

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES
July 13, 2022**

COMMISSIONERS PRESENT

George Gentile, Chairman
Thomas Howard, Vice Chairman
James H. Davis, Secretary/Treasurer - 7:40pm
Michael Martinez
Gail Whipple

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Joseph B. Chaison, Executive Director
William R. H. Broome, Attorney
Kenneth Craig, PE, Taylor Engineering

MEMBERS OF THE PUBLIC

1. Call to Order

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

Pledge of Allegiance

2. Comments from Public

No comments from the public.

3. Approval of Minutes

- **June 8, 2022 Regular Meeting Minutes**

Chairman Gentile entertained a **MOTION to approve the Minutes of the Regular Meeting on June 8, 2022.** Vice-Chair Howard **MOVED to approve the Minutes.** Commissioner Whipple **SECONDED.** Chairman Gentile called for discussion; there being none, the **MOTION CARRIED unanimously.**

4. Approval of Bills

• **Submission of June Bills-**

Commissioner Whipple made a **MOTION to approve the May Bills and the additional Bills as presented.** Vice-Chair Howard **SECONDED.** There being no further discussion, **the MOTION CARRIED unanimously.**

• **Submission of Payroll, Utility Bills and Health Insurance Invoice for July –**

Chairman Gentile made a **MOTION to approve the Utility Bills and Health Insurance Invoice for June.** Vice-Chairman Howard so **MOVED;** Commissioner Whipple **SECONDED.** There being no further discussion, **the MOTION CARRIED unanimously.**

5. Treasurer's Report

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

Chairman Gentile called for a **MOTION to approve the May 2022 Treasurer Report.** Commissioner Whipple so **MOVED;** Vice-Chair Howard **SECONDED.** There being no further discussion, **the MOTION CARRIED unanimously.**

6. Executive Director's Report

500 North Delaware Blvd (Taylor Property):

Mr. Chaison reported that the language for the ILA between the JID and the Town of Jupiter was finalized. The Agreement is on the Consent Agenda of Jupiter's July 19th Council Meeting. Following Town of Jupiter execution of the agreement and conveyance of the Deed for joint ownership, we anticipate making the first installation payment by the end of the fiscal year. Chairman Gentile will attend Town's Council Meeting on July 19th on behalf of the board. Chairman Gentile also noted that he had a productive conversation with Commissioner Kuretski, who was pleased with working with the JID to accomplish this acquisition together. Vice-Chair Howard and Commissioner Martinez asked about the wording of the termination clause. Bill Broome noted that the agreement language only allowed for termination if it is agreed to by both parties. Vice-Chair Howard explained the legal process of partition and its potential applicability. Vice-Chair Howard made a **MOTION** to approve the ILA. Commissioner Whipple **SECONDED.** There being no further discussion, the **MOTION CARRIED** unanimously.

Annual Financial Audit:

Mr. Chaison stated that the JID's annual audit was completed on June 16th . Copies of the audit and the Annual Financial Report (AFR) have been filed with the State Office of the Auditor General. Terry Morton, from Nowlen, Holt & Miner, P.A., will present the audit at our August Regular Board Meeting. Conversation took place regarding the procedural timeline of the Board formally approving the audit and its filing with the State.

Loxahatchee River Railroad Bridge:

Mr. Chaison reported the railroad bascule section has returned to normal operations. The District expects to coordinate invoicing with Brightline and subsequent application for Florida Inland Navigation District (FIND) grant reimbursement by the end of the fiscal year.

Seagrass Marker Buoy Installation:

Mr. Chaison stated that on June 20th, staff observed the Jupiter Inlet Foundation's (JIF) contractor install the three informational marker buoys in the central embayment. The buoy placement does not interfere with navigation. Chairman Gentile brought to the boards attention that comments were made in recent weeks by Town of Jupiter Council members on social media about the seagrass markers and boaters use in these areas.

Channel Markers and Inlet Jetty Lights:

Mr. Chaison informed the board that during the June 21st channel marker inspection, two channel markers were observed to be missing; South Channel Red #16 and North Fork Red #2. Replacements have been ordered and will be installed as soon as the work can be performed. The red light marking the north jetty was damaged and quickly replaced. There was a discussion about the rate in which the day markers are being damaged.

Florida Department of Environmental Protection (FDEP) Permit Activity:

Mr. Chaison updated the board with this month's most prominent Environmental Resource Permit (ERP) activities within our district boundaries. Of note this month were;

- An exemption granted to re-establish a residential dock at 80 Lighthouse Drive. This is on the Jupiter Inlet Colony shoreline north of our sedimentation basin.
- A new dock and boatlift at unnumbered SE Rivers Edge Street. This is near the proposed Mile 6 Gap Closure project.

