

**BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
TENTATIVE BUDGET HEARING MINUTES**

**September 14, 2022**

**COMMISSIONERS PRESENT**

George G. Gentile, Chairman

Thomas L. Howard, Vice Chairman

James H. Davis, Secretary/Treasurer

Gail Whipple

Michael Martinez

**COMMISSIONERS ABSENT**

None.

**OTHERS PRESENT:**

Joseph B. Chaison, Executive Director

William Broome, Attorney

Chris Ellis, PE, Taylor Engineering

Johnathan Brumfield, PE, Taylor Engineering

Cami Cunningham, Administrative Assistant

**MEMBERS OF THE PUBLIC**

Gunica Strobel

**1. Call to Order**

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

**2. Announcement from the Chairman**

Chairman Gentile announced that "no increase in the millage rate over the rolled-back rate (.0818) will be necessary to fund the Jupiter Inlet District Fiscal Year 2022/2023 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.**

The Board discussed specific budget items, as well as, the calculation for the rolled-back millage rate. No amendments or adjustments were proposed for the tentative millage rate.

6. **Reading of the TENTATIVE MILLAGE RESOLUTION No. 22-02 (Must be read in full)**

Mr. Broome read aloud the proposed **TENTATIVE MILLAGE RESOLUTION No. 22-02**

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

None.

8. **Motion for Adoption of TENTATIVE MILLAGE RESOLUTION No. 22-02**

Chairman Gentile called for a **MOTION to approve TENTATIVE MILLAGE RESOLUTION No. 22-02 as amended**; Vice-Chair Howard so **MOVED**; Secretary Davis **SECONDED**. The **MOTION CARRIED unanimously (5:0) and became effective at 7:13 P.M.**

9. **Reading of TENTATIVE BUDGET RESOLUTION No. 22-03 (Must be read in full)**

Mr. Broome read aloud TENTATIVE BUDGET RESOLUTION No. 22-03

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

None.

11. **Motion for adoption of TENTATIVE BUDGET RESOLUTION No. 22-03**

Chairman Gentile called for a **MOTION to approve TENTATIVE BUDGET RESOLUTION No. 22-03** 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 7:19 P.M.**

12. **Adjourn TENTATIVE Budget Hearing**

Chairman Gentile called for a **MOTION to adjourn the TENTATIVE Budget Hearing**. Secretary Davis so **MOVED**; Commissioner Whipple **SECONDED**. The **MOTION CARRIED unanimously (5:0)**. The **TENTATIVE BUDGET HEARING** was adjourned at 7:19 P.M.



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George G. Gentile, Chairman



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Thomas L. Howard, Vice Chairman

**REGULAR BOARD MEETING  
BOARD OF COMMISSIONERS  
JUPITER INLET DISTRICT  
MINUTES  
September 14, 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  
Chris Ellis, PE, Taylor Engineering  
Jonathan Brumfield, PE, Taylor Engineering  
Cami Cunningham, Administrative Assistant

**MEMBERS OF THE PUBLIC**

Gunica Strobel

**1. Call to Order**

Chairman Gentile called the meeting to order at 7:19 PM.

Pledge of Allegiance

**2. Comments from Public**

No comments from the public.

**3. Approval of Minutes**

- **August 10, 2022 Regular Meeting Minutes and August 24, 2022 Inlet Study & Budget Workshop Meeting Minutes**

Chairman Gentile entertained a **MOTION to approve the August 10, 2022 Regular Meeting Minutes and August 24, 2022 Inlet Study & Budget Workshop Meeting Minutes.**

Commissioner Whipple stated the following edits were needed;

Aug. 10, page 3, ¶ 5, line 3- the word 'to' needs to be added

Aug. 10, page 4, ¶ 2, line 1, should read 'and scoring'

Aug. 10, page 5, ¶ 2, line 2, add 'we' (The District)

Aug. 10, page 5, under Legal Report, ¶ 2, line 4, remove the repeated 'once'

Aug. 10, page 6, under Commissioner Whipple's report, remove the 'a' and amend the sentence to read 'it was a fun event to attend'

Aug. 24 Inlet Study, page 2, amend the section on Qnet to. Vice-Chair Howard stated to add the following sentence 'The project will include redefining Qnet based upon technology that exists today.'

Aug. 24, Budget Workshop, page 2, ¶ 4, line 7, the sentence should read 'agreeable'.

Vice-Chairman Howard so **MOVED to approve the Minutes as amended**; Commissioner Davis **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously.**

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

- **Submission of August Bills-**

Treasurer Davis made a **MOTION to approve the August Bills and the additional Bills as presented.** Commissioner Whipple **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 August.** Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, **the MOTION CARRIED unanimously.**

## 5. Treasurer's Report

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

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

## 6. Executive Director's Report

### **Loxahatchee River Railroad Bridge:**

Mr. Chaison informed the Board that the District is coordinating with Brightline and Florida Inland Navigation District (FIND) to have an invoice before the end of the 2022 fiscal year. Jupiter Inlet District can submit invoices while the project is in progress for 50% cost sharing reimbursement. The original estimated costs for the project from 2018 have increased due to the rising cost of supplies; however, the District is only responsible for the agreed upon amount of \$2,500,000. Vice-Chair Howard confirmed that this plan is being done in coordination with FIND. Mr. Chaison stated that he has been in close discussion with multiple FIND staff members. Commissioner Whipple asked about paying Brightline before full completion of the bridge project. Mr. Chaison stated that the risk is the District being dissatisfied with the completed work. However, the enhanced clearance span has already been fabricated, and it also has to be installed. Vice-Chair Howard noted that if the District doesn't choose to follow this procedure that we would lose out on the entire grant reimbursement, costing our taxpayers additional money. Vice-Chair Howard suggested having Mr. Broome create a document stating that the District reserves all rights with respect to performance and acceptance.

