

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
July 24, 2012  
7:00 pm

Regency Public Library  
9900 Regency Square Blvd  
Jacksonville, FL. 32225

- I. Introduction**
  - a. Call to Order
  - b. Roll Call / Quorum
  
- II. Administrative**
  - a. Approval of Minutes
    - i. Minutes from June 27, 2012*
  
- III. District Business**
  - a. Dredging Permit amendment to use Bartram Island as the spoil site – Bill Hibbard
  - b. Dredging Bid Package - review
  
- IV. Financial**
  - a. Non-Ad Valorem Assessment for 2012 – Tax Roll
  - b. Approval to disburse funds for Legal Services
  
- V. District Schedule**
  - a. End of Fiscal Year for the District
    - i. June 30, 2012*
  - b. Annual Audit & Minutes Due to City Council
    - i. July 13, 2012*
  - c. Date of Public Hearing & Meeting to Adopt Rules of Procedure
    - i. Hearing scheduled for July 24, 2012*
  
- VI. Other Business**
  - a. Legal and Compliance Issues
  - b. Other Business
  
- VII. Comments and Questions from Audience**
- VIII. Adjournment of HWSD Meeting**

**HARBOUR WATERWAY SPECIAL DISTRICT  
TUESDAY, JULY 24, 2012  
MEETING MINUTES**

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Regency Public Library, at 7:00 PM on July 24, 2012. The meeting was called to order at 7:03 PM by Chairman, William Hibbard. In attendance were Robert Birtalan, Robert Schleef, William Hibbard, and Stanley Pipes. Kathryn Boucher was present as recording secretary. It was noted that there was a quorum present.

Administrative

Approval of Minutes from June 27<sup>th</sup>, 2012 – Motion to approve the minutes as presented; motion passed.

District Business

Dredging Permit amendment to use Bartram Island as the spoil site – The Corps of Engineers is reviewing; Paul Stroup is following up. The HWA is named on the permit, but it will be changed to HWSD.

Dredging Bid Package – Stanley Pipes put together a package using a compilation of other bid packages that were provided by the Corps of Engineers and other municipalities. The document has been written as a Request for Proposal instead of a Sealed Bid, which allows for negotiations and changes as necessary. The scope of the project is defined as being up to 60,000 cubic yards, into Bartram Island Cell F, at a distance of 15,000 feet from furthest point on the canal system. The dredging time frame begins January 5<sup>th</sup>, 2013, to be completed by May 31<sup>st</sup>, 2013. Bids specifically exclude bid travel expenses. Robert Birtalan suggested having an attorney and someone familiar with dredging contracts look the document over, as the bid package usually becomes the basis for the contract. Lake Ray, civil engineer with experience in dredging was proposed to look over the package. An attorney is needed to advise on indemnification issues. The bid package sets the minimum qualifications and net assets of the dredger. The proposed bid package uses the Army Corps of Engineers standards for safety. Inspections by HWSD will be allowed at any time. The cost of the repeater pump kicks in after the first 20,000 cubic yards, creating two different unit costs. The bid addresses the possibility of there being a sewer pipe crossing across the canal, which the contractor is responsible for identifying. Penalties will apply if the contractor dredges too deep. The date for the initial marine survey to be done by HWSD, not the contractor, is October, 2012, but may be pushed back at contractor's request. The total yards dredged will be based on the marine survey which takes profile shots every 50 feet. Mobilization and demobilization costs may be a huge difference between bidders. Tolerance is set at 1 foot, which may be adjusted down if

accuracy will allow. The dredger must stay in the channel. If the dredge goes over 60,000 cubic feet and the city requires that it be removed, it will be done at the contractor's expense.

Bid Schedule – The bid package is set up in the following categories: Mobilization, Demobilization, Dredging Up To 20,000 cubic yards, Dredging the Remaining 40,000 cubic yards, and Other Work. Mobilization of pipe and temporary storage may be done through the empty lots or the marina. The bid contract has been sent to Wayne Flowers for review. Request for proposals will be circulated via Manta listings and will be published in the newspaper, with numbers based on the existing survey. The next step is to contact Lake Ray.

### Financial

Non-Ad Valorem Assessment for 2012 – Tax roll is due August 1<sup>st</sup> and will be sent tomorrow to Jim Helms. Laurie French said that all legislation has passed for the tax collector to sign the agreement.

Approval to disburse funds for Legal Services – Motion to approve \$ 1,449.00 be paid for legal services to Lewis, Lockman & Walker; motion carried.

Annual Audit – The Florida Auditor General needs to receive notice that HWSD for fiscal year 2011 had expenses less than \$50,000 and is therefore exempt from the requirement to perform an annual audit.

### District Schedule

End of Fiscal Year for the District: June 30, 2012

Annual Audit & Minutes Due to City Council: July 13, 2012

Date of Public Hearing & Meeting to Adopt Rules of Procedure: Rescheduled to September 11, 2012

### Other Business

Legal and Compliance Issues – No new business.

Other Business – 2013 board of supervisors meetings will be scheduled for the second Tuesday of each month at Resurrection Episcopal Church.

### Comments and Questions from the Audience

Bonnie Pool believes there will be more than the expected yardage at the "T" of the canal. Stanley Pipes explained that canal usage will depend on placement of the discharge pipe, but Bonnie suggested to

restrict canal usage during the dredge. Sand / silt from areas not dredged will settle back in, but a survey will be completed post-dredge before the equipment leaves. Regardless of cost, the entire planned area will be dredged, due to the requirement to apply an equal standard of care to all members of the District. The total dredge timeline should take four to five months.

Larry Hale asked who will provide the pipe for the dredge; Stanley explained that the dredger will, due to the storage issues posed for HWSD. A new marine survey will be redone before the dredge. The total funds available plus the loan allows for up to 60,000 cubic yards to be dredged. If costs go too high, then the depth of dredge will be shallower.

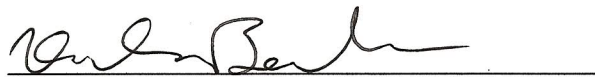
Julie Hale clarified that if the canal re-silts during the project, the dredger will be responsible for re-dredging the area.

Bonnie Pool suggested that preparation for next dredge begins once this one is underway. Stanley explained that the main problem will be the spoil site. There was a discussion of alternative sites and methods for future dredges.

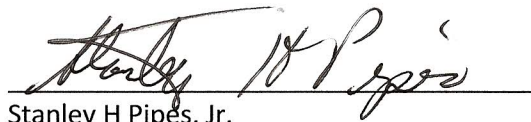
#### Adjournment

The meeting was adjourned at 8:24 PM. The next monthly board of supervisor meeting is scheduled for August 20, 2012.

Respectfully submitted,



Kathryn Boucher  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer