

**AGENDA
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
FRIDAY, SEPTEMBER 19, 2025
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD
(IMMEDIATELY FOLLOWING THE SMRU PUBLIC HEARING BEGINNING AT 10 A.M.)**

- 1. Consent Agenda**
 - a. Minutes of the July 22, 2025, Beach Protection District Meeting
 - b. Monthly Finance Report
- 2. Resolution No. 934 Local Government Funding Request**
- 3. Ecological Associates, Inc - Change Order Request**
- 4. Reporting Requirement for Special Districts**
- 5. FEMA Reimbursement Update**
- 6. Beach Status***
- 7. Sea Turtle Lighting Review Discussion***
- 8. Other Items***

** No advanced materials provided*

Town Commission

Penny Townsend, Mayor
Anne Scott, Vice Mayor
Marshall Field VI, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

Town Staff

Town Manager, Robert Garlo
Town Attorney, Thomas J. Baird
Town Clerk, Kimberly Kogos

STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0103.

**MINUTES
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
MONDAY, JULY 21, 2025**

TIME: Monday, July 21, 2025 – 11:15 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Anne Scott, and Commissioners Marshall Field VI, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

MOTION: *Vice Mayor Scott/Commissioner Warner moved to approve the Consent Agenda as presented.*

ACTION: *Motion Passed 5-0.*

- a. Minutes of the June 10, 2025, Beach Protection District Meeting
- b. Monthly Finance Report

2. Memorandum of Agreement- Martin County Cost Share

Director Duchock requested that this item be heard during tomorrow's Town Commission meeting due to scheduling conflicts. The Commission agreed.

3. Model Turtle Lighting Ordinance (Sea Turtle Conservancy)*

Director Duchock introduced the topic and provided background for reference. He introduced guest speaker Emily Wooley of the Sea Turtle Conservancy.

Ms. Wooley provided a presentation regarding sea turtle lighting models. She explained why lighting decisions matter to sea turtles. She stated that lighting disrupts natural orientation cues in both nesting females and hatchlings, which ultimately can lead to fewer nests and hatchling mortality. She listed the three general lighting rules that include 1) keep it low, 2) keep it shielded, and 3) keep it long (long wavelength LED), noting that sea turtles are protected by Federal, State and Local Governments. She added that enforcement occurs at the local level. She referred to the resources available online, and explained available grants to assist local governments in updating their ordinances to better protect sea turtles.

Ms. Wooley explained how Jupiter Island scores on their model and provided the following recommendations:

- Expand the definition section of the ordinances
- Adjust the jurisdictional boundary
- Strengthen lighting requirements for exterior and interior lights
- Discussion ensued regarding limiting beach parking at night, especially during turtle nesting

season.

Ms. Wooley noted that the Sea Turtle Conservancy assists local governments by reviewing draft ordinance language, providing educational presentations, and by providing other resources to educate the community. Director Duchock stated that the Town does provide notices to residents, especially during beach projects. He noted that the District could increase notifications and community education. He reviewed the Town's current lighting ordinance language and noted areas that could be improved.

The Town Commission expressed interest in improving the Town's lighting ordinances, and engaging with the Conservancy to assist in the process. Director Duchock stated he will bring back details of engagement.

4. **Beach Status***

Director Duchock noted the current sea turtle nest update:

- Loggerhead 5180
- Green 1949
- Leatherback 438

He added that this year's numbers are above average for the turtle nesting season.

Regarding the current beach status, Director Duchock noted that the beach is experiencing minor erosion along most of the nourished beach with losses associated with profile adjustment. There is mild to moderate escarpment formations with significant escarpments north of 113 North Beach Road. He provided drone images of the beach, compared to the same areas last year, before the beach was renourished.

5. **Coastal Engineering Services Contract - RFO 2025-06**

This item will be heard during tomorrow's Town Commission meeting due to scheduling of bid opening and selection committee review.

6. **Borrow Site Investigation**

As requested, Staff has solicited a proposed approach to initiate the permitting and engineering investigations to secure a new offshore borrow site for future beach nourishment projects. Gahagan and Bryant has provided a detailed, multi-year task list with associated cost estimates to accomplish the following key tasks:

- Initial permitting
- Field Surveys
- Vibracore sampling

Director Duchock stated the request is for approval of Task 1 "De Minimis Permitting and Cultural Resource Review" at a lump sum cost of \$24,000.

MOTION: *Commissioner Field/ Commissioner Warner moved to approve Task 1 "De Minimis Permitting and Cultural Resource Review" at a lump sum cost of \$24,000.*

ACTION: *Motion Passed 5-0.*

7. Local Government Funding Request Application

Director Duchock provided an explanation of the Local Government Funding Request with background information for reference. He explained that the estimated value of the grant reimbursement is up to \$142,500 for monitoring and feasibility/design. A Resolution will be brought forward in September.

8. Other Items*

No other items were discussed.

Mayor Townsend adjourned the meeting at 1:09pm.

Respectfully Submitted,

Kimberly Kogos, Town Clerk

BEACH EROSION DISTRICT
 INTERIM REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 8/31/2025

GL NUMBER	DESCRIPTION	2024-25	2024-25	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2025	BALANCE	USED
Fund 101 - BEACH PROTECTION DISTRICT						
Revenues						
Dept 000						
101-000-311.000	AD VALOREM TAXES	3,380,769.00	3,380,769.00	3,378,492.52	2,276.48	99.93
101-000-331.391	FEMA REIMBURSEMENT	23,666,698.00	23,666,698.00	23,666,698.00	0.00	100.00
101-000-334.500	STATE DISASTER RELIEF	3,380,957.00	3,380,957.00	3,380,957.00	0.00	100.00
101-000-361.100	INTEREST	200,000.00	500,000.00	592,053.72	(92,053.72)	118.41
101-000-381.001	TRSFYR-UNDESIGNATED/UNRESERVED	807,539.00	5,033,283.00	0.00	5,033,283.00	0.00
Total Dept 000		31,435,963.00	35,961,707.00	31,018,201.24	4,943,505.76	86.25
TOTAL REVENUES		31,435,963.00	35,961,707.00	31,018,201.24	4,943,505.76	86.25
Expenditures						
Dept 211 - BEACH PROTECTION ADMINISTRATION						
	PERSONNEL AND BENEFITS	442,443.00	309,050.00	238,631.66	70,418.34	77.21
	OPERATING	293,520.00	293,520.00	279,090.74	14,429.26	95.08
Total Dept 211 - BEACH PROTECTION ADMINISTRATION		735,963.00	602,570.00	517,722.40	84,847.60	85.92
Dept 221 - BEACH PROTECTION PROJECTS						
Total Dept 221 - BEACH PROTECTION PROJECTS		30,700,000.00	35,359,137.00	34,579,759.14	779,377.86	97.80
TOTAL EXPENDITURES		31,435,963.00	35,961,707.00	35,097,481.54	864,225.46	97.60
Fund 101 - BEACH PROTECTION DISTRICT:						
TOTAL REVENUES		31,435,963.00	35,961,707.00	31,018,201.24	4,943,505.76	86.25
TOTAL EXPENDITURES		31,435,963.00	35,961,707.00	35,097,481.54	864,225.46	97.60
NET OF REVENUES & EXPENDITURES		0.00	0.00	(4,079,280.30)	4,079,280.30	100.00

