **5. Treasurer's Report**

- **Approval of October 2022 Treasurer's Report**

Vice-Chair Howard entertained a **MOTION to approve the October 2022 Treasurer Report**. Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously**.

#### **6. Legislative Update**

Commissioner Whipple noted that herself, Mr. Chaison, Mr. Broome, and Mr. Pinsky have been in conversation about the District's Local Bill. Commissioner Whipple would like to discuss the format and content of the proposed Charter update.

Mr. Chaison stated that he and Commissioner Whipple had a meeting with Representative Snyder to discuss the Local Bill. Rep. Snyder asked if the District had spoken to the Port of Palm Beach since they recently went through the process of drafting and passing a Local Bill. When Mr. Chaison reached out to the Port, they put him in touch with Mr. Pinsky who had assisted them with the process.

Richard Pinsky of Akerman, LLP gave a presentation on the Local Bill & Legislative process. He outlined what his recommendations for the District's Bill would be, which includes modernizing the language and sequence of the Charter.

Vice-Chair Howard stated that Mr. Pinsky raises valid topics that the District should look into an update. A discussion took place regarding cost and timeline. Vice-Chair Howard entertained a **MOTION to retain Mr. Richard Pinsky to assist with the Local Bill & Charter revision**. Commissioner Whipple so **MOVED**; Commissioner Martinez **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

## 7. Executive Director's Report

### Loxahatchee River Railroad Bridge – Enhanced Clearance Span:

Mr. Chaison stated that the District's reimbursement check from Florida Inland Navigation District (FIND) was received and deposited on October 27th. The Enhanced Clearance Span is fully re-assembled and was installed on November 6<sup>th</sup>. Brightline will be sending their project certification and Mr. Craig will independently verify the correct elevations on the underside of the enhanced span

### 2023 Sand Trap Dredging:

The District's October hydrographic survey measured 37,700cy in the sand trap. Mr. Chaison has coordinated with the Corps of Engineers and confirmed that we do not need to conduct another diver survey prior to our 2023 project. Mr. Chaison also asked for Mr. Craig's recommendation on if the District should have the Sand Trap resurveyed because of Hurricane Nicole's influence. Mr. Craig stated that it would be beneficial to resurvey in the event there is an increase in the amount of sand, because this could encourage a lower unit price in the upcoming dredging project.

Vice-Chair Howard entertained a **MOTION to authorize a new sand trap survey**.

Commissioner Whipple so **MOVED**; Commissioner Martinez **SECONDED**.

Mr. Chaison also reported that he has been in communication with Florida Fish and Wildlife Commission (FWC) and Jupiter Police Department Marine Unit have been contacted and are coordinating to investigate the area on our survey that appeared to show a vessel on the inlet.

### Florida Department of Environmental Protection (FDEP) Beach and Inlet Funding Program:

Mr. Chaison stated the rankings for the 2023/24 requests have been finalized, and while Port Canaveral moved in front of us in the rankings, we should still expect funding through the

Program. Mr. Chaison has also spoken with the State Program Administrator to notify them that the JID is likely beginning the process of updating our Inlet Management Plan and to confirm the eligibility of these efforts for cost-sharing through the Program.

**District Relevant Permit Activity:**

Mr. Chaison informed the Board that a permit application was submitted and approved for 953 Dolphin Ct. in Jupiter. This residential application is interesting as they plan to excavate 28'x28'x5' (0.02 ac.) of existing upland on the property to allow for larger dockage space.

**Sawfish Bay / Sawfish Island:**

Palm Beach County has begun work on a restoration project of Sawfish Island. Mr. Chaison joined a site visit on November 1st. The project involves exotic vegetation clearing, removal of dredged material, and habitat restoration. The Town of Jupiter continues its project within Sawfish Bay. This project involves habitat creation and living shoreline elements.

**500 North Delaware (Jones Creek Park) Property:**

The Town of Jupiter continues preparing for exotic vegetation removal. The removal will be done in three phases; the shoreline area first, the central area second, and the residential perimeter last. Town staff have also been reminded of the coordination of planning described in the Interlocal Agreement.

**Equipment Mounted on North Jetty:**

Mr. Chaison stated that the equipment mounted on the North Jetty was confirmed to have been installed by the staff of the Jupiter Inlet Beach Club (JIB Club). The installation was not requested and is not currently in conformance with JID Policy. Mr. Chaison is coordinating with Palm Beach County Ocean Rescue, JIB Club, and Jupiter Inlet Colony. Vice-Chair Howard made note that a future discussion will need to take place concerning whether the District wants to allow this type of measure and if it imply permission to the public to utilize the North Jetty.

**U.S 1 Bridge Closure:**

Mr. Chaison stated that a representative for the U.S 1 bridge contacted him if the Commissioners would like an updated presentation of the detour and closure of the bridge as the date approaches.

The Board agreed to scheduling the presentation.

**Bureau of Land Management (BLM)- Jupiter Lighthouse:**

Mr. Chaison met with Peter DeWitt of the BLM. Mr. DeWitt has been approached about establishing a water taxi that travels to the dock by the lighthouse. While the old Coast Guard

dock is still being repaired, the option MR. DeWitt is looking into is using the living shoreline observation pier. While this pier is owned and maintained by the BLM, Mr. DeWitt did not want to move forward with any concrete plans without informing the District's Board. The Board had no objection and were appreciative of Mr. DeWitt's consideration.

## **8. Engineer's Report**

Vice-Chair Howard stated that the Sediment Budget presentation should be postponed until all Commissioners would be present.

### **General Engineering**

#### *Jetty Observation*

Mr. Craig performed the Jetty Observations on November 30<sup>th</sup>. Hurricane Nicole made landfall slightly north of the Jupiter Inlet. As Mr. Chaison previously report, there is a section (about 75 feet) of the North Jetty railing that has been knocked off the jetty. There has also been some shoreline erosion south of the Jetty. Mr. Craig stated that that the repair could be incorporated in the Jetty Restoration happening in 2023. Vice-Chair Howard asked about the timeline for the railing if we wait to include it in the restoration versus having it done sooner

### **Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:**

Mr. Craig stated that all documents have been submitted to the U.S Army Corps of Engineers.

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

Mr. Craig said that the plans are at 60% completion. Vice-Chair Howard asked about the timeline for the railing if we wait to include it in the restoration. Mr. Craig estimated that it would take about six months to have it installed. A discussion took place whether to repair the jetty sooner. Mr. Craig will have a formal recommendation for the Board at the next meeting.

### **Jupiter Inlet Sand Trap Dredging 2023:**

This subject was previously discussed in Mr. Chaison's report

## **9. Legal Report**

Mr. Broome had nothing to add.

## **10. Unfinished Business**

None.

## **11. New Business**

None.

## 12. Commissioner Reports

### Commissioner Whipple

None.

### Commissioner Martinez

Commissioner Martinez expressed his thanks to Commissioner Whipple for her work on the Local Bill and to Mr. Pinsky for his time and expertise.

### Vice Chairman Howard

Vice-Chair Howard expressed his gratitude to Commissioner Whipple for her time and efforts on the Local Bill.

### Treasurer Davis

None.

### Chair Gentile

None.

## 13. Next Meeting Date(s)

Regular Board Meeting- December 14, 2022

## 14. 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 8:43 PM.

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George G. Gentile, Chairman

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Thomas L. Howard, Vice Chairman

1:30 PM  
11/28/22

Jupiter Inlet District  
Check Detail  
December 1, 2022

Total  
\$ 18,388.25  
PK

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	BILLPAY	12/01/2022	AT&T	BB&T		-194.00 ✓
Bill	Nov 12, 2...	12/01/2022		Telephone/Internet	-194.00	194.00
TOTAL					-194.00	194.00
Bill Pmt -Check	BILLPAY	12/01/2022	AT&T Mobility	BB&T		-77.32 ✓
Bill	Nov 9, 2022	12/01/2022		Telephone/Internet	-77.32	77.32
TOTAL					-77.32	77.32
Bill Pmt -Check	BILLPAY	12/01/2022	Comcast	BB&T		-93.30 ✓
Bill	Nov 13, 2...	12/01/2022		Public Information	-93.30	93.30
TOTAL					-93.30	93.30
Bill Pmt -Check	BILLPAY	12/01/2022	Great America F...	BB&T		-263.33 ✓
Bill	Nov 17, 2...	12/01/2022		Office Maintenance ...	-263.33	263.33
TOTAL					-263.33	263.33
Bill Pmt -Check	BILLPAY	12/01/2022	Truist	BB&T		-542.63 ✓
Bill	Dec 5415	11/29/2022		Outreach Program	-75.94	75.94
Bill	Dec 3878	11/29/2022		Postage & Courier ...	-24.00	24.00
				Travel	-5.88	• 28.16
				Meetings & Seminars	-10.43	• 50.00
				Membership Dues ...	-4.26	• 20.40
				Site Improvements	-39.97	• 191.53
				Facilities	-20.35	• 97.54
				Office Supplies	-1.56	• 7.48
				Office Supplies	-3.57	• 17.10
				Office Supplies	-3.24	• 15.51
				Office Supplies	-3.12	• 14.97
				Marker Maintenance	-350.31	1,678.76
TOTAL					-542.63	2,221.39
Bill Pmt -Check	BILLPAY	12/01/2022	Florida Departm...	BB&T		-47.87 ✓
Bill		12/01/2022		Florida Re-employ...	-47.87	47.87
TOTAL					-47.87	47.87
Bill Pmt -Check	BILLPAY	12/01/2022	Florida Power &...	BB&T		-174.25 ✓
Bill	Nov 22, 2...	12/01/2022		Utilities	-160.70	160.70 ✓
				Public Information	-13.55	13.55 ✓
TOTAL					-174.25	174.25
Bill Pmt -Check	DIRCETD...	12/01/2022	Gail P. Whipple	BB&T		-184.70 ✓
Bill	Decembe...	12/01/2022		Commissioner Fees	-184.70	200.00
TOTAL					-184.70	200.00