2023 Legislative Session Update -Commissioner Fees:

Mr. Chaison stated that drafting and publishing the proposed legislative change for increasing Commissioner Fees are the next steps.

Loxahatchee River Preservation Initiative (LRPI):

Mr. Chaison informed the Board that the LRPI Fiscal Year 2024 Funding Request Applications are due on August 1st. With the Board's agreement, the District intends to submit the Mile 6 Gap Closure and Oxbow Restoration Maintenance Project. This project was submitted last year, and ranked third of the nine submitted projects

Inlet Study Workshop:

The Board agreed upon **August 17, 2022 at 5:30pm**. An advertisement will be published prior, to inform the public.

Other:

Mr. Chaison informed the board of his research into an annual review of the Executive Directors performance. He stated that he had put a file together and intended to share it with the commissioners prior to the Budget Workshop.

Vice-Chair Howard asked that a discussion about the policy manual and how it related to hiring and firing be added to the agenda for the Regular August Meeting.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the monthly jetty condition assessment on July 13 and reported that there was a lot of sand along the shoreline adjacent to the inlet. In particular, the mean-high water line is almost to the recurve of the south jetty. The north side is only slight eroded back.

Mr. Chaison provided Taylor Engineering with the installed coordinates for the seagrass buoys at Mangrove Island. Taylor then converted these to shapefiles and Google Earth files and provided them to JID.

Loxahatchee River Main Channel Maintenance Dredging:

Mr. Craig stated that Taylor Engineering reviewed the final pay application and recommended approval. The JID board approved payment at the June board meeting. The project is now closed.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig informed the board that Taylor Engineering has communicated with the USACE and per correspondence with the USACE reviewer on July 7, 2022, the USACE will complete the public notice by the end of the month.

Jupiter Inlet Jetties Restoration:

Mr. Craig stated that the project team has completed the memorandum for the Jupiter Inlet Colony's seawall inspection along with supporting figures for JID review. Taylor is also continuing conversations with concrete suppliers regarding advancing materials. The project team continues to work on project specifications. Repairs are prioritized and tabulated for CAD development. Mr. Craig informed that they will have a presentation ready for the regular August Meeting summarizing their recommendations to the Board.

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

8. Legal Report

Mr. Broome stated he had no additional information to add regarding the Taylor Property.

Mr. Broome gave an update regarding the Kezber Claim, stating that the Marrero & Wydler Firm will take the lead to draft a response to the complaint, with collaboration from Jim Williams. Vice-Chair Howard inquired about the relationship between Florida Municipal Insurance Trust (FMIT) and Marrero & Wydler Firm.

Mr. Broome went over the details of his record keeping compliance review with the Board. He stated his first two recommendations were the most pertinent, those being;

1. A comprehensive narrative description of the electronic system
2. Inventory- i.e. a description of all records kept, their location and relevant policies and procedures.
3. Administrative Procedures Manual Amendment
4. Scanning of Paper Records
5. Training
6. Fireproof Storage

Mr. Broome stated that the JID is in compliance with statues governing record keeping and the Division of Archives recommends updates to better serve government facilities in the future. Vice-Chair Howard made a **MOTION to follow the recommendations** of Mr. Broome; Commissioner Martinez **SECONDED**. Chairman Gentile called for discussion; there being none, the **MOTION CARRIED unanimously**.

Chairman Gentile recommended that the District, with the help of KDT Solutions, ensure that all Commissioners have access to their official District email accounts.

9. Unfinished Business

None.

10. New Business

None.

11. Commissioner Reports

Commissioner Whipple

Commissioner Whipple stated that the FASD quarterly meeting is being held in Port. St. Lucie on August 4th and 5th. There is a legislative workshop on the agenda. Commissioner Whipple and Mr. Chaison will attend this meeting.

Commissioner Martinez

None

Vice Chairman Howard

The LRMCC is completing their 10-year review. Vice-Chair Howard requested that Mr. Chaison compile a review of the Districts' description and projects over the past 10 years to supply to the Loxahatchee Management Plan.

Treasurer Davis

None.

Chair Gentile

Chairman Gentile will be attending the Town of Jupiter's Council Meeting on July 19th to speak on behalf of the Board in regards to the Taylor Property.

13. Next Meeting Date(s)

Inlet Workshop Meeting – August 17, 2022, 5:30 P.M.

Budget Workshop Meeting – August 24, 2022

Tentative Budget Hearing & Regular Meeting – September 14, 2022

Final Budget Hearing – September 28, 2022

14. Adjournment

There being no further business before the Commission, Chairman Gentile called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Commissioner Martinez **SECONDED**. The **MOTION CARRIED UNANIMOUSLY**. The meeting was adjourned at 8:42 PM.

George G. Gentile, Chairman

Thomas L. Howard, Vice Chairman