

# HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, MAY 15, 2012

MEETING MINUTES

## Introduction

Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Regency Public Library, at 7:00 PM on May 15, 2012. The meeting was called to order at 7:03 by Chairman, William Hibbard. In attendance were William Hibbard, Robert Birtalan, Robert Schleeef, Paul Stroup, and Stanley Pipes, as well as HWSD attorney Wayne Flowers. Kathryn Boucher was present as recording secretary.

The meeting was turned over to Stanley Pipes.

## Administrative

Approval of minutes – William Hibbard made a motion to approve the submitted minutes from the April 16<sup>th</sup> Board of Supervisors meeting as edited; motion passed.

## District Business

Tax Collector and Property Appraiser Agreement update – Stanley spoke with Laurie French, City Attorney, today, who said that the approval for the agreement is making its way through city council. There should be no issues in collecting the assessment in November, 2012. The tax roll should be received by June 1 from the Tax Appraiser.

Mail Notices for 2012 non-Ad Valorem Assessment – Notices will be mailed to property owners this week. The public hearing will be advertised in the Financial News and Daily Record.

Dredging Permit amendment to use Bartram Island as the spoil site – William Hibbard sent it in, but no acknowledgement has been received yet. Paul Stroup suggested meeting with the Corps in person.

Easement reassignment from HWA to HWSD – Robert Birtalan has had conversations with DEP; they wanted a copy of warranty deed for the submerged easement, but Robert explained that they have no upland property. The HWSD will submit the documents to transfer the easement to HWSD from the HWA, which will require a fee of \$595.00. The motion for the \$595 expenditure was made by Robert; motion carried.

Florida League of Cities (FLOC) annual site visit and risk assessment - Stanley met with the Florida League of Cities regarding an annual site visit to assess risk for the general liability policy. Two representatives flew in from Orlando and agreed that the HWSD had limited general liability risk other than the breakwater structure. The FLOC will provide information about safety programs they sponsor to reduce general liability risk.

Discussion of alternative spoil sites – HWSD received a quote on removing trees from the Ft. Caroline site for \$60,221.00, which includes building berms, but not any permits or tree ordinance fees. The board is still unsure of the usefulness of the site due to possible zoning issues and the need to acquire the adjacent property. The tree ordinance could be very expensive, but may be mitigated to some degree by replanting trees. The project could be approached as a potential park for the city with the aid of Clay Yarborough. Proximity to power lines may make the city not pursue the park proposal. The next step is to speak with Clay Yarborough.

Dredging contractor update – Stanley met with Mike Brandy on the non-binding bid from J & B Thomas, which was submitted to the board at \$1.5 million including tipping fee or \$28.72 per cu yd all inclusive for 52,000 cubic yards. Mobilization costs are \$415,000, demobilization is \$116,000. This leaves a shortfall of \$128,000 after a \$500,000 loan and the November assessment. At the quoted rate, we could only budget to dredge approximately 42,000 cubic yards. The cost includes cleaning out the basin. Stanley also spoke to a dredging contractor in New Iberia Louisiana, who is interested in submitting a bid or providing consultation. HWSD needs to create a bid package, which may be based on other cities' projects. The board discussed hiring a professional to create the bid package. Wayne Flowers suggested contacting someone at the City Of Jacksonville to ask about their dredging projects. Stanley found a consultant in Gainesville who could put together the bid package. Robert Schleef volunteered to talk to the city of St. Augustine to ask for a sample bid package. The dredging project couldn't be started before December. William Hibbard explained that a group known as the Riverkeeper may consider building a saltwater marsh in Mill Cove, using sediment from our canal system, and building oyster beds around the saltwater marsh.

### Financial

2012/2013 Budget Review – Finance Committee on May 1, 10:00am, City Council Chamber – At the end of the fiscal year, the board has to submit meeting minutes. HWSD was waived on conducting an audit, as long as a letter is submitted at the end of the fiscal year, explaining the financial expenditures for the District are below \$50,000 for the fiscal year.

Approval to disburse funds for Legal Services – There was a total expenditure of \$1,064.24, for reviewing property on Ft. Caroline, meeting with Sean Kelley at the zoning commission, land use requirements, spoil sites, and board meetings. Motion was made to disburse fees of \$1,064.24 to Lewis, Longman & Walker; motion approved. It was noted that there is \$22,178 remaining in line of credit allocated to the HWSD from the HWA which should provide sufficient funds until the first HWSD assessment in November, 2012.

### District Schedule

Date of Public Hearing & meeting to Adopt Rules of Procedure: Hearing scheduled for 7/24/2012

Publish and mail Notice Designating the Date for a Public Hearing to Determine the 2012 Harbour Waterway Special District Non-Ad Valorem Assessment: Scheduled for 5/15/2012

Designation of date of Public Hearing to Adopt Resolution for the Harbour Waterway Special District Non-Ad Valorem Assessment for 2012: Hearing scheduled for 6/27/2012

End of Fiscal Year for the District: 6/30/2012

Annual Audit & Minutes due to City Council: 7/15/2012

HWA meeting to elect board: 6/12/2012, after HWSD meeting

Other Business

Legal and Compliance Issues – No new issues this month.

2012 Election of Board of Supervisors – Discussion of what forms must be filed for elections (non-campaigning). Applications for seats will be accepted beginning 5/21/12. Acknowledgements will be received in June.

Other Business – A solicitation for candidates to run in the November election will be published in the Financial News and Daily Record on May 21 and 28. Going forward, audio from the HWSD meetings, minutes, announcements, and official documents will be posted on the new HWSD.org website.

Adjournment

Meeting adjourned at 8:16 PM. The next meeting is scheduled for June 12<sup>th</sup>.

Respectfully submitted,

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Kathryn Boucher  
Recording Secretary

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Stanley H Pipes, Jr.  
Secretary / Treasurer