BEACH EROSION DISTRICT
INTERIM BALANCE SHEET
PERIOD ENDING 08/31/2025

GL Number	Description	Balance
Fund 101 - BEACH PROTECTION DISTRICT		
*** Assets ***		
101-000-101.000	CASH IN BANK-SEACOAST NATIONA	99,939.88
101-000-101.001	MONEY MARKET-SEACOAST NATIONA	110,084.64
101-000-101.152	INVESTMENT POOL	22,772.03
101-000-101.154	INVESTMENT- FL PALM	10,000.00
101-000-101.155	INVESTMENT-SBA	105,443.93
101-000-131.001	DUE FROM GENERAL FUND	3,048,906.24
101-000-133.001	DUE FROM STATE OF FLORIDA	332,050.76
101-000-133.002	DUE FROM FEMA	23,666,698.00
101-000-155.000	PREPAID ITEMS	741.46
	Total Assets	27,396,636.94
*** Liabilities ***		
101-000-207.001	DUE TO GENERAL FUND	8,896,007.31
	Total Liabilities	8,896,007.31
*** Fund Balance ***		
101-000-280.001	NONSPENDABLE PREPAID	2,723.00
101-000-284.000	FUND BALANCE	22,577,186.93
	Total Fund Balance	22,579,909.93
	Beginning Fund Balance	22,579,909.93
	Net of Revenues VS Expenditures	(4,079,280.30)
	Ending Fund Balance	18,500,629.63
	Total Liabilities And Fund Balance	27,396,636.94



TOWN OF JUPITER ISLAND

MEMORANDUM

To: Mayor & Town Commission

Through: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

From: John Duchock, Asst. Town Manager

RE: Agenda Item No. 3 – Resolution No. 934 Local Government Funding Request

Date: 8/20/2025

Background:

Each year, the Town's Beach Protection District submits an application to the State of Florida in order to be considered for beach funding which is administered by the Florida Department of Environmental Protection through legislated funding each year.

This year, the Town has applied for additional funds through the Local Government Funding Request 2026/27 funding application for construction, beach tilling, permit-required monitoring costs (biological, physical, turbidity, and turtle), as well as feasibility/design costs for expansion of the Town's offshore borrow site. As required for state grant funding, a resolution from the local sponsor (Town of Jupiter Island) must be passed which declares:

- Support from the Sponsor for the Proposed Project
- Willingness to serve as the Local Sponsor
- Ability to provide the full Local Cost Share
- And the source of the funding (Beach District Ad Valorem)

Recommendation:

Resolution No. 934, supporting the Town's application for funding assistance under the Local Government Funding Request for fiscal year 2026/27, is presented for approval.

RESOLUTION NO. 934

A RESOLUTION OF THE TOWN OF JUPITER ISLAND BEACH PROTECTION DISTRICT, MARTIN COUNTY, FLORIDA, REQUESTING THAT THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION ACCEPT THE DISTRICT'S APPLICATION FOR PROGRAM PARTICIPATION IN THE DEPARTMENT'S BUDGET PLAN AND TO APPROVE THE REQUEST FOR FUNDS FOR THE RESTORATION OF THE TOWN'S BEACHES AS AUTHORIZED UNDER PROVISIONS OF CHAPTER 161, FLORIDA STATUTES, FLORIDA BEACH MANAGEMENT PROGRAM FOR THE FISCAL YEAR 2026-27.

WHEREAS, the Jupiter Island Beach Protection District is a Special District authorized by the Laws of Florida, Chapter 82-331, House Bill No. 709, to protect the beach and lands within the Town of Jupiter Island; and,

WHEREAS, the Town of Jupiter Island has suffered from continuing beach erosion, primarily due to its location south of the St. Lucie Inlet, the condition of which starves the beaches within the Town by intercepting the normal littoral drift sand moving along the coast; and,

WHEREAS, the Florida Department of Environmental Protection has adopted the St. Lucie Inlet Management Plan which identifies the Town's shoreline as being impacted by the St. Lucie Inlet; and,

WHEREAS, the Florida Department of Environmental Protection has listed the Town's beaches as critically eroding; and,

WHEREAS, the Town of Jupiter Island Beach Protection District is committed to preserving the sandy beach for storm protection, marine turtle nesting habitat, and environmental and recreational purposes; and,

WHEREAS, the Town of Jupiter Island Beach Protection District has levied local taxes to improve the health of the coastal system by mitigating erosion problems and is willing to serve as the local sponsor of the projects; and,

WHEREAS, a project is permitted, designed, and was constructed in 2025 placing 1,499,065 cubic yards within the Town's permitted beach template at a cost of \$33,708,403; and,

WHEREAS, the Town's beaches were damaged due to the passage of Hurricanes Ian and Nicole, for which Federal and State disaster declarations were made and recovery funds have been obligated for construction of a recovery project; and,

WHEREAS, the beach restoration project will continue to be monitored as required by the permit authorizations granted and conditions required by the State and Federal government agencies; and,

WHEREAS, the beach restoration project meets the Department's guidelines for prioritizing projects for which state financial assistance has been sought pursuant to Chapter 161.161, Florida Statutes; and,

WHEREAS, the beach restoration project is consistent with the implementation plan for the St. Lucie Inlet, the Strategic Beach Management Plan, and is consistent with the Florida Department's objectives under Chapter 161, Florida Statutes; and,

WHEREAS, the beach restoration project is an element of the Town's long-range beach erosion control plan and the Town supports the Department's beach and coastal management programs; and,

WHEREAS, the long-range beach erosion control plan has been submitted in the application for participation in state financial assistance program pursuant to Sections 161.091, 161.101, and 161.161, Florida Statutes.

NOW, THEREFORE, that the Jupiter Island Beach Protection District requests the acceptance of this resolution and application for maximum level of financial assistance by the Florida Department of Environmental Protection and inclusion in the Department's Local Government Funding Request for FY2026-27 for beach erosion control projects and requests that the Department enter into a reimbursement agreement with the Town.

PASSED AND ADOPTED by the Town Commission of the Town of Jupiter Island this 16th day of September 2025.