Credit Applied

marker refund pending

add 99.94  
2.21  
442.48

TO be refunded once check clears



1:30 PM  
11/28/22

**Jupiter Inlet District  
Check Detail  
December 1, 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DIRCETD...	12/01/2022	James Davis	BB&T		-184.70 ✓
Bill	Decembe...	12/01/2022		Commissioner Fees	-184.70	200.00
TOTAL					-184.70	200.00
Bill Pmt -Check	DIRECTD...	12/01/2022	Camille Cunnin...	BB&T		-4,082.65 ✓
Bill	Decembe...	12/01/2022		Salaries	-4,082.65	4,946.67
TOTAL					-4,082.65	4,946.67
Bill Pmt -Check	DIRECTD...	12/01/2022	George G. Gentile	BB&T		-184.70 ✓
Bill	Decembe...	12/01/2022		Commissioner Fees	-184.70	200.00
TOTAL					-184.70	200.00
Bill Pmt -Check	DIRECTD...	12/01/2022	Michael A. Marti...	BB&T		-184.70 ✓
Bill	Decembe...	12/01/2022		Commissioner Fees	-184.70	200.00
TOTAL					-184.70	200.00
Bill Pmt -Check	DIRECTD...	12/01/2022	Thomas L. How...	BB&T		-184.70 ✓
Bill	Decembe...	12/01/2022		Commissioner Fees	-184.70	200.00
TOTAL					-184.70	200.00
Bill Pmt -Check	DIRECTD...	12/01/2022	Joseph Chaison	BB&T		-8,452.85 ✓
Bill	Decembe...	12/01/2022		Salaries	-8,452.85	9,887.50
TOTAL					-8,452.85	9,887.50
Check	DRAFT	12/01/2022	ADP-IRS	BB&T		-3,586.49 ✓
				Payroll Liabilities	-1,163.85	1,163.85
				Social Security	-1,963.44	1,963.44
				Medicare Taxes	-459.20	459.20
TOTAL					-3,586.49	3,586.49

*[Handwritten Signature]*  
*[Handwritten Signature]*  
 11/29/22

approved November 28, 2022

ok

**Jupiter Inlet District  
Check Detail  
December 2 - 8, 2022**

Total  
29163.25

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2883	12/07/2022	Florida Municipal In...	BB&T		-6,036.97 ✓
Bill	Dece...	12/07/2022		Insurance-Medical/...	-6,036.97	6,036.97
TOTAL					-6,036.97	6,036.97
Bill Pmt -Check	2884	12/07/2022	Taylor Engineering, I...	BB&T		-4,330.02 ✓
Bill	Nov 2...	12/07/2022		General Engineering Jetty Maintenance	-3,479.00 -851.02	3,479.00 851.02 ✓
TOTAL					-4,330.02	4,330.02
Bill Pmt -Check	2885	12/07/2022	American Underwate...	BB&T		-2,400.00 ✓
Bill	0110...	12/07/2022		Marker Maintenance	-2,400.00	2,400.00
TOTAL					-2,400.00	2,400.00
Bill Pmt -Check	2886	12/07/2022	Treasure Coast Irrig...	BB&T		-80.00 ✓
Bill	30779	12/07/2022		Marker Maintenance	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	2887	12/07/2022	Orange Tree Landsc...	BB&T		-2,600.00 ✓
Bill		12/07/2022		Landscape Mainten... Landscape Mainten...	-300.00 -2,300.00	300.00 2,300.00 ✓
TOTAL					-2,600.00	2,600.00
Bill Pmt -Check	2888	12/07/2022	DEX Imaging	BB&T		-87.51 ✓
Bill	Nov 2...	12/07/2022		Office Maintenance ... Office Maintenance ...	-49.71 -37.80	49.71 37.80 ✓
TOTAL					-87.51	87.51
Bill Pmt -Check	2889	12/07/2022	KDT Solutions, Inc.	BB&T		-1,175.00 ✓
Bill	Dec	12/07/2022		Computer Software/... Computer Software/...	-805.00 -370.00	805.00 370.00 ✓
TOTAL					-1,175.00	1,175.00
Bill Pmt -Check	2890	12/07/2022	Erdman Video Syste...	BB&T		-5,100.00 ✓
Bill	6231/...	12/07/2022		Public Information Public Information	-2,700.00 -2,400.00	2,700.00 2,400.00 ✓
TOTAL					-5,100.00	5,100.00
Bill Pmt -Check	2891	12/07/2022	Florida Municipal Pe...	BB&T		-1,187.00 ✓
Bill	Dec 2...	12/07/2022		Retirement-Employer	-1,187.00	1,187.00
TOTAL					-1,187.00	1,187.00

**Jupiter Inlet District**  
**Check Detail**  
 December 2 - 8, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2892	12/07/2022	Joseph Chaison	BB&T		-38.13
Bill		12/07/2022		Travel	-38.13	38.13
TOTAL					-38.13	38.13
Bill Pmt -Check	2893	12/07/2022	William R.H. Broome	BB&T		-1,950.00
Bill	Nov 22	12/07/2022		Legal Fees	-75.00	75.00
				Special Legal Fees	-1,875.00	1,875.00
TOTAL					-1,950.00	1,950.00
Bill Pmt -Check	2894	12/07/2022	Dorothy Jacks, CFA,...	BB&T		-4,044.75
Bill	2nd Q	12/07/2022		Property Appraiser	-4,044.75	4,044.75
TOTAL					-4,044.75	4,044.75
Bill Pmt -Check	2895	12/07/2022	Town of Jupiter Wat...	BB&T		-68.37
Bill	Nov 22	12/07/2022		Utilities	-68.37	68.37
TOTAL					-68.37	68.37
Bill Pmt -Check	2896	12/07/2022	Rudling's Pest Control	BB&T		-33.00
Bill	294393	12/07/2022		Janitorial/Pest Control	-33.00	33.00
TOTAL					-33.00	33.00
Bill Pmt -Check	2897	12/08/2022	Rudling's Pest Control	BB&T		-33.00
Bill	Dec 22	12/08/2022		Janitorial/Pest Control	-33.00	33.00
TOTAL					-33.00	33.00

**Jupiter Inlet District**  
**Reconciliation Summary**  
**BB&T, Period Ending 11/30/2022**

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	<u>Nov 30, 22</u>
Beginning Balance	1,709,924.87
Cleared Transactions	
Checks and Payments - 38 items	-45,705.14
Deposits and Credits - 4 items	884,555.71
Total Cleared Transactions	<u>838,850.57</u>
Cleared Balance	<u><u>2,548,775.44</u></u>
Register Balance as of 11/30/2022	2,548,775.44
New Transactions	
Checks and Payments - 21 items	-30,013.82
Deposits and Credits - 1 item	726,928.37
Total New Transactions	<u>696,914.55</u>
Ending Balance	<u><u>3,245,689.99</u></u>