### **Dredged Material Management Area (DMMA):**

Mr. Chaison stated that the South Indian River Water Control District (SIRWCD) has begun offloading material from our DMMA. As in the past, they are very conscientious and professional. Palm Beach County ERM has also approached the District about offloading materials for the Cypress Creek Natural Area. Vice-Chair Howard suggested speaking with the Town of Jupiter regarding the Taylor Property, to see if they envision using any of the DMMA material for upcoming projects.

### **Records Management:**

Mr. Chaison stated that quotes have been solicited for scanning, text-recognition, and indexing of the Districts' 100 years of meeting minutes. This process will both preserve these records

and also allow for easy electronic searching. The lowest quote, Pioneer Records Management, at \$2,568, is also the preferred vendor. A discussion took place regarding the details of the process and the future meeting minutes being added to the cloud in OCR & ADA format. **Chairman Gentile entertained a MOTION to approve the Pioneer Records Management quote.** Vice-Chair Howard so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the MOTION CARRIED unanimously.

**Policy and Procedures Manual Update:**

Mr. Chaison requested, that with the pending updates being drafted by Counsel for the District's Policy and Procedures Manual, staff felt that the timing may be convenient for additional housekeeping type updates to the Manual, and wished to determine the Board's favor on such. The Board gave its support to move forward with the updates to be approved by the Commissioners once drafted.

**2023 Legislative Session Update - Commissioner Fees:**

The proposed bill is discussed in the September Legal Report.

**500 North Delaware (Taylor) Property:**

Mr. Chaison informed the Board that the Interlocal Agreement (ILA) with the Town of Jupiter has been executed, and the Deed has been drafted. The District's first of five annual payments is included in this month's checks. Mr. Broome recommended the Commissioners approval and stated that the Town of Jupiter has already approved the Redline ILA. **Chairman Gentile entertained a MOTION to approve the Interlocal Agreement.** Commissioner Whipple so **MOVED**; Vice-Chair Howard **SECONDED**. There being no further discussion, the MOTION CARRIED unanimously.

**Department of Economic Opportunity (DEO):**

Mr. Chaison stated that two letters were received from the DEO regarding an unemployment claim submitted by Sonja Kezber. These letters indicate the DEO's approval of the claim, minus the two-week severance period.

**Florida Department of Environmental Protection (FDEP) Rankings:**

Mr. Chaison said that though the FDEP Inlet funding request rankings were scheduled to be distributed on September 14<sup>th</sup>, he just received an email stating that the rankings would not be released until the following day (September 15<sup>th</sup>).

**7. Engineer's Report**

**General Engineering**

*Jetty Observation*

Mr. Ellis, who is representing Taylor Engineering in place of Mr. Craig, performed the Jetty Observations on September 14<sup>th</sup>. He stated that he did not notice any significant changes, and noted that there is still a significant amount of sand along the beach south of the jetty.

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

Mr. Ellis stated that Taylor Engineering does have the state permit. The federal application is still under review. A second Formal Request for Information (RFI) from the U.S. Army Corps of Engineers was received on August 22<sup>nd</sup>. Taylor is in the process of responding to the RFI and expects to reply within the next week or so. Taylor Engineering will continue to actively coordinate with the USACE to move the process forward.

**Sediment Study:**

Mr. Ellis informed the Board that Taylor Engineering is developing a scope of work and cost proposal to update the inlet sediment budget and coordinate an update to the adopted Jupiter Inlet Management Plan. This proposal should be ready to present to the Commissioners during the October Board Meeting.

**Jupiter Inlet Jetties Restoration:**

Mr. Johnathan Brumfield (JB) delivered an update on the Jetty Maintenance Project. JB noted that the survey and assessment of the north and south jetties is complete. He stated that every defect along the entire length of each jetty has been identified and the method of repair established for each. JB explained that they have re-evaluated the costs for the project and feel that costs currently are anticipated to be approximately 30% greater than original estimates. JB stated that the plans and specifications are 60% complete. It was noted that overall, the jetties require cosmetic and corrosion repairs, and no structural concerns were noted.

**8. Legal Report**

Mr. Broome stated that the District needs to identify a Bill sponsor for the upcoming legislative session. Chairman Gentile offered his assistance in the matter.

**9. Unfinished Business**

None.

**10. New Business**

None.

**11. Commissioner Reports**

**Commissioner Whipple**

Commissioner Whipple said that the recent webinar hosted by University of Florida on Living Shorelines was very informative and recommends watching it. There is a link to the webinar that the District will share on its' website.

**Commissioner Martinez**

Commissioner Martinez shared that he has recently learned that he is going to become a grandparent.

**Vice Chairman Howard**

None.

**Treasurer Davis**

None.

**Chair Gentile**

Chairman Gentile noted that the Town of Jupiter is considering incorporating Living Shorelines as strategic priorities for property developments.

**13. Next Meeting Date(s)**

Regular Board Meeting- October 12, 2022

**14. Adjournment**

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Secretary Davis so **MOVED**; Commissioner Whipple **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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Thomas L. Howard, Vice Chairman