Attest:

TOWN OF JUPITER ISLAND

Kimberly Kogos, Town Clerk

Penelope Townsend, Mayor

**Approved as to form and
Legal Sufficiency:**

Anne Scott, Vice-Mayor

Thomas J. Baird, Town Attorney

Marshall Field VI, Commissioner

Joseph Taddeo, Commissioner

Patricia Warner, Commissioner



TOWN OF JUPITER ISLAND

MEMORANDUM

To: Mayor & Town Commission

Through: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

From: John Duchock, Asst. Town Manager

RE: Agenda Item No. 3 – Ecological Associates Change Order Request

Date: 8/26/2025

Background:

Ecological Associates, Inc. provides sea turtle and shorebird monitoring services to the Town in support of the long-standing beach restoration program and Federal and State regulatory monitoring requirements. The costs for monitoring sea turtle nesting activity is based on estimated numbers of nests over a season and the anticipated nest marking ratios which are provided by the Florida Fish & Wildlife Conservation Commission each year. For the current fiscal year, nesting began earlier than normal with the first nest documented on February 4th, compared to the typical mid-February first occurrence. The earlier than expected start coincided with the Town's construction of the 2025 beach restoration project. The combination of this early start during construction, and a change in the State's nest marking scheme has forced the Town to mark and monitor a significantly higher number of nests for the 2025 season, which, in turn, requires additional costs beyond those originally scoped and approved.

Ecological Associates has assessed the total number of nests marked to date (1,091 as of 8/27/25) and has estimated that 750 nests beyond the original scope of work is required to complete the 2025 season. This would bring the total marked nests up to 1,150. Utilizing the contract unit pricing of \$70 per nest, the cost to mark and inventory the additional 750 nests is \$52,500.

Similarly, the initiation of project construction extended the timeframe for shorebird monitoring beyond what was originally scoped by Ecological Associates. In order to fully cover the regulatory requirements for shorebird monitoring, an additional 11 surveys are required (through December 31, 2025). The additional cost to conduct the 11 surveys is \$3,118.83.

Recommendation:

All monitoring for the beach nourishment program must be conducted in accordance with issued permit conditions and in consultation with Federal and State agencies. Town staff requests Commission approval of a change order for the existing Purchase Order (PO#25-1798), increasing the total by \$55,618.83 (from \$368,100.01 to \$423,718.84).



TOWN OF JUPITER ISLAND

MEMORANDUM

To: Mayor & Town Commission

Through: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

From: John Duchock, Asst. Town Manager

RE: Agenda Item No. 4 – Reporting Requirement for Special Districts

Date: 8/28/2025

Background:

Last year, the State passed House Bill 7013, requiring the special taxing districts (including the Beach Protection District) to annually publish a report describing the goals, objectives, and performance measures beginning December 1, 2025. In response to this, Town staff provided the Commission with a comprehensive list of goals and objectives for the district.

While the Town's Beach Protection District has developed an expanded and detailed list, the legislation does not require such detail. Attached to this memorandum is the updated comprehensive list of goals and objectives for Fiscal Year 2026. Also attached are the published goals and objectives from other special districts (Sebastian Inlet District, Jupiter Inlet District, St. Lucie County Erosion District, and the Captiva Erosion Prevention District). It is noted that the level of detail on the published goals and objectives varies among the special districts.

Recommendation:

Town staff is seeking Commission discussion and direction on the publication and reporting of Beach Protection District goals, objectives, and performance measures.

The Sebastian Inlet District Commission

*A multi-county independent special taxing district
114 Sixth Avenue, Indian River, Florida 32903 (321)724-5175 / (321)951-8182 FAX*



Statement of Function:

It is the duty of the Board of Commissioners to maintain the inlet between the waters of the Atlantic Ocean and the waters of the Indian River Lagoon, situated between Brevard and Indian River Counties.

The opening and maintenance of such inlet or waterway is declared to be for public purposes necessary for the use of shipping, transportation and commerce, for the health, convenience, comfort and welfare of the inhabitants of the Inlet District.

The Commission of the Sebastian Inlet District, in coordination with the State of Florida, authorizes programs and projects for beach re-nourishment, erosion control, environmental protection, navigation, boating, recreation and public safety.

FY 2024/2025 District Goals, Objectives, and Performance Measures

District Operations:

Goal:

Conform to Sebastian Inlet District Enabling Legislation (Charter)

Objective:

Construct, Improve, widen or deepen and maintain an inlet between the Indian River and Atlantic Ocean

Performance Measure:

District conducted itself in conformance with its Charter (yes/no)

District Administration:

Goal:

Remain compliant with Florida Laws for all District meetings and public business

Objective:

Notice all District regular, special, and public hearing meetings in conformance with Florida Laws

Performance Measure:

All Meetings publicly noticed as required (yes/no)

Activities conducted in conformance with Florida Sunshine Laws (yes/no)

District records retained as required by law (yes/no)

The Sebastian Inlet District Commission

*A multi-county independent special taxing district
114 Sixth Avenue, Indialantic, Florida 32903 (321)724-5175 / (321)951-8182 FAX*



District Finance:

Goal:

Remain compliant with Florida Laws for all District financing activities

Objective:

Notice and submit required milage and budget hearing schedule and documents

Adopt ad-valorem milage rate and fiscal year budget

Coordinate and submit annual financial audit(s)

Performance Measure:

All Meetings publicly noticed as required (yes/no)

District adopted ad-valorem milage rate and fiscal year budget (yes/no)

Annual independent financial audit(s) conducted and submitted as required (yes/no)

APPROVED 9-4-24

SEBASTIAN INLET DISTRICT COMMISSION



2025 DISTRICT GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

I. District Operations

Goal: Perform functions established in Jupiter Inlet District Enabling Legislation (Charter)

Objective:

- Chapter 2023-331, Laws of Florida, Article II, Purpose, states; *The purpose of the district is for the benefit, health, safety, and welfare of the general public, marine life, near-shore environs and habitats, water quality, and the general environment of the Loxahatchee River and Jupiter Inlet. The authority and powers granted in this act are necessary to ensure safe navigation, environmental preservation, enhancement, and restoration and to maintain the Jupiter Inlet, including its seaward approaches, and also the Loxahatchee River, its tributaries, and adjacent waterways.*

Performance Measures:

- With examples; has the Jupiter Inlet District enacted policies, conducted public outreach, or performed work supporting:
 - Safe navigation of:
 - Jupiter Inlet (yes/no)
 - Loxahatchee River, tributaries, and adjacent waterways (yes/no)
 - Environmental preservation, enhancement, and/or restoration of:
 - Jupiter Inlet (yes/no)
 - Loxahatchee River, tributaries, and adjacent waterways (yes/no)
 - Maintenance of the Jupiter Inlet:
 - Inlet Jetties (yes/no)
 - Inlet Sediment Management (yes/no)