**Jupiter Inlet District**  
**Reconciliation Detail**  
**BB&T, Period Ending 11/30/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,709,924.87
Cleared Transactions						
Checks and Payments - 38 items						
Bill Pmt -Check	08/16/2022	2812	Erdman Video Syste...	X	-2,550.00	-2,550.00
Bill Pmt -Check	10/05/2022	2847	Florida Shore & Bea...	X	-500.00	-3,050.00
Bill Pmt -Check	11/01/2022	BILLP...	AT&T	X	-194.00	-3,244.00
Bill Pmt -Check	11/01/2022	BILLP...	Great America Fina...	X	-189.39	-3,433.39
Bill Pmt -Check	11/01/2022	BILLP...	Florida Power & Light	X	-187.18	-3,620.57
Bill Pmt -Check	11/01/2022	BILLP...	Comcast	X	-93.30	-3,713.87
Bill Pmt -Check	11/01/2022	BILLP...	AT&T Mobility	X	-77.32	-3,791.19
Bill Pmt -Check	11/02/2022	2871	Taylor Engineering, I...	X	-9,746.53	-13,537.72
Bill Pmt -Check	11/02/2022	2873	Florida Municipal Ins...	X	-6,036.97	-19,574.69
Bill Pmt -Check	11/02/2022	2872	Florida Municipal Pe...	X	-791.00	-20,365.69
Bill Pmt -Check	11/02/2022	2864	LOCALIQ Florida	X	-690.08	-21,055.77
Bill Pmt -Check	11/02/2022	2874	KDT Solutions, Inc.	X	-370.00	-21,425.77
Bill Pmt -Check	11/02/2022	2867	Judy McKee	X	-350.00	-21,775.77
Bill Pmt -Check	11/02/2022	2870	Streamline	X	-200.00	-21,975.77
Bill Pmt -Check	11/02/2022	DRAFT	ADP	X	-154.34	-22,130.11
Bill Pmt -Check	11/02/2022	2875	Royal Fire & Safety	X	-152.50	-22,282.61
Bill Pmt -Check	11/02/2022	2869	Solid Waste Authority	X	-149.10	-22,431.71
Bill Pmt -Check	11/02/2022	2862	Williams Leininger &...	X	-145.00	-22,576.71
Bill Pmt -Check	11/02/2022	2865	DEX Imaging	X	-88.56	-22,665.27
Bill Pmt -Check	11/02/2022	2861	Treasure Coast Irrig...	X	-80.00	-22,745.27
Bill Pmt -Check	11/02/2022	2863	Loxahatchee River ...	X	-76.98	-22,822.25
Bill Pmt -Check	11/02/2022	2866	Rudling's Pest Control	X	-33.00	-22,855.25
Bill Pmt -Check	11/02/2022	2868	Florida Shore & Bea...	X	-25.00	-22,880.25
Bill Pmt -Check	11/03/2022	2876	Flash Technology LLC	X	-1,678.76	-24,559.01
Bill Pmt -Check	11/07/2022	2877	William R.H. Broome	X	-2,650.00	-27,209.01
Bill Pmt -Check	11/07/2022	2881	A Quality Bushog S...	X	-385.00	-27,594.01
Bill Pmt -Check	11/07/2022	2878	Kay S. Anderson	X	-300.00	-27,894.01
Bill Pmt -Check	11/07/2022	2879	Judy McKee	X	-250.00	-28,144.01
Bill Pmt -Check	11/07/2022	2880	Town of Jupiter Wat...	X	-73.16	-28,217.17
Bill Pmt -Check	12/01/2022	DIRE...	Joseph Chaison	X	-8,452.85	-36,670.02
Bill Pmt -Check	12/01/2022	DIRE...	Camille Cunningham	X	-4,082.65	-40,752.67
Check	12/01/2022	DRAFT	ADP-IRS	X	-3,586.49	-44,339.16
Bill Pmt -Check	12/01/2022	BILLP...	Truist	X	-442.48	-44,781.64
Bill Pmt -Check	12/01/2022	DIRC...	James Davis	X	-184.70	-44,966.34
Bill Pmt -Check	12/01/2022	DIRE...	George G. Gentile	X	-184.70	-45,151.04
Bill Pmt -Check	12/01/2022	DIRE...	Michael A. Martinez	X	-184.70	-45,335.74
Bill Pmt -Check	12/01/2022	DIRE...	Thomas L. Howard	X	-184.70	-45,520.44
Bill Pmt -Check	12/01/2022	DIRC...	Gail P. Whipple	X	-184.70	-45,705.14
Total Checks and Payments					-45,705.14	-45,705.14
Deposits and Credits - 4 items						
Deposit	11/07/2022			X	27,000.64	27,000.64
Deposit	11/09/2022			X	44,831.67	71,832.31
Deposit	11/23/2022			X	384,279.08	456,111.39
Deposit	11/30/2022			X	428,444.32	884,555.71
Total Deposits and Credits					884,555.71	884,555.71
Total Cleared Transactions					838,850.57	838,850.57
Cleared Balance					838,850.57	2,548,775.44
Register Balance as of 11/30/2022					838,850.57	2,548,775.44

**Jupiter Inlet District**  
**Reconciliation Detail**  
**BB&T, Period Ending 11/30/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,709,924.87
Cleared Transactions						
Checks and Payments - 38 items						
Bill Pmt -Check	08/16/2022	2812	Erdman Video Syste...	X	-2,550.00	-2,550.00
Bill Pmt -Check	10/05/2022	2847	Florida Shore & Bea...	X	-500.00	-3,050.00
Bill Pmt -Check	11/01/2022	BILLP...	AT&T	X	-194.00	-3,244.00
Bill Pmt -Check	11/01/2022	BILLP...	Great America Fina...	X	-189.39	-3,433.39
Bill Pmt -Check	11/01/2022	BILLP...	Florida Power & Light	X	-187.18	-3,620.57
Bill Pmt -Check	11/01/2022	BILLP...	Comcast	X	-93.30	-3,713.87
Bill Pmt -Check	11/01/2022	BILLP...	AT&T Mobility	X	-77.32	-3,791.19
Bill Pmt -Check	11/02/2022	2871	Taylor Engineering, I...	X	-9,746.53	-13,537.72
Bill Pmt -Check	11/02/2022	2873	Florida Municipal Ins...	X	-6,036.97	-19,574.69
Bill Pmt -Check	11/02/2022	2872	Florida Municipal Pe...	X	-791.00	-20,365.69
Bill Pmt -Check	11/02/2022	2864	LOCALIQ Florida	X	-690.08	-21,055.77
Bill Pmt -Check	11/02/2022	2874	KDT Solutions, Inc.	X	-370.00	-21,425.77
Bill Pmt -Check	11/02/2022	2867	Judy McKee	X	-350.00	-21,775.77
Bill Pmt -Check	11/02/2022	2870	Streamline	X	-200.00	-21,975.77
Bill Pmt -Check	11/02/2022	DRAFT	ADP	X	-154.34	-22,130.11
Bill Pmt -Check	11/02/2022	2875	Royal Fire & Safety	X	-152.50	-22,282.61
Bill Pmt -Check	11/02/2022	2869	Solid Waste Authority	X	-149.10	-22,431.71
Bill Pmt -Check	11/02/2022	2862	Williams Leininger &...	X	-145.00	-22,576.71
Bill Pmt -Check	11/02/2022	2865	DEX Imaging	X	-88.56	-22,665.27
Bill Pmt -Check	11/02/2022	2861	Treasure Coast Irrig...	X	-80.00	-22,745.27
Bill Pmt -Check	11/02/2022	2863	Loxahatchee River ...	X	-76.98	-22,822.25
Bill Pmt -Check	11/02/2022	2866	Rudling's Pest Control	X	-33.00	-22,855.25
Bill Pmt -Check	11/02/2022	2868	Florida Shore & Bea...	X	-25.00	-22,880.25
Bill Pmt -Check	11/03/2022	2876	Flash Technology LLC	X	-1,678.76	-24,559.01
Bill Pmt -Check	11/07/2022	2877	William R.H. Broome	X	-2,650.00	-27,209.01
Bill Pmt -Check	11/07/2022	2881	A Quality Bushog S...	X	-385.00	-27,594.01
Bill Pmt -Check	11/07/2022	2878	Kay S. Anderson	X	-300.00	-27,894.01
Bill Pmt -Check	11/07/2022	2879	Judy McKee	X	-250.00	-28,144.01
Bill Pmt -Check	11/07/2022	2880	Town of Jupiter Wat...	X	-73.16	-28,217.17
Bill Pmt -Check	12/01/2022	DIRE...	Joseph Chaison	X	-8,452.85	-36,670.02
Bill Pmt -Check	12/01/2022	DIRE...	Camille Cunningham	X	-4,082.65	-40,752.67
Check	12/01/2022	DRAFT	ADP-IRS	X	-3,586.49	-44,339.16
Bill Pmt -Check	12/01/2022	BILLP...	Truist	X	-442.48	-44,781.64
Bill Pmt -Check	12/01/2022	DIRC...	James Davis	X	-184.70	-44,966.34
Bill Pmt -Check	12/01/2022	DIRE...	George G. Gentile	X	-184.70	-45,151.04
Bill Pmt -Check	12/01/2022	DIRE...	Michael A. Martinez	X	-184.70	-45,335.74
Bill Pmt -Check	12/01/2022	DIRE...	Thomas L. Howard	X	-184.70	-45,520.44
Bill Pmt -Check	12/01/2022	DIRC...	Gail P. Whipple	X	-184.70	-45,705.14
Total Checks and Payments					-45,705.14	-45,705.14
Deposits and Credits - 4 items						
Deposit	11/07/2022			X	27,000.64	27,000.64
Deposit	11/09/2022			X	44,831.67	71,832.31
Deposit	11/23/2022			X	384,279.08	456,111.39
Deposit	11/30/2022			X	428,444.32	884,555.71
Total Deposits and Credits					884,555.71	884,555.71
Total Cleared Transactions					838,850.57	838,850.57
Cleared Balance					838,850.57	2,548,775.44
Register Balance as of 11/30/2022					838,850.57	2,548,775.44

12:02 PM

12/08/22

**Jupiter Inlet District**  
**Reconciliation Summary**  
**State Board of Admin.-Fund A, Period Ending 11/30/2022**

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	<u>Nov 30, 22</u>
Beginning Balance	5,745,229.08
Cleared Transactions	
Deposits and Credits - 3 items	<u>18,581.87</u>
Total Cleared Transactions	<u>18,581.87</u>
Cleared Balance	<u><u>5,763,810.95</u></u>
Register Balance as of 11/30/2022	5,763,810.95
Ending Balance	5,763,810.95

**Jupiter Inlet District  
Reconciliation Detail  
State Board of Admin.-Fund A, Period Ending 11/30/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,745,229.08
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Deposit	08/02/2022			X		0.00
Deposit	09/06/2022			X		0.00
Deposit	11/30/2022			X	18,581.87	18,581.87
Total Deposits and Credits					18,581.87	18,581.87
Total Cleared Transactions					18,581.87	18,581.87
Cleared Balance					18,581.87	5,763,810.95
Register Balance as of 11/30/2022					18,581.87	5,763,810.95
<b>Ending Balance</b>					<b>18,581.87</b>	<b>5,763,810.95</b>



**TREASURER'S REPORT AS OF NOVEMBER 30, 2022**

**BB&T - Checking Account**

Bank balance forward from previous statement - October 31, 2022		\$ 1,709,924.87	
Plus Deposits:			
11/7/2022	PBC Tax Collector - prior excess fees	27,000.64	
11/9/2022	PBC Tax Collector-Share of Taxes	44,831.67	
11/23/2022	PBC Tax Collector-Share of Taxes	384,279.08	
11/30/2022	PBC Tax Collector-Share of Taxes	428,444.32	
Less Checks & Other Withdrawals Cleared:		<u>\$ (45,705.14)</u>	
<b>Bank balance at November 30, 2022</b>		\$ 2,548,775.44	\$ 2,548,775.44
Less Outstanding Checks		-	
<b>Register balance at November 30, 2022</b>	(see note)	<u><u>\$ 2,548,775.44</u></u>	

NOTE: Does not include checks dated in December 2022 of \$30,013.82, some of which are for November expenses, signed/approved in December or to be signed at the December 2022 meeting.

**State Board of Administration**

**FUND A**

Balance Forward from October 31, 2022		\$ 5,745,229.08	
Plus Deposits:			
Interest earned November 2022		18,581.87	
Total Deposits		<u>\$ 18,581.87</u>	
<b>Balance at November 30, 2022</b>		<u><u>\$ 5,763,810.95</u></u>	\$ 5,763,810.95
<b>TOTAL BALANCE</b>		<u><u>\$ 8,312,586.39</u></u>	<u><u>\$ 8,312,586.39</u></u>
		<i>REGISTER BALANCE</i>	<i>BANK BALANCE</i>

# JUPITER INLET DISTRICT

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## EXECUTIVE DIRECTOR'S REPORT

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**FROM:** JOSEPH B. CHAISON, EXECUTIVE DIRECTOR  
**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT *JBC*  
**DATE:** DECEMBER 14, 2022

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### **Loxahatchee River Railroad Bridge – Enhanced Clearance Span:**

The Enhanced Clearance Span is fully installed. We are coordinating confirmation of the elevations and bathymetry.

### **2023 Sand Trap Dredging:**

An updated survey of the sand trap has been requested to document any volume changes from Hurricane Nicole. The survey will also include the area which appeared to show a vessel in the previous survey. That information will be forwarded to Florida Fish and Wildlife Commission (FWC) and Jupiter Police Department Marine Unit.

### **500 North Delaware (Jones Creek Park) Property:**

The contractor has begun invasive exotic vegetation treatment. The first phase is along the shoreline.

### **Leadership Palm Beach GROW Program:**

Leadership Palm Beach has requested to include our Living Shoreline Project as the focus of their Leadership GROW Environmental Day on January 12<sup>th</sup>. This was a very successful and positive event last year.



**Jupiter Inlet District  
Monthly Engineering Report  
December 2022**

**General Engineering**

*Jetty Observation*

Taylor Engineering staff (Ken Craig) will perform the monthly jetty condition assessment on December 14. We will report on any significant changes from the prior assessment.

**Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance**

The USACE issued public notice on July 20, 2022 and provided copies to JID and Taylor Engineering. The public notice 30-day comment period closed on August 19, 2022. The USACE received comments from the U.S. Coast Guard and National Marine Fisheries Service (NMFS). As a result of comments received, the USACE issued a second request for additional information (RAI) on August 22, 2022. Taylor Engineering has provided all requested information listed in the RAI including the alternatives analysis to the USACE for review. There has been no change since the last report.

**Jupiter Inlet Jetties Restoration**

60% construction drawings and technical specifications are nearly complete. We continue to coordinate with material suppliers and plan to move forward with 90% drawings in January.

**Jupiter Inlet Sand Trap Dredging 2023**

Taylor Engineering has provided a proposal to conduct the 2023 Sand Trap Dredging project for consideration by the board at the December meeting.

**Sediment Study**

Following the previous workshop, Taylor Engineering has developed a scope of work and cost proposal to update the inlet sediment budget and coordinate an update to the adopted Jupiter Inlet Management Plan. We will present the proposal at the December board meeting.



December 8, 2022

Mr. Joseph Chaison, P.E.  
Executive Director  
Jupiter Inlet District  
400 North Delaware Blvd.  
Jupiter, FL 33458

RE: 2023 Jupiter Inlet Sand Trap Dredging Proposal

Dear Mr. Chaison:

We are pleased to present the attached scope of services and cost proposal for the work referenced above. We propose to perform this work for a lump sum of \$42,800.

Please let me know if you have any questions.

Sincerely,

Kenneth R. Craig, P.E.  
Senior Vice President

Attachments:

Approved as presented.

\_\_\_\_\_  
Joseph Chaison, P.E.  
Executive Director

\_\_\_\_\_  
Date



## ATTACHMENT A

### **SCOPE OF SERVICES ENGINEERING SERVICES IN SUPPORT OF MAINTENANCE DREDGING THE JUPITER INLET SAND TRAP P2022-209**

#### **TASK 1 – CONSTRUCTION PLANS AND SPECIFICATIONS AND AGENCY COORDINATION**

We will prepare contract documents and technical specifications for the dredging and beach placement work in Engineers Joint Contract Documents Committee (EJCDC) format. We will provide these documents to the Jupiter Inlet District (JID) in both paper and electronic media formats. Technical specifications will address dredging, beach placement, and environmental monitoring efforts required by the permits.

Taylor Engineering will use most recent 2022 survey data provided by JID (collected by Terraquatics, Inc.) to develop a digital terrain model and calculate the quantities of dredged material available within the sand trap. Taylor Engineering will then prepare construction drawings for dredging incorporating plan and cross section views and showing the location, extent, and depth of dredging required. Taylor Engineering will design the beach placement template to accommodate the calculated volume of dredged material. We will specify the berm elevation, berm width, and beach slope and placement area to beneficially use dredged sand while maintaining a fairly uniform template. Taylor Engineering will produce construction plan and cross section views of the beach placement area.

Every maintenance dredging event requires a Notice to Proceed (NTP) from the Florida Department of Environmental Protection (FDEP). As per Specific Condition Nos. 1 and 2 of FDEP's Joint Coastal Permit (JCP) No. 0134395-001-JC, JID must submit the following information to receive this NTP.

- One copy of final, signed and sealed plans, specifications, and construction operations plan (11" x 17" or larger)
- Final plans and specifications – electronic copies (AutoCAD format)
- Turbidity monitoring qualifications
- Hydrographic monitoring plan
- Written request for FDEP to review the proposed dredging event
- Grain size analyses of surface grab samples within the sand trap

The construction plans will include mapping of any significant natural resources (e.g., hardbottom, rock outcroppings, and algal and seagrass beds) and a description of beach construction method. Taylor Engineering will collect three surface sediment samples from within the sand trap and perform a grain size/carbonate analysis. We will obtain the contractor's turbidity monitoring qualifications and submit those to the FDEP. We will prepare a hydrographic monitoring plan that meets JCP Modification No. 0134395-008-JN, Monitoring Condition No. 2. Finally, we will respond to questions received by FDEP.