II. District Administration

Goal: Compliance with Florida Laws for all district meetings and public business

Objectives:

- Notice all District regular, special, and public hearing meetings
- Conduct activities in conformance with Florida Statute 286 'Government in the Sunshine' Laws
- Retain District records in compliance with Florida Department of State Records Schedules

Performance Measures:

- All Meetings publicly noticed as required (yes/no)
- Activities conducted in conformance with Sunshine Laws.....(yes/no)
- Record retention schedules followed (yes/no)

III. District Finance

Goal: Compliance with Florida Law for all district financing activities

Objectives:

- Adopt fiscal year budget
- Adopt ad-valorem milage rate
- Notice and post required milage and budget hearings and documents
- Coordinate and submit Annual Financial Audit(s)

Performance Measures:

- Fiscal year budget adopted..... (yes/no)
- Ad-valorem milage adopted (yes/no)
- Milage and Budget documents posted..... (yes/no)
- Annual financial audit(s) completed and submitted (yes/no)

This document was resolved and adopted on September 11th, 2024



CAPTIVA EROSION PREVENTION DISTRICT RESOLUTION 2024-15

A RESOLUTION OF THE CAPTIVA EROSION PREVENTION DISTRICT ADOPTING GOALS AND OBJECTIVES FOR FISCAL YEAR 2024/2025

WHEREAS, the Captiva Erosion Prevention District ("District") is authorized by Chapter 2000-399, Laws of Florida as a beach and shore preservation district; and

WHEREAS, The District has developed and adopted a comprehensive beach and shore preservation and a beach maintenance program for the area within its jurisdiction; and

WHEREAS, The District has partnered with the federal, state, and County governments to accomplish its successful beach programs; and

WHEREAS, The District has published on a duly noted agenda, reviewed, discussed, and taken public comment on September 9th, 2024; and

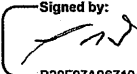
WHEREAS, The District desires to approve or approve with conditions the following attachments and course of action.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT OF LEE COUNTY, FLORIDA THAT:

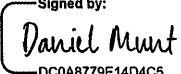
Section 1. The Board of Commissioners of the Captiva Erosion Prevention District resolves to adopt the Goals and Objectives for Fiscal Year 2024/2025 as seen in Exhibit A

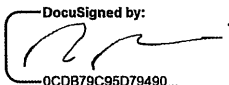
Section 2. This Resolution shall take effect immediately upon adoption.

DULY INTRODUCED, PASSED, AND ENACTED by the CEPD Board of Commissioners of the CAPTIVA EROSION PREVENTION DISTRICT, on Captiva Island, in Lee County, Florida on September 9th, 2024.

Signed by:


B30F07A96740486...
CEPD Chairman John Wade

ATTEST: 
DC0A8779E14D4C5...
CEPD Executive Director Daniel Munt
Approved as to legal sufficiency:

DocuSigned by:

0CDB79C95D7949D...
CEPD Attorney Ralf Brookes

Record of the Vote:

Commissioner Walter	Aye
Treasurer Lanigan	Aye
Secretary Laird	Aye
Vice Chairman Miville	Aye
Chairman Wade	Aye



Office of the Captiva Erosion Prevention District
 11513 Andy Rosse Lane, Unit 4
 P.O. Box 365
 Captiva, Florida 33924
 (239) 472-2472
mycepd@mycepd.com
www.mycepd.com

Mission Statement

Captiva Island is a barrier island located four miles off the coast of Southwest Florida, just west of Fort Myers, Florida. Residents and visitors enjoy the slender island's five miles of sandy gulf shoreline. As is the case with most barrier islands, erosion can be a threat to upland development, recreation, and environmental interests.

The Captiva Erosion Prevention District (CEPD) is an independent special beach and shore preservation district established on June 19, 1959, under the provision of Chapter 161, Florida Statutes. It is governed by an independently elected district board possessed of broad powers to do as necessary or desirable to carry out the CEPD comprehensive beach and shore preservation program.

FY23/24 Accomplishments

Alison Hagerup Beach Park

- Restored retaining wall to pre-Hurricane Ian conditions
- Added ropes and bollards to protect private property in parking lot and on beach
- Added to the upkeep and general aesthetic of the parking lot
- Graded and resurfaced parking lot for regular maintenance
- Ensured properly maintained facilities to the standard of current allowance by the property owners
- Provided a safe and ADA compliant beach access for the public
- Beach Ambassadors present at parking lot for 10-hour days, Monday – Sunday, ensuring efficient collection of fees and providing general maintenance of the parking lot
- Beach Ambassadors provide daily MOTE Marine Beach Conditions Reporting System updates as required by TDC grant program
- Beach Ambassadors pick up trash in parking lot and surrounding beach park area daily to provide a clean experience for visitors

Beach and Shore Preservation Activities

- Coordinated a special election for a \$25,000,000 Bond Loan Referendum for beach nourishment; passed 83-17
- Accepted bid for the 24/25 Emergency Beach Nourishment
- Completed permit required tilling
- Contracted the removal of large debris from the beach
- Completed permit required survey and monitoring report
- Accepted bid for the Bayside Adaptation Plan and implemented fact finding and public outreach programs
- Tidal Gauge installed at McCarthy's Marina for participation in the Hohonu program
- Cooperated with Lee County Code Enforcement to protect Sea Turtle nesting

Grant Acquisition

- FDEP 23LE7 - \$13,244,000 of obligated funds for 24/25 Emergency Beach Nourishment
- FDEP 25LE1 – 21.07% of residual cost for 24/25 Emergency Beach Nourishment
- FEMA to replace 768,750 plantings lost in Hurricane Ian
- Legislative Appropriation grant of \$1,000,000 for loss of parking lot revenue related to Hurricane Ian
- Legislative Appropriation grant of \$400,000 for Bayside Adaptation Plan
- TDC - \$261,482 in reimbursement funds awarded for expenses related to Alison Hagerup Beach Park in FY24/25

Administrative

- Continued to make timely payments on the current bond loans
- Reserve funds gaining 2% interest over bond loan
- Completed annual audit with no discrepancies
- Filled CEPD board vacancies
- Informed Commissioners and registered voters of filing due dates for General Election
- Ensured compliance with all reporting agencies
- Executed all resolutions passed by CEPD board
- Digitized old office records to provide greater public access and increase office transparency
- Completed TRIM budget process
- Provided estoppel letters for property owners upon request to pay off special assessment taxes
- Executed Comprehensive Management and Emergency Response Plan for damage associated with Hurricane Ian
- 2023 version of Rules of Procedure adopted by board: overhaul of documents to form one manageable document with ease of access for all
- 2023 version of Standard Operating Procedures adopted by board: overhaul of documents to form one manageable document with ease of access for all