#### **TASK 2 – BID ASSISTANCE**

Taylor Engineering will administer bidding and contractor selection on behalf of JID. From our office in Jacksonville, we will assist with administration of the bidding process. We will prepare, advertise, and distribute bid packages, make clarifications and interpretations of the project documents, and prepare

addenda, if required. One of our engineers will attend the bid opening. We will assist with review of the bids received and provide JID with our recommendations for contractor selection. This work includes reviewing the submitted bid documents in conjunction with JID's legal counsel, checking work experience references of the apparent low bidder, and preparing and transmitting a written recommendation for contractor selection. Our review of bid documents will focus on contractors' technical qualifications. Accordingly, this excludes review of contractors' financial or contractual arrangements.

### TASK 3 – CONSTRUCTION-PHASE SERVICES AND REPORTING

We assume the construction period will last 40 calendar days (including mobilization and demobilization) and occur between February and April 2023. We assume the contractor will have responsibility for all required material testing, all construction layout surveys and preparation of as-built drawings of the completed work. Additionally, we assume the construction contractor will have responsibility for water quality monitoring; monitoring of endangered, threatened, and other species of special concern; and all other activities required for compliance with permit conditions. Therefore, our scope of services and respective fees exclude any of these services. We propose to provide the following services:

#### Task 3a. Pre-Construction Services

This subtask includes the following work:

- Preparing for and conducting a pre-construction meeting;
- Reviewing and approving contractor pre-construction submittals;
- Making recommendation to JID for issuance of notice to proceed;
- Preparing for and conducting an onsite coordination meeting; and
- Preparing and submitting two agency work commencement notices.

Taylor Engineering staff will attend and conduct the preconstruction conference with the contractor, JID, and agency representatives (as per Specific Condition No. 4 of FDEP's JCP No. 0134395-001-JC). The preconstruction conference will focus on describing the project's permitting requirements and answering the contractor's questions concerning the technical aspects of the work. In addition, we will discuss the "ground rules" and other issues including lines of engineer and contractor authority, contract general and specific conditions, contract administration, progress payment, correspondence procedures, project schedule, submittal register, labor requirements, and general site safety. We will take detailed minutes of the preconstruction conference discussions. We assume that the preconstruction conference will occur at the JID office. This meeting will occur before the contractor commences with physical construction.

We will also attend and conduct a coordination meeting after the preconstruction conference and before starting physical construction. We will review any updated contractor submittals required before the contractor commences with construction. Updated submittals may include schedule of values, list of subcontractors, signature authority, construction schedule, submittal register, environmental protection plan, quality control plan, and accident prevention plan. The purposes of the meeting include achieving a mutual understanding with the contractor of required quality control; jointly reviewing submitted draft plans and resolving issues of concern; discussing project plans and specifications, schedule and documentation; and establishing a good working relationship between the contractor quality control staff and quality assurance representatives.

Finally, we will prepare and submit two written commencement notices — to the FDEP (as per General Condition No. 9 of JCP No. 0134395-001-JC) and the U.S. Army Corps of Engineers (USACE)

(as per Department of Army Permit No. SAJ-1989-506 [SP-JKA]) — that indicate expected construction start and end dates.

Task 3b. Observation during Construction

This task includes the following subtasks:

- Performing up to 12 field visits;
- Submitting weekly summary turbidity monitoring reports to the FDEP;
- Reviewing and approving revised contractor submittals; and
- Reviewing and approving two pay applications.

We will assist JID with administration of the construction contract from our office in Jacksonville and from the project site. In-office duties will include reviewing the contractor's shop drawings and submittals, reviewing contractor's daily dredge reports, reviewing two pay applications, providing oversight of the progress of the work, and assisting with the preparation of change orders, if required. Additionally, we will review the releases of lien, contractor affidavits, and contractor certifications.

We will remain available throughout construction to provide advice and consultation to JID through site visits and teleconferences. In that role, we will address questions pertaining to engineering, design, permitting issues, and any proposed changes to the project design.

Taylor Engineering's project engineers will also make up to 12 visits to the project site to ascertain whether work is proceeding in general conformance with permit conditions and plans and specifications. Our visits will include detailed observation of the work and monitoring of the contractor's means, methods, and sequences. As a part of the daily observations, Taylor Engineering will review the contractor's daily construction report, which will become part of the project record. The report indicates the observer, weather conditions, date, personnel/visitors on site, the contractor's manpower (e.g., superintendent, field engineer, and laborers) and equipment (e.g., backhoe, bulldozer, and dredge), daily summary of events, and contractor representative and observer signature. These reports provide a log of construction progress.

During our field visits, we will discuss with the contractor the project progress and address questions pertaining to engineering, design, permitting issues, any proposed changes to the project design, and any conflicts. In addition, we will review changes to the construction schedule, site safety, problem prevention, maintaining contract quality for materials and workmanship, pending modifications, changes and substitutions, and other business, as appropriate. Finally, we will review the contractor's daily dredge reports to ensure reporting/monitoring of dredge cutterhead's vertical and horizontal positioning (Specific Condition No. 5 of JCP No. 0134395-001-JC).

We will notify JID should any permit violations, work stoppages, or conflicts occur and provide recommendations to JID as to how to proceed with the project. However, we will not direct the contractor's means and methods of construction. Taylor Engineering assumes no responsibility for jobsite safety.

Note that we may require additional fees if the project requires additional onsite visits to solve unanticipated problems or if construction goes longer than the assumed 40-day construction period.

Task 3c. Project Close-Out and Certification

This task includes the following subtasks:

- Developing preliminary and final punch lists;
- Certifying the project substantially complete;
- Attending final inspection and closeout meetings;
- Conducting final review/acceptance of field data;

- Certifying final completion of the project; and
- Preparing and submitting FDEP engineer's report

Upon JID receiving from the contractor a request to certify the project substantially complete, we will make an observation of the project to determine if the project is, in fact, substantially complete. If it is not, we will develop preliminary and final punch list items for the contractor to complete or correct. With concurrence from JID, we will transmit this list to the contractor for completion. Upon completion of outlined items, we will certify the project substantially complete.

We will collect and review the following information from the contractor before project closeout.

- Final pay application
- Final contractor certification
- Final as-built survey

We will coordinate and prepare permit-related submittals to the FDEP and USACE after completion of the project. These submittals include

- Turtle monitoring summary report (as per Department of Army permit Biological Opinion Terms and Conditions No. 11);
- As-Built Certification by Professional Engineer form and as-built drawings (as per Department of Army permit Special Condition No. 3);
- As-built written statement of project completion to the FDEP and two paper copies and one electronic copy of as-built drawings if substantial deviations from permitted plans (as per FDEP permit General Condition No. 11); and
- Engineering report to FDEP (as per FDEP permit Monitoring Condition No. 2 and Specific Condition No. 5) (two paper copies, one electronic copy of report, and one electronic copy of survey data)
  - Narrative description of maintenance dredging and beach placement activities
  - Construction period
  - Plan view map showing actual excavation and beach placement sites
  - Pre-dredging bathymetric contours in sand trap
  - Post-dredging bathymetric contours in sand trap
  - Pre-dredging to post-dredging bathymetric change contours in sand trap
  - Pre-dredging to post-dredging volume changes in sand trap
  - Discussion of errors associated with surveys
  - Daily record of dredge cutterhead vertical and horizontal positions

Finally, we will prepare and submit one hard copy and one electronic copy of the dredging records for this project to the JID for its records.

#### COST

Taylor Engineering will conduct the above scope of services on a lump sum basis for a total of \$42,800.