Public Outreach

- Completed Communications Plan for the FY24/25 Emergency Beach Nourishment Bond Referendum
- Facilitated Public Outreach Meetings for the Bayside Adaptation Plan
- Continued Beach Brief updates for items of public interest and ongoing projects
- Consolidated Constant Contact list for improved email distribution
- Completed annual speaking engagement for Sanibel & Captiva Islands Association of Realtors
- Represented the CEPD at all Florida Shore and Beach Preservation Association Conferences
- Maintained CEPD website for consistency with ADA and FDEO compliance
- Maintained YouTube channel providing meeting recordings to be shared on the CEPD website

FY24/25 Goals and Objectives

Alison Hagerup Beach Park

- Upkeep of the parking lot as needed
- Grade and resurface parking lot as needed
- Installation of bicycle racks to increase public access
- Ensure properly maintained facilities to the standard of current allowance by the property owners
- Investigate opportunities to upgrade facilities at the permission of the property owners
- Provide a safe and ADA compliant beach access for the public

- Beach Ambassadors present at parking lot for 10-hour days, Monday – Sunday, ensuring efficient collection of fees and providing general maintenance of the parking lot
- Beach Ambassadors provide daily MOTE Marine Beach Conditions Reporting System updates as required by TDC grant program
- Beach Ambassadors continue to provide a trash free environment at Alison Hagerup Beach Park

Beach and Shore Preservation Activities

- Complete 24/25 Emergency Beach Nourishment on time and within budget
- Investigate and permit new sand borrow source for future Beach Nourishment
- Complete Village Dune Enhancement project
- Complete permit required tilling
- Contract removal of large debris from the beach as needed
- Complete permit required survey and monitoring report
- Implement iguana control to protect the shorelines and dune infrastructure of Captiva
- Complete Bayside Adaptation Plan
- Implementation of selected Bayside Adaptation Pilot Project
- Maintain Tidal Gauge installed at McCarthy’s Marina for participation in the Hohonu program
- Continue to Cooperate with Lee County Code Enforcement to protect sea turtle nesting

Grant Acquisition

- Complete FDEP 23LE7 - \$13,244,000 of obligated funds for FY24/25 Emergency Beach Nourishment
- Complete FDEP 25LE1 – 21.07% of residual cost for FY24/25 Emergency Beach Nourishment
- Lee County Interlocal Agreement – TBD for FY24/25 Emergency Beach Nourishment
- FEMA to replace 768,750 plantings lost in Hurricane Ian
- TDC – Seek reimbursement funds for expenses related to Alison Hagerup Beach Park in FY25/26
- Seek Legislative Appropriations for Invasive Species Control

Administrative

- Complete annual audit without discrepancies
- Ensure compliance with all reporting agencies
- Provide filing deadlines for General Elections if applicable
- Fill any vacancies on the CEPD board
- All Commissioners in compliance with reporting and ethics requirements
- Execute all resolutions passed by board
- Complete TRIM budget process
- Provide estoppel letters to property owners upon request to pay off special assessment taxes
- Increase Ad Valorem tax to support an Emergency Project Fund
- Review and update 2023 version of Rules of Procedure
- Review and update 2023 version of Standard Operating Procedures
- Review and update Comprehensive Management and Emergency Response Plan

Public Outreach

- Provide Beach Brief updates for items of public interest and ongoing projects
- Complete annual speaking engagement for Sanibel & Captiva Islands Association of Realtors
- Represent CEPD at all Florida Shore and Beach Preservation Association Conferences
- Join the Florida Association of Special Districts
- Maintain CEPD website for consistency with ADA and FDEO compliance
- Maintain YouTube channel providing meeting recordings to be shared on the CEPD website

Erosion District Performance Measures

Fiscal Year 2023-2024 Goals and Objectives

Erosion District Mission: The mission of the Erosion District is to evaluate coastal processes and environmental resources in order to manage critically eroded beaches through enhancement and preservation. The Erosion District provides technical expertise and sound engineering judgment to evaluate St. Lucie County's beach erosion and inlet management issues. The District is responsible for long range funding projections, contract administration, project management, consultant oversight, and pursuit of future funding assistance. The District is funded through a countywide ad valorem millage, and operations are primarily dependent on leveraging funds with state and federal agencies. The District provides information, analysis, and staff support sufficient for the County Administrator and the Erosion District Board to make well-informed decisions regarding beach management issues along St. Lucie County's Atlantic shoreline.

Goals and Objectives: The Erosion District established the following goals and objectives for FY-2023/2024. The goals and objectives are project based and specific to the Erosion District's mission. An annual report will be drafted by Dec. 1, 2024, to review the below mentioned goals and objective for FY-2023/2024 per Florida Statue 189.0694.

Fort Pierce Beach/Fort Pierce Shore Protection Project:

- Coordinate and prepare for the 2024 federal beach renourishment event at Ft. Pierce Beach (Winter 2024/Spring 2025), which will include the placement of up to 500,000 cubic yards of sand onto the 1.3 miles of beach immediately south of the Fort Pierce Inlet.
- Continue coordination with the USACE to conclude the Section 203/403 feasibility study review assessment report required by Congress; an effort that will remove the conditional status of the previously approved feasibility study and allow the USACE to initiate the PED phase of project development for the new 50-year project agreement with the USACE (including coastal structures).
- Perform year-1 post-construction (permit required) physical and biological monitoring efforts for the recently completed federal beach project (2023).
- Advocate for additional state and federal funding for immediate post-construction physical and biological monitoring events required by permit (2024).
- Begin efforts to review new offshore borrow areas for future phases of the federal beach project.

South County Beach/St. Lucie County, Florida, Coastal Storm Risk Management Project

- Coordinate and prepare for a federal beach rehabilitation event at South County Beaches (Winter 2024/Spring 2025, in response to impacts from Hurricane Nicole), which will include the placement of +/- 300k cubic yards of sand onto the 3.4 miles of beach immediately north of the Martin County line.
- Perform year-2 post-construction (permit required) physical and biological monitoring efforts for the recently completed federal beach project (2022).
- Advocate for additional state and federal funding for the year-3 post construction physical and biological monitoring events required by permit (2025).
- Attain remaining perpetual easements needed by the USACE to complete land certification requirements for the federal beach rehabilitation project.

Fort Pierce Inlet

- Continue post-construction (permit required) physical and biological monitoring efforts associated with both the recently completed Phase 1 Sand Trap and the associated 0.3-acre mitigation reef located off Racoon Island.
- Perform geotechnical investigations to prepare for future maintenance dredging of the Phase 1 sand trap.
- Prepare for the proposed Fort Pierce Inlet Operation and Maintenance Dredging effort with the USACE.
- Advocate for additional state and federal funding for the initial maintenance dredging of the Phase 1 Sand Trap.
- Complete comprehensive survey monitoring report of the Inlet from 2018 to 2023, including a revision to the inlet sediment budget codified in the FDEP Inlet Management Plan (IMP) adopted for Fort Pierce Inlet in 2022.

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item No. 4 – HB7013 Reporting Requirements for Special Districts

DATE: 5/24/2024

Background:

The Florida Legislature passed House Bill No. 7013, which the Governor signed on April 26, 2024. Specifically, the bill effects changes to F.S. Chapter 189 (and other statutes) concerning independent and dependent special taxing districts. The Beach Protection District is a dependent special taxing district enacted through the State legislature in 1982. The impact of HB7013 is reflected in the new statutory section below.

189.0694 Special districts; performance measures and standards.

(1) Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district's goals and objectives are being achieved. (2) By December 1 of each year thereafter, each special district must publish an annual report on the district's website describing: (a) The goals and objectives achieved by the district, as well as the performance measures and standards used by the district to make this determination. (b) Any goals or objectives the district failed to achieve.

The impact of the bill on the Town is a new requirement to establish and publish goals and objectives for the Beach Protection District, including performance measures, and to report on those annually. The first annual report is required to be published on the Town's website by December 1, 2025. It is noted that Beach Protection District has maintained a series of goals and objectives based on a classification of core program elements critical to function and performance. Those core program elements may be grouped as follows:

Core Program Element	Goal	Objective/Performance
Permitting and Resource Protection	Protect and enhance natural resources	Conformance with Federal and State regulatory requirements with performance indicators through monitoring and minimizing/mitigating documented impacts (if any).
Design and Performance	Protect property and abate erosion	Consideration of nourishment template design, short/long-term changes to beach, and alternative measures to abate erosion and protect property with performance measures indicators linked to shoreline position and impacts of erosion/storms, sea level rise, sand supply, etc.
Budgeting and Funding	Promote sound decision making through financial planning	Responsible management of district funds and financial planning for sufficient funding of program through Ad Valorem revenue, State grant funding, and Federal/State disaster recovery funds (if available) with performance measures based on future projections of district reserves (12-Year Financial Plan).
Regional Cooperation and Inlet Management	Maintain positive regional stakeholder engagement on beach and inlet issues	Maintaining a regional stakeholder approach, reinforcing joint Town and County interest in inlet and beach management issues with performance measures tied to effective management of inlet sand and future cost share agreements for Town beach projects.

Long-Range Planning:

A long-range plan has not been formalized for the Beach Protection District, however, the core program elements listed above begin to form the basis for discussion of specific planning issues such as:

1. If Federal/State disaster recovery funds for beach restoration do not continue, how will the Beach Protection District generate sufficient revenues moving forward into the future?
2. How long will the current sand supply last for beach restoration and what other sources of sand are available for future use?
3. How will sea level rise impact the future performance of beach projects and frequency of nourishment necessary to maintain the ECL as it stands today?
4. What other practical alternatives are there to beach nourishment?

Recommendation:

In order to satisfy the requirements of HB7013, Staff recommends developing a draft set of goals, objectives, and performance measures based on the core program functions listed in this memo and including other issues as directed by the Commission.

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission
THROUGH: Robert Garlo, Town Manager
CC: Kimberly Kogos, Town Clerk
FROM: John Duchock, Asst. Town Manager/Beach District Director
RE: Other Items – Beach Protection District Goals and Objectives
DATE: 7/10/2024

Background:

In continuance of last month's discussion regarding the passage of House Bill No. 7013 (which requires the Beach Protection District to publish goals, objectives, and performance measures on the Town's website beginning December 1, 2025) staff is providing the attached comprehensive list of goals and objectives for the district.

Recommendation:

For discussion purposes only - no action is required.

Town of Jupiter Island – Beach Protection District
District Goals and Objectives (FY2025/26)
UPDATED: June 24, 2025

The following serves as the annual update of the strategic goals and objectives of the Beach Protection District to be implemented and periodically updated by the District Director. This document lists the goals and objectives of the Beach Protection District for **Fiscal Year 2026**. Where appropriate milestones and timelines are included to help with planning and tracking progress. The Beach Protection District program can be broken up into the following Program Elements, several of which are outside of the direct purview of the district but are included as key issues influencing the district’s needs and necessary actions:

- 1) Beach Renourishment
- 2) District Funding
- 3) Other District Activities
- 4) St. Lucie Inlet

Goals and Objectives Table

Beach Renourishment		
Goal: Maintain healthy beaches to protect and enhance natural resources and to protect residents and property from erosion.		
Program Element	FY2025/26 Objectives	Milestone Action(s)/Date(s)
Permitting	Complete Federal JCP modification to match State-issued permit modification.	State JCP issued Existing Federal permit <u>expires October 2025</u> . Application submitted July 2023 RAI 1 submitted Sept 2023 RAI 2 submitted April 2024 SARBO survey completed and submitted for Federal permit application Federal consultation period summer 2025 <u>Requested extension of permit May 2025</u> Expected completion of permit modification October 2025
Engineering Design	Evaluate North Fill widener performance. Evaluate widener for South Fill between R-86 and R-100.	Consultant review of template volume changes since 2020 project for north fill performance (following Summer 2025 survey) Implement south fill design change after permit modification and completion of FEMA recovery project (TBD)

Bird Monitoring	Continue bird monitoring surveys per modified permit requirements.	Continue shorebird monitoring year-round under turtle monitoring contract (twice per month).
Turtle Monitoring	Maintain regulatory compliance through contracted monitoring with qualified / experienced firm. Continue coordination with FWC on nest marking scheme and survey protocols.	Awarded multi-year contract to Ecological Associates (January 2025). Coordination calls held with FWC regarding construction monitoring during pre-con meeting (January 2025). Ongoing discussions with EAI and FWC regarding nest marking scheme and survey protocols for future seasons.
Physical Monitoring	Continue physical monitoring program and update island-wide sediment budget. Utilize historical shoreline data to assess beach project design and performance.	Engage consultant to run comparison of baseline survey results as part of island-wide sediment budget (ongoing year to year). Conduct feeder beach performance review using annual survey data (following Summer 2025 survey).
Biological Monitoring	Continue with biological monitoring plan adopted with FDEP permit. Evaluate new contractor performance (APTIM multi-year monitoring).	Track field work progress for timely completion. Review reports for completeness. Coordinate with FDEP on contractor submittals (following submission deadline October 2025).
FEMA Recovery Beach Renourishment Construction	Document construction of 1,200,000 cy recover project and complete reimbursement requests for obligated funds. Request additional funds for cost overrun.	All reimbursement requests submitted in FloridaPA by July 2025. Initiate project closeout (required before cost overrun is approved) by December 2025.
Dune Project Maintenance & Construction	Dune project in Blowing Rocks. Easements through PBC Owner easements	Restoration efforts as needed. Evaluate alternatives to Town-sponsored dune project (TBD following Vulnerability Assessment).
Sand Supply	Monitor Borrow Site B and inlet disposal area	Post-construction survey and volume update (summer 2025)