## DELIVERABLES

Task 1 Copies of all NTP submittals to FDEP – electronic format

Task 2 Copies of Project Manual and bid package – electronic and hardcopy format. Bid addenda, bid summary and recommendation – electronic format

Task 3

Task 3a Meeting summaries, copies of all correspondence between Taylor and contractor, agency commencement notices – electronic format

Task 3b Site visit summaries, copies of all correspondence between Taylor and contractor, pay applications – electronic format

Task 3c Site visit/meeting summaries, copies of all correspondence between Taylor and contractor and Taylor and FDEP/USACE, project closeout forms – electronic format

**TAYLOR ENGINEERING, INC.**  
**COST SUMMARY BY TASK**  
**P2022-209: JID 2023 SAND TRAP**

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**TASK 1: Construction Plans and Specifications and Agency Coordination**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	6.0	1,350.00	
Project Professional	36.0	4,968.00	
Sr. GIS/CADD	24.0	3,720.00	
<b>Total Man-Hours</b>	<b>66.0</b>		
<b>Labor Cost</b>			<b>10,038.00</b>
<hr/>			
<i>Non-Labor</i>	Units	Cost	
Sand sample processing	3.0	150.00	
Fee @ 12.0%		18.00	
<b>Total Non-Labor Cost</b>			<b>168.00</b>
<b>Total Task 1</b>			<b>10,206.00</b>

---

**TASK 2: Bid Assistance**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	6.0	1,350.00	
Project Professional	32.0	4,416.00	
Sr. GIS/CADD	4.0	620.00	
<b>Total Man-Hours</b>	<b>42.0</b>		
<b>Labor Cost</b>			<b>6,386.00</b>
<b>Total Task 2</b>			<b>6,386.00</b>

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**TASK 3a: Pre-Construction Services**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	8.0	1,800.00	
Project Professional	34.0	4,692.00	
Sr. GIS/CADD	4.0	620.00	
<b>Total Man-Hours</b>	<b>46.0</b>		
<b>Labor Cost</b>			<b>7,112.00</b>
<b>Total Task 3A</b>			<b>\$ 7,112.00</b>

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**P2022-209: JID 2023 SAND TRAP****TASK 3b: Observation during Construction**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	13.0	2,925.00	
Project Professional	72.0	9,936.00	
Staff GIS/CADD	1.0	78.00	
Total Man-Hours	86.0		
Labor Cost			<u>12,939.00</u>
<i>Total Task 3B</i>			<b>\$ 12,939.00</b>

**TASK 3c: Project Close-out and Certification**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	9.0	2,025.00	
Project Professional	30.0	4,140.00	
Total Man-Hours	39.0		
Labor Cost			<u>6,165.00</u>
<i>Total Task 3C</i>			<b>\$ 6,165.00</b>

**Project Total \$ 42,808.00**



November 3, 2022

Mr. Joseph Chaison, P.E.  
Executive Director  
Jupiter Inlet District  
400 N. Delaware Boulevard  
Jupiter, FL 33458

RE: Jupiter Inlet Coastal Sediment Budget Update

Dear Mr. Chaison:

We are pleased to present the attached scope of services and cost proposal to update the Jupiter Inlet Sediment Budget and assist the District with updated the overall Inlet Management Plan. An updated sediment budget is a resource to understanding the complex inlet system. If adopted by the state, this study will serve as the backbone of the inlet management plan and provide additional funding opportunities.

Attachment A provides the scope of services to update the coastal sediment budget and Attachment B provides the associated costs.

Please feel free to contact me at 904-731-7040 or [kcraig@taylorengeering.com](mailto:kcraig@taylorengeering.com) if you have any questions. We appreciate this opportunity to serve the Jupiter Inlet District and enhance the inlet complex.

Sincerely,

Kenneth Craig, P.E.  
Senior Vice President

Attachments:

Approved as presented.	
<hr/>	
Joseph Chaison, P.E. Executive Director	Date



Scope of Work  
Jupiter Inlet Coastal Sediment Budget Update

**INTRODUCTION**

Tidal inlets, their channels, and adjacent beaches require maintenance dredging and bypassing to maintain a healthy and balanced system. The inlet complex at Jupiter Inlet is extremely complex and features the confluence of the Intracoastal Waterway, the Loxahatchee River, and the Atlantic Ocean (Figure 1). The current Jupiter Inlet Management Plan (IMP), also known as the Jupiter Inlet Management Study Implementation Plan, is based on the sediment budget studies presented by Mehta, Montague, and Thieke in 1992 and 1993 (Figure 2). In 1997 the Florida Department of Environmental Protection (FDEP) adopted the IMP indicating the support of the proposed management strategies for sand bypassing at the inlet. The current IMP adopted by the inlet is outdated and can be improved upon using updated data and advanced modeling techniques. The bypassing objective of 75,000 cy/year should be revisited to make the IMP consistent to amendments within Florida Statutes Section 161.142.

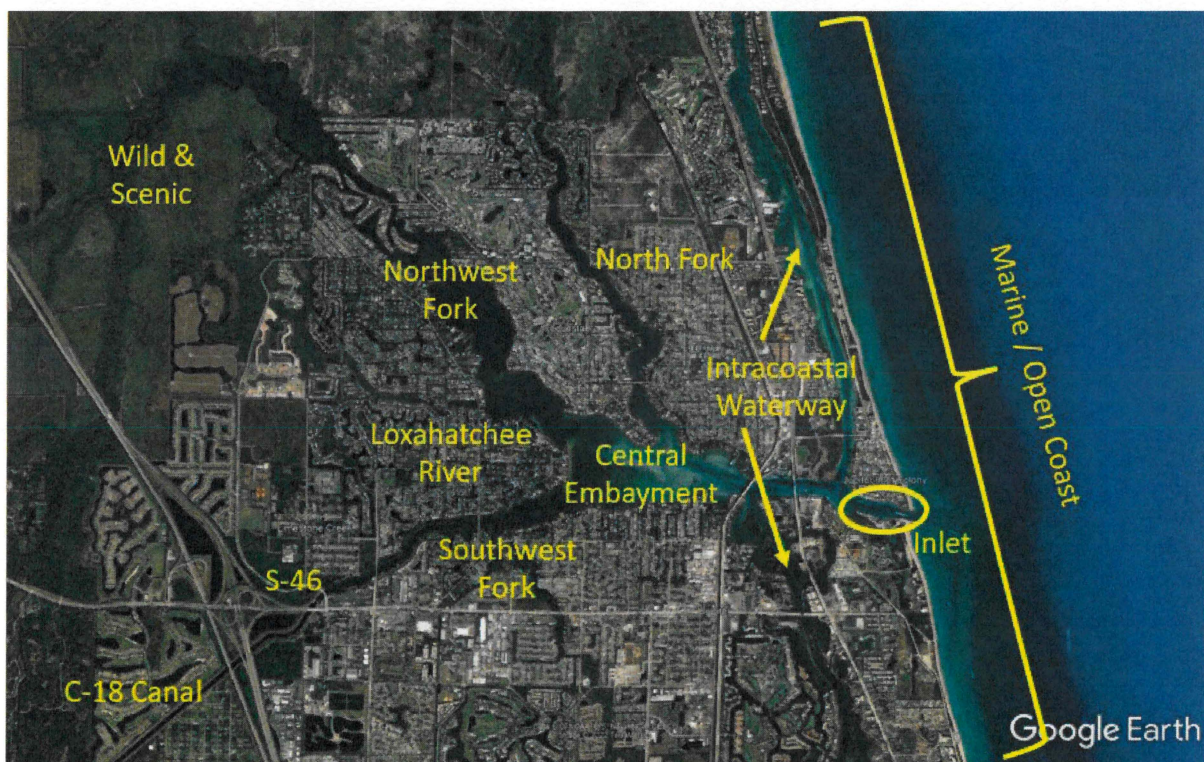


Figure 1 Jupiter Inlet Features

## DISTRIBUTION OF ANNUAL NET SOUTHWARD DRIFT

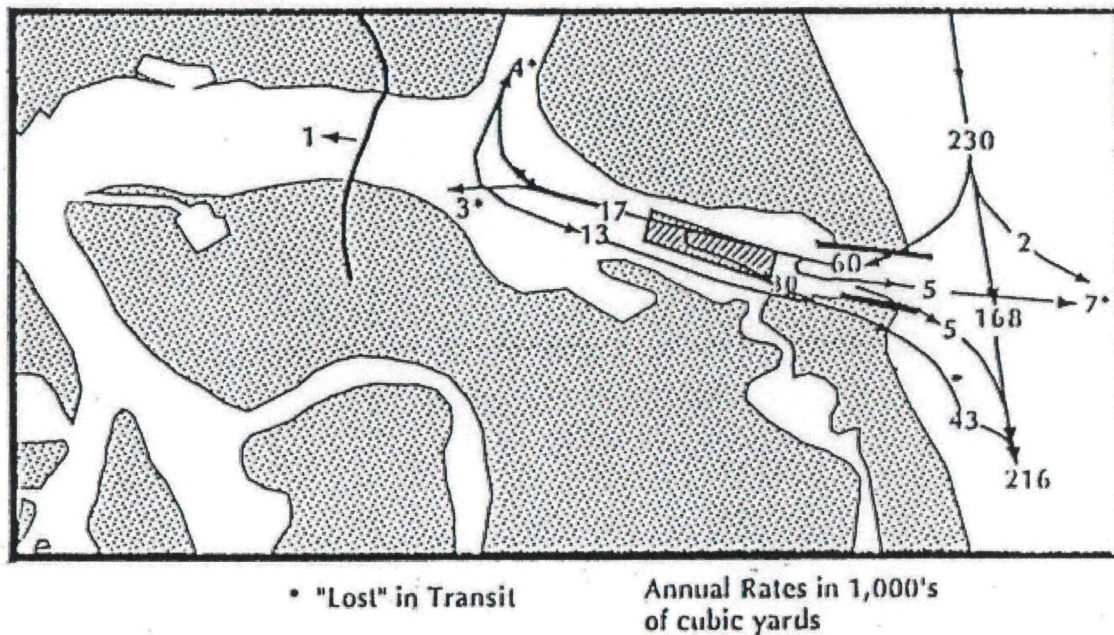


Figure 2 Jupiter Inlet Sediment Budget (Mehta, et. al., 1993)

An updated sediment budget is a key resource to provide insight into sediment movement in and around the complex inlet system. If adopted by the state, this study will serve as the backbone of the inlet management plan and provide additional funding/cost sharing opportunities. The proposed sediment budget will:

- Provide information necessary to update the state-adopted inlet management plan
- Allow for the evaluation and justification of inlet management activities, and
- Develop a littoral process model that can contribute to the development of sediment budgets examining future hydraulic conditions and future beach and inlet management practices.

The tasks described herein include (1) collection and analysis of previous studies, available data, and the creation of a digital catalog and geodatabase; (2) field data collection; (3) littoral process modeling; (4) sediment budget update; (5) reporting, TAC meetings, and coordination. Taylor Engineering will perform the tasks listed in Attachment A to complete the study based on the schedule provided in Table 1; Attachment B provides a detailed cost breakdown by Task.

### Assumptions

Taylor Engineering made several assumptions in developing this scope of work and associated fees for the project. The assumptions noted below, and throughout this scope of work, affect the proposed level of effort and associated costs. If any of the assumptions should prove incorrect, Taylor Engineering will submit a proposal to modify our scope of work and fees accordingly. Taylor Engineering developed this scope of work with the following assumptions and background information:

- Execution of the work outlined herein to support the district's efforts will not preclude Taylor Engineering from providing services related to future phases of the work.
- This scope excludes engineering design, permitting, construction administration, and any other service not explicitly detailed herein.
- Taylor Engineering does not guarantee, warranty, or otherwise ensure that regulatory agencies will authorize the proposed sediment budget and recommended management strategies.
- The district will assist in the collection of background data that is not publicly available. Relevant data include, but are not limited to, topographic and bathymetric data survey information, relevant reports, water level data, currents data, offshore wave data, wind data, sediment properties, dredge history, and applicable photographs. Taylor Engineering shall have the right to reasonably rely on the accuracy and validity of such documentation and data. The district agrees to indemnify and hold Taylor Engineering harmless from any loss, damage, or liability arising out of any errors, omissions, or inaccuracies in such documentation and/or data and where such documentation and/or data do not conform to normal and customary standards.
- Should the model not calibrate/validate sufficiently after five trials, we will discuss next steps with the district's project team.

#### **TASK 1 LITERATURE AND DATA REVIEW AND CREATION OF A DIGITAL CATALOG AND GEODATABASE**

A key component to update the coastal sediment budget and evaluate the beach and inlet management practices effects on beach morphology involves understanding the dominant hydraulic processes that drive sediment transport in the beach, nearshore, and inlet areas. Without this understanding, any approach to evaluate the effects of beach and inlet management practices on beach morphology may produce unanticipated and unwanted results. Key to understanding hydraulic forces in the area of interest (i.e., Jupiter Inlet, north beach, and south beach) requires the collection and analyses of available data.

To better understand the sediment transport processes we will collect and review existing literature and data for the Jupiter Inlet complex. This review will provide an historical perspective on past study efforts and allow us to document and assess existing data. Examples of existing literature and data include previous beach nourishments records, longshore and inlet sediment budgets, topographic and bathymetric data, water surface elevation (tides), currents (flow velocity), winds, offshore waves, and beach/nearshore and inlet sediment properties. We will limit our review to hydraulic and morphological studies within the area of interest. We will collect available U.S. Army Corps of Engineers (USACE) Wave Information Study (WIS) offshore wave and wind data to determine wave and wind characteristics for periods when we will evaluate longshore transport and shoreline location. We will collect historical bed elevation and sediment data of inlet, beach, and nearshore areas from previous, readily available topographic/bathymetric surveys and sediment sampling/testing results. Potential sources of information include: USACE Jacksonville District, Florida Department of Environmental Protection (FDEP), Florida Inland Navigation District (FIND), National Oceanic and Atmospheric Administration (NOAA), U.S. Geological Survey (USGS), South Florida Water Management District, and Palm Beach County.

Geospatial scientists will compile a geodatabase of available spatial data and an accompanying digital catalog. This will serve as an information repository for this and all future efforts. The geodatabase and digital catalog will be submitted with the final sediment update report package.

## **TASK 2 FIELD DATA COLLECTION**

To update the sediment budget and provide current (2022/2023) data the team will collect a detailed topographic/hydrographic survey and sediment samples along the Atlantic facing coast and throughout the inlet complex. This scope does not include the collection of wave, tide, or current data for model inputs—it is assumed sufficient data will be identified within Task 1.

Under separate contract to JID, Terraquatics will provide an updated survey of the inlet area of influence and inlet complex. Terraquatics will collect beach profile surveys within the previously examined inlet area of influence that extends from monument R-112 in Martin County south through monument R-36 in Palm Beach County (total of 52 monuments). Additionally, Terraquatics will conduct a bathymetric survey of inlet features (ebb shoal, inlet throat, Intracoastal Waterway north of Cato's bridge to Indiantown Road bridge). Terraquatics will perform all work activities and produce deliverables in accordance with applicable sections of the May 2014 (or later) Bureau of Beaches and Coastal Systems (BBCS) *Monitoring Standards for Beach Erosion Control Projects*. Taylor Engineering will work with JID and Terraquatics to define the scope of the required survey.

Taylor Engineering staff will collect and process a total of 72 sediment grab samples. All sediment processing will occur at the Taylor Engineering Coastal Geoscience Laboratory in Jacksonville. We will collect samples along 8 separate transects at five foot elevation intervals extending from the +10 ft-NAVD contour to the -30 ft-NAVD contour (+10, +5, 0, -5, -10, -15, -20, -25, -30). Geologists will document the grain size distribution and Munsell color for each sample. These samples will determine sediment grain size and gradation distribution for input into the numerical model (Task 3) as control points for littoral processes model validation. The actual number and location of the sediment sampling stations may vary depending on field conditions during deployment.

## **TASK 3 LITTORAL PROCESSES MODELING FOR LONGSHORE SEDIMENT TRANSPORT**

Near Jupiter Inlet, Florida, currents and breaking wave-induced currents entrain and transport littoral sediment across the inlet to downdrift areas and into the inlet and the IWW. Inshore, flood currents move sediments until flow velocities decrease below a critical value, at which point sediment fall out of suspension onto the waterway bottom and form shoals. Some of the sediment that enters inland waterways are either carried back by ebb currents offshore of the inlet to form the ebb shoal or are returned to the littoral sediment transport system. Thus, sediments eroded from the beach end up being deposited in the inlet and inland waterways, deposited on the ebb shoal, and/or returned to the littoral sediment transport system either through natural or man-made sand-bypassing operations. Finding and implementing effective beach and inlet management to mitigate erosion and deposition requires good estimation of the sediment budget along the beaches and in the inlet.

Taylor Engineering will perform the following subtasks to complete littoral transport and morphology modeling. The following subtasks describe development of a numerical model and modeling to evaluate the longshore sediment transport and morphology.

### **Task 3.1 Longshore Transport and Morphology Model Development**

An evaluation of hydraulics and longshore sediment transport requires an understanding of the role of the variation in magnitude and directions of nearshore currents and waves on the erosion and deposition processes along the beach and nearshore area. These parameters directly influence the amount of sediment captured by the inlet. Task 3 will focus on the development and validation of a MIKE21 Littoral Processes (LP) model to simulate historical sediment transport patterns alongshore and provide the



analytical tool to estimate future longshore transport (LST) rates for various currents and wave conditions, beach management practices, and climate change related conditions. Model validation ensures that the LP model can accurately estimate the net LST caused by nearshore currents and waves. A favorable comparison of LP model generated net LST rates with calculated net LST rates based on field measured beach profiles and changes to shoreline position over a selected period validates the performance of the LP model.

We will construct baseline versions of the LP model. Model development includes generation of model boundary conditions and construction of the model grid and transects. We will define the LP model forcing conditions (water level and waves) using data collected in Tasks 1 and 2. With the forcing mechanisms established, we will start the LP model setup by building on information from hydraulic models previously set up for nearby modeling projects in Palm Beach County. We will include bathymetric data obtained in Tasks 1 and 2 in defining the domain of the new model. The model domain will include portions of Jupiter Inlet, north and south beaches, and Atlantic Ocean. We will refine the model domain in the area of interest to an appropriate resolution to examine the relevant physical processes while minimizing any unintended boundary effects for the scenarios considered.