	Evaluate adjacent areas for future offshore borrow site permitting and leasing from State/BOEM	Engage consultant for exploratory planning (summer 2026). Conduct geotechnical investigations and secure permits for new site (2027/2028)
District Funding		
Goal: Promote sound decision making through financial planning.		
Program Element	FY2025/26 Objectives	Milestone Action(s)/Date(s)
State LGFR Funds	Submit application for FY26/27 for construction costs, staff time turtle monitoring and construction inspections, post-construction monitoring. Complete reimbursements of all active funding agreements.	Application to be submitted August 1, 2025. Assessment due October 1, 2025. Rankings then legislative funding in March-April 2026. Active agreements to be completed: <ul style="list-style-type: none"> • 19MI3/21MI4 (Oct 2025) • 20MI4 (Nov 2025) • 22MI1 (Dec 2025) • 23MI2 (Jan 2026) • 24MI1 (Feb 2026) • 25MI2 (Mar 2026)
FEMA Engineered Beach	Maintain engineered beach designation and eligibility for funding under Category G. Lobby to retain engineered beaches as critical infrastructure with continued eligibility for FEMA funds.	Continue monitoring program (ongoing). Finalize FEMA Maintenance Plan (February 2026). Monitor Federal legislation and engage with lobbyist (if required).
Budgeting	Evaluate millage collection and 12-yr financial plan for rate adjustments Evaluate current FY25 budget and draft district budget for FY26	Evaluate prior FY budget and draft new FY(27) budget (May 2026) Update and expand 12-year financial plan for long range funding needs and millage/ reserves discussion (May 2026) Provide draft budget to finance (June 2026) Evaluate current FY budget for amendments (July 2026) Amend current FY budget if needed and adopted new FY27 budget (Sept 2026).

Other District Activities		
Goal: Plan for the future.		
Program Element	FY2025/26 Objectives	Milestone Action(s)/Date(s)
Sea Level Rise/Climate Change	<p>Archive data and analyze water level changes for tidal and flooding components.</p> <p>Continue maintenance of Bridge Road tide gage.</p> <p>Assess flood/SLR vulnerability.</p>	<p>Update tide data analysis report through consultant (summer 2026).</p> <p>Maintain tide gauge at Bridge Road and contact FDEP about transfer to State (summer 2026).</p> <p>Complete Town-wide vulnerability assessment (March 2026).</p> <p>Quarterly reporting for grant (ongoing).</p>
Residential Property Protection	Assist homeowners with guidance on rehabilitation or reconstruction of seawalls, etc. to protect property.	As needed.
Comprehensive Beach Management Plan	Continue developing a comprehensive beach management plan.	Ongoing
Town-Wide Planning	Evaluate goals, objectives, and policies of the Coastal Element within the Town's Comprehensive Plan	As part of Comp Plan/LDR revision process (projected to be completed by December 2025).
12-Year Financial Budget	Update and approve the 12-yr financial budget	September 2026
Jupiter Island Sediment Budget	Establish a working inlet to inlet sediment budget for Jupiter Island.	Continue working with consultants to update sediment budget.
Beach Protection District Transparency	Maintain transparency through statutory requirement to post District information on Town's website.	<p>Post beach district data (agent, budget, millage, revenue, etc.) this is ongoing.</p> <p>Post district goals, objectives, and performance metrics (new requirement due October 1, 2025).</p>
Contracting	Maintain coastal engineering services, dune construction, physical monitoring, biological monitoring, turtle/shorebird monitoring, and general support contracts.	<p>Coastal RFQ (summer 2025) with new contracts (exp. Aug 2030)</p> <p>Eastman Dune Construction (exp. Oct 2029)</p> <p>APTIM Biological (exp. Jan 2029)</p> <p>EAI turtle/bird (exp. Dec 2029)</p>

St. Lucie Inlet		
Goal: Maintain positive regional stakeholder engagement on beach and inlet issues.		
Program Element	FY2025/26 Objectives	Milestone Action(s)/Date(s)
Inlet Sediment Budget Update	Coordinate with MC on updated surveys and natural bypassing effectiveness over hardbottom ridge.	Request updated surveys from MC for inlet system to be reviewed by Town consultants (summer 2026)
Interlocal Agreement	Review agreement conditions/ methodology and evaluate new agreement following updated permit SC#2 (bypass start date Sept 2014).	Engage with County staff on new ILA draft (ongoing). Advance draft agreement to higher administrative level with legal review (TBD pending MC permit modification).
Inlet Management Plan Update	Maintain bypass records. Update IMP based on new sediment budget.	Next IMP update anticipated in 2026.
Combined Project Agreement	Future project agreement must be made to remove remaining inlet sand from borrow site with additional cost of screening to be covered by Martin County.	Future shared project agreement addressing inlet bypass and inlet sand in Town borrow site to be discussed. Date TBD.
Annual Inlet Report	Review and offer comment to FDEP regarding report.	Offer comments after draft issued (May/June each year).



TOWN OF JUPITER ISLAND

MEMORANDUM

To: Mayor & Town Commission

Through: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

From: John Duchock, Asst. Town Manager

RE: Agenda Item No. 5 – FEMA Reimbursement

Date: 9/3/2025

Background:

In response to Hurricanes Ian and Nicole, the Town has obligated funding agreements through both the State of Florida (SB4A) and FEMA (DR4673/PW615 & DR4680/PW43) for beach restoration in the following amounts:

- SB4A (Combined Ian/Nicole) \$3,385,874.72 (received)
- FEMA DR4673/PW615 (Ian) \$93,439.15 (received)
- FEMA DR4680/PW43 (Nicole) \$23,666,698.10 (pending)

As indicated above, the Town has received a portion (\$3,479,313.30) of the obligated recovery amounts associated with the 2025 beach restoration project. While approved at the State level, requested reimbursements for Hurricane Nicole have yet to be received. During prior FEMA recovery projects, the Town would typically have received reimbursements within a 60-90 day window of submission. The first reimbursement request from the Town for \$10,278,130 was submitted on February 25th. Attached to this memo is an e-mail explanation of delays from the Florida Division of Emergency Management (FDEM), the State agency responsible for distributing Federal and State funds.

Recommendation:

For information purposes only. Town staff continue to monitor and inquire on the status of the reimbursements with FDEM. Next steps may include discussion of engagement with locally elected federal representatives.

Kimberly Kogos

From: Matthew Pazanski
Sent: Wednesday, September 3, 2025 10:21 AM
To: John Duchock
Cc: Robert Garlo; Kimberly Kogos
Subject: FW: DR 4680 FL Town of Jupiter-PW#43

FYI, FDEM's email regarding FEMA reimbursement.

Thank you,

Matthew Pazanski, CGFO, PHR
Finance/HR Director
772-545-0103
Town of Jupiter Island
2 SE Bridge Road
Jupiter Island, FL 33455

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From: Virginia Hughes <Virginia.Hughes@em.myflorida.com>
Sent: Tuesday, July 22, 2025 9:32 AM
To: John Duchock <jduchock@tji.martin.fl.us>
Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>; Amanda Lambert <Amanda.Lambert@em.myflorida.com>; Stephane Malet <Stephane.Malet@em.myflorida.com>
Subject: RE: DR 4680 FL Town of Jupiter-PW#43

External Email - Use Caution

Good morning. I am sorry but there is no update that I can provide yet. I have also copied my supervisor Mr. Malet.

FDEM Recovery and FDEM Finance are working diligently through all payments to get them processed. The "Defend the Spend" manual review process on the Federal level has significantly slowed the drawdown procedure for this pass-through funding. This process is nationwide and has impacted all Federal grant payments over the last several months and will continue indefinitely. Additionally, FDEM has been working through closing out the end of the Fiscal Year. This may create additional delays with the accounting system for payments to be completed. These payments are a huge priority for the Agency. Please be assured that everyone is doing everything we can to continue moving payments.

If you have any questions or I can provide any assistance, please feel free to contact me via email, or at the numbers below. Thank you.



VIRGINIA (GINNY) HUGHES, FCCM

Public Assistance Grants Management Lead

Bureau of Recovery
Florida Division of Emergency Management
2555 Shumard Oak Blvd.

Tallahassee, Florida 32399-2100

Email: virginia.hughes@em.myflorida.com

Office: (850) 815-4464

Cell: (850) 273-2500

www.floridadisaster.org

From: John Duchock <jduchock@tji.martin.fl.us>

Sent: Tuesday, July 22, 2025 6:57 AM

To: Virginia Hughes <Virginia.Hughes@em.myflorida.com>

Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>; Amanda Lambert <Amanda.Lambert@em.myflorida.com>

Subject: RE: DR4680-PW#43

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Virginia,

Following up on my voice message to you. Please provide a contact for additional follow up on the pending FDEM/FEMA reimbursements for PW#43. Thank you.

Regards,
John

John Duchock

Asst. Town Manager/Beach District Dir.
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455
p: (772) 545-0187

From: Virginia Hughes <Virginia.Hughes@em.myflorida.com>

Sent: Tuesday, June 17, 2025 3:46 PM

To: John Duchock <jduchock@tji.martin.fl.us>

Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>

Subject: RE: DR4680-PW#43

External Email - Use Caution

Good afternoon.

I have inquired about this payable with our Finance Unit and requested a status update. Will provide an update as soon as possible. There are other payments in Step 6 Finance Review, not only the one for the Town of Jupiter Island, but for other Subrecipients too. FDEM Finance is working on them as quickly as they are able. Recently, there were changes to requirements for payable packages requested by FEMA and a few other things that have led to small delays. Will keep you posted as I receive additional information.

If you have any questions or I can provide any assistance, please feel free to contact me via email, or at the numbers below. Thank you.



VIRGINIA (GINNY) HUGHES, FCCM

Public Assistance Grants Management Lead

Bureau of Recovery
Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100

Email: virginia.hughes@em.myflorida.com

Office: (850) 815-4464

Cell: (850) 273-2500

www.floridadisaster.org

From: John Duchock <jduchock@tji.martin.fl.us>

Sent: Wednesday, June 11, 2025 12:09 PM

To: Enrique Gaston <Enrique.Gaston@em.myflorida.com>

Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>; Virginia Hughes <Virginia.Hughes@em.myflorida.com>

Subject: RE: DR4680-PW#43

Importance: High

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Enrique,

Following up again on this request. No changes in status on FloridaPA. Please advise at your earliest convenience.

John Duchock

Asst. Town Manager/Beach District Dir.

Town of Jupiter Island

2 Bridge Road

Hobe Sound, FL 33455

p: (772) 545-0187

From: John Duchock

Sent: Wednesday, May 28, 2025 6:34 AM

To: Enrique Gaston <Enrique.Gaston@em.myflorida.com>

Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>; Virginia Hughes <Virginia.Hughes@em.myflorida.com>
Subject: RE: DR4680-PW#43

Good morning Enrique,

Just following up with you on this. FloridaPA still reflects the reimbursement is in Step 6 Financial Review. Please advise. Thank you.

Regards,
John

John Duchock

Asst. Town Manager/Beach District Dir.
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455
p: (772) 545-0187

From: Enrique Gaston <Enrique.Gaston@em.myflorida.com>
Sent: Wednesday, May 21, 2025 10:00 AM
To: John Duchock <jduchock@tji.martin.fl.us>
Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>; Virginia Hughes <Virginia.Hughes@em.myflorida.com>
Subject: RE: DR4680-PW#43

Good Morning,

After reviewing your payables they are as you said, in finance review, I personally do not have any further interactions with the payables. However, I can and will request that finance expedite this request. There are no estimates I can give you on when that will be processed through our state comptroller. Thank you and if you have any further questions or requests please feel free to contact me about this matter.

Kind Regards,

Enrique F. Gaston, FCCM

PA Grant Manager
Public Assistance – Bureau of Recovery
Florida Division of Emergency Management
Cell: (448)-220-7227
Email: Enrique.Gaston@em.myflorida.com
2555 Shumard Oak Boulevard, Room 360.05
Tallahassee, Florida 32399



From: John Duchock <jduchock@tji.martin.fl.us>
Sent: Wednesday, May 21, 2025 8:43 AM
To: Enrique Gaston <Enrique.Gaston@em.myflorida.com>

Cc: Matthew Pazanski <mpazanski@tji.martin.fl.us>

Subject: DR4680-PW#43

Importance: High

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mr. Gaston,

Please advise on the status of PW#43, Payable#3 & SB4-A payable#690, currently in Step 6 Finance Review (\$11.7M reimbursement request). We would appreciate a timely update on this request as we are preparing to receive and pay final invoicing on the project, totaling an additional \$17.6M. A third reimbursement request of \$6.4M will be submitted in FloridaPA in the near future. Thanks for your attention and assistance.

Regards,
John

John Duchock

Asst. Town Manager/Beach District Dir.
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455
p: (772) 545-0187

Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statutes is a public record and will be made available to the public upon request.

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