We will calibrate the LP model to known conditions by adjusting relevant model parameters. Next, we will perform a LP model verification run to confirm the modeling approach and test the calibrated model's capability to simulate events outside the calibration period. Predicted tides and WIS hindcasted data will provide LP model boundary data. We will use available and measured sediment data to describe sediment characteristics in the model. Literature will provide information to model parameter values not available from Tasks 1 and 2 data collection. Results of the updated LST budget that were based on measured beach transects and historical beach transect data (if available to show shoreline position) will provide the calibration and verification data.

We will set up a LP model to estimate LST along the north and south beaches. The LP model will also include morphological computations that will estimate the location of the shoreline along the north and south beaches. We will evaluate the sensitivity of the model validation to changes in major model parameters to determine how robust are model results to uncertainties in model input information.

### **Task 3.2 Evaluation of Longshore Transport and Shoreline Evolution**

Using the calibrated and verified LP model, we will estimate the LST and shoreline location at selected FDEP monuments along Palm Beach County beaches for select periods in the WIS period of record. These periods can include (a) periods when no field observation based LST budget are available (two model simulations), (b) periods with field observations based LST budget that are different from LP model calibration or verification periods (two simulations), and (c) future hydraulic conditions and/or planned beach and inlet management practices (two simulations). These simulations will inform how the LST varied in the past and how shoreline location changed with the LST. The simulations will also inform how future water levels and wave conditions and/or beach and inlet management practices can affect the LST and shoreline location.

### **TASK 4 SEDIMENT BUDGET UPDATE**

We will factor in key data identified during the above tasks into the sediment budget update. Taylor Engineering will select appropriate spatial scales, temporal scales, and littoral cells based on available data from Tasks 1 and 2.

The sediment budget update will consist of survey-based analysis of inlet and beach profile changes and the updated longshore transport rate. The U.S. Army Corps of Engineers' Coastal Engineering Manual presents several methodologies to develop sediment budgets including the Sediment Budget Analysis System (SBAS), the reservoir model, the wave energy flux model, and the family of solutions. Each method has various benefits and shortcomings based on data availability. We will review and apply the most appropriate approach based on Task 2 and 3 results.

The historical bathymetric comparison will apply digital terrain modeling techniques to calculate volumes of erosion and deposition within specified sub regions of the inlet area of influence. This analysis will incorporate past work from the existing IMP and focus on data collected since the sediment budget was last updated. The survey data collected during Task 2 will serve as the existing conditions. We will calculate volume changes in comparison to the historic survey data set for the bathymetric and topographic data sets. Additionally, we will compile historic dredging records and account for dredged and placed volumes. Taylor Engineering will use the results of the above analyses to develop an updated sediment budget for Jupiter Inlet.

We will provide a Task 4 summary report to JID for review. Upon addressing review comments, we will incorporate this summary into the draft report (Task 5).

#### **TASK 5 Reporting, TAC Meetings, and Coordination**

All methods used in the investigation, its findings, results, and recommendations will be documented in a detailed written technical report. To ensure stakeholder engagement, we will form a Technical Advisory Committee (TAC) and hold a virtual kickoff meeting. We will assist JID in forming and coordinating with the TAC to ensure appropriate stakeholders are represented and informed of study details. During the kickoff meeting we will review the study tasks, overall goals, and known data sources.

When the project nears completion, we will prepare and submit a draft report to JID for review. Upon addressing review comments, we will present the results at the second TAC meeting to solicit stakeholder feedback. Following the second TAC meeting, we will incorporate stakeholder feedback as appropriate into a revised draft report. The revised report will be provided to JID for review prior to the submission of the report to cooperating agencies (i.e., FDEP, USACE) as necessary for comment. Comments received will then be incorporated, if appropriate, in the final report. Should FDEP approve the proposed budget, we assume that the FDEP will update the IMP based on the results of this study.

This task budgets for a total of two hybrid meetings with TAC members over the anticipated period of performance.

#### **END OF SCOPE OF WORK**

We will complete the above scope of work for a fixed fee of \$262,446. Attachment B details the proposed costs.



Table 1 Proposed Schedule

Task	Description	Months from Notice-to-Proceed											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Literature and Data Review and Creation of a Digital Catalog and Geodatabase	█	█	█	█	█							
2	Field Data Collection		█	█	█								
3	Longshore Transport Modeling				█	█	█	█	█	█	█		
4	Sediment Budget Update							█	█	█	█	█	█
5	Reporting, TAC Meetings, and Coordination	█	█	█	█	█	█	█	█	█	█	█	█

**ATTACHMENT B**  
**TAYLOR ENGINEERING, INC.**  
**COST SUMMARY BY TASK**  
**P2022-027: JUPITER INLET SEDIMENT BUDGET UPDATE**

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**TASK 1: Literature and Data Review and Creation of a Digital Catalog and Geodatabase**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	17.0	3,825.00	
Senior Professional	12.0	1,860.00	
Project Professional	80.0	11,040.00	
Staff Professional	120.0	12,480.00	
Sr. GIS/CADD	8.0	1,240.00	
Project GIS/CADD	8.0	944.00	
Administrative	4.0	252.00	
<b>Total Man-Hours</b>	<b>249.0</b>		
<b>Labor Cost</b>			<b>31,641.00</b>
<b>Total Task 1</b>			<b>31,641.00</b>

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**TASK 2: Field Data Collection**

<i>Labor</i>	Hours	Cost	Task Totals
Project Professional	68.0	9,384.00	
Staff Professional	72.0	7,488.00	
Sr. GIS/CADD	16.0	2,480.00	
Administrative	4.0	252.00	
<b>Total Man-Hours</b>	<b>160.0</b>		
<b>Labor Cost</b>			<b>19,604.00</b>
<i>Non-Labor</i>	Units	Cost	
Sediment grain size	72.0	5,760.00	
Munsell color	72.0	1,080.00	
<b>Non-Labor Cost</b>		<b>6,840.00</b>	
<b>Fee @ 12.0%</b>		<b>820.80</b>	
<b>Total Non-Labor Cost</b>			<b>7,660.80</b>
<b>Total Task 2</b>			<b>27,264.80</b>

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**ATTACHMENT B**  
**P2022-027: JUPITER INLET SEDIMENT BUDGET UPDATE**

**TASK 3: Evaluation of Longshore Transport and Shoreline Evolution**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	29.0	6,525.00	
Senior Advisor	102.0	22,440.00	
Senior Professional	234.0	36,270.00	
Project Professional	198.0	27,324.00	
Staff Professional	34.0	3,536.00	
Sr. GIS/CADD	22.0	3,410.00	
<b>Total Man-Hours</b>	<b>619.0</b>		
<b>Labor Cost</b>			<b>99,505.00</b>
<hr/>			
<i>Non-Labor</i>	Units	Cost	
Model Computation	400.0	400.00	
Fee @ 12.0%		48.00	
<b>Total Non-Labor Cost</b>			<b>448.00</b>
<b>Total Task 3</b>			<b>\$ 99,953.00</b>

**TASK 4: Sediment Budget Update**

<i>Labor</i>	Hours	Cost	Task Totals
Vice President	36.0	8,100.00	
Senior Professional	8.0	1,240.00	
Project Professional	108.0	14,904.00	
Staff Professional	164.0	17,056.00	
Sr. GIS/CADD	62.0	9,610.00	
Project GIS/CADD	20.0	2,360.00	
<b>Total Man-Hours</b>	<b>398.0</b>		
<b>Labor Cost</b>			<b>53,270.00</b>
<b>Total Task 4</b>			<b>\$ 53,270.00</b>

**ATTACHMENT B**

**P2022-027: JUPITER INLET SEDIMENT BUDGET UPDATE**

<b>TASK 5: Reporting, TAC Meetings, and Coordination</b>			
<i>Labor</i>	Hours	Cost	Task Totals
Vice President	84.0	18,900.00	
Senior Professional	2.0	310.00	
Project Professional	136.0	18,768.00	
Staff Professional	84.0	8,736.00	
Sr. GIS/CADD	20.0	3,100.00	
Administrative	8.0	504.00	
<b>Total Man-Hours</b>	<b>334.0</b>		
<b>Labor Cost</b>			<b>50,318.00</b>
<i>Total Task 5</i>			<b>\$ 50,318.00</b>
<b>Project Total</b>			<b>\$ 262,446.80</b>

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TO: BOARD OF COMMISSIONERS, JUPITER INLET DISTRICT

FROM: WILLIAM R. H. BROOME

DATE: December 5, 2022

DECEMBER LEGAL REPORT

Legislative Matters

I have reviewed the District's codified enabling legislation and given my thoughts to Mr. Chaison and Mr. Pinsky, as the board requested.

Kezber Claim

There has been no activity of which I am aware, and nothing to report.