

**HARBOUR WATERWAY**  
**SPECIAL DISTRICT**  
*Agenda*

Tuesday  
August 13, 2013  
7:00 pm

Resurrection Episcopal Church  
12355 Fort Caroline Rd.  
Jacksonville, FL. 32225

- I. Introduction**
  - a. Call to Order
  - b. Roll Call / Quorum
  
- II. Administrative**
  - a. Approval of Minutes
    - i. *Minutes from July 09, 2013*
  
- III. District Business**
  - a. 2013 Dredging Project – *FINISHED!*
  - b. JEA Pipeline Crossing – Starboard Dr. to Portside Dr.
  
- IV. Financial**
  - a. Non-Ad Valorem Assessment for 2013 – Tax Roll sent to Property Appraiser
  - b. Dredging and Acceptance Reach #4 - Complete
  - c. Annual Audit – Roy Miller & Associates
  - d. Approval to disburse funds for Dredging Operations, Legal, and Administrative Services
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. *September 10, 2013 – Resurrection Episcopal Church*
  
- VI. Other Business**
  - a. Legal and Compliance Issues
  
- VII. Comments and Questions from Audience**
  
- VIII. Adjournment of HWSD Meeting**

# HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, AUGUST 13, 2013

MEETING MINUTES

## Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on August 13, 2013. The meeting was called to order at 7:02 PM by Chairman William Hibbard. In attendance were William Hibbard, Paul Stroup, Robert Birtalan, and Stanley Pipes. It was noted that there was a quorum present. Attorney Dan Richards was present on behalf of Wayne Flowers. Kathryn Boucher was present as recording secretary.

## Administrative

Approval of Minutes from July 9, 2013 – Motion made to approve the minutes as written; motion passed.

## District Business

Dredge America – 2013 Dredging Project Update – Dredging has finished. All of the discharge pipe has been removed from the canal system and Bartram Island. Racks for the discharge pipe are still on Buck Island, which needs to be moved due to an upcoming blacktop project in the area by JaxPort. Dredge America has committed to clear the area in the coming week. The dredger will be paid once demobilization is completed and confirmed by JaxPort. Additional dredging was done to compensate for penalties imposed on the dredger due to a bulkhead failure, piling damage, marina damage and liquated damages. In total, 60,425 cubic yards were dredged from the canal system and approach channel. The balance of the tipping fee of \$77,120 will still need to be paid to JaxPort, as well as the demobilization fee and the remaining 50% of the spoil site fee to Dredge America. HWA will manage the repair of the bulkhead, channel marker pilings, and marina issues. The problematic channel marker pilings and signs will be addressed as soon as possible. The board agreed to use 35 ft channel marker pilings. There was discussion on which pilings and signs to replace, resulting in 10 pilings and 22 Channel Day Marker signs needing replacement.

JEA Pipeline Crossing – Starboard Dr. to Portside Dr. – Only one 4 inch pipe was discovered by the dredger, who dredged around it with no problems.

Financial

Non-Ad Valorem Assessment for 2013 – The tax Roll has been sent to the Property Appraiser and was accepted.

Dredging for Acceptance Reach #4 – Paid.

Annual Audit Due Mid-August – Roy Miller & Associates – The audit is not complete, but should be done by the end of August. It must be sent to the state auditors within 45 days of completion.

Approval to disburse funds for Dredging Operations, Legal and Administrative Services – Motion made to disburse funds totaling \$3,895.50; motion passed.

District Schedule

Next Scheduled Board Meeting – September 10, 2013 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – Nothing to discuss.

Comments and Questions from the Audience

No members of the public were present.

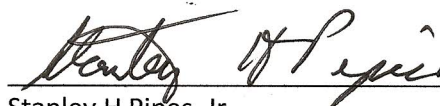
Adjournment

The meeting was adjourned at 7:36 PM. The next monthly board of supervisors meeting is scheduled for September 10, 2013.

Respectfully submitted,



Kathryn Boucher  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer

# HARBOUR WATERWAY SPECIAL DISTRICT 2012 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

7/31/2013

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b><u>NOVEMBER</u></b>						
1 - 15	28,000.00	(1,120.00)	26,880.00	(537.60)	(403.20)	25,939.20
16 - 26	49,500.00	(1,980.00)	47,520.00	(950.40)	(712.80)	45,856.80
27 - 30	95,500.00	(3,820.00)	91,680.00	(1,833.60)	(1,375.20)	88,471.20
<b><u>DECEMBER</u></b>						
1 - 7	8,000.00	(320.00)	7,680.00	(153.60)	(115.20)	7,411.20
(Installment Payment)	684.60	(35.94)	648.66	(12.97)	(9.73)	625.96
8 - 26	2,000.00	(60.00)	1,940.00	(38.80)	(29.10)	1,872.10
27 - 31	500.00	(15.00)	485.00	(9.70)	(7.28)	468.03
<b><u>JANUARY</u></b>						
1 - 14	6,000.00	(140.00)	5,860.00	(117.20)	(87.90)	5,654.90
(Installment Payment)	657.70	(19.73)	637.97	(12.76)	(9.57)	615.64
15 - 31	6,000.00	(120.00)	5,880.00	(117.60)	(88.20)	5,674.20
<b><u>February</u></b>						
1 - 28	6,000.00	(60.00)	5,940.00	(118.80)	(89.10)	5,732.10
<b><u>March</u></b>						
1 - 31	2,000.00	-	2,000.00	(40.00)	(30.00)	1,930.00
<b><u>April</u></b>						
1 - 15 (Installment)	657.70	-	657.70	(13.15)	(9.87)	634.68
16 - 30	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
<b><u>May</u></b>						
1 - 31	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
<b><u>June</u></b>						
1 - 30	2,000.00	1,090.00	3,090.00	(61.80)	(46.35)	2,981.85
Unpaid Assessments	3,500.00	-	3,500.00	(70.00)	(52.50)	3,377.50
<b>TOTAL</b>	<b>211,500.00</b>	<b>(6,480.67)</b>	<b>205,019.33</b>	<b>(4,100.39)</b>	<b>(3,075.29)</b>	<b>\$ 197,843.65</b>
% Collected	98.4%					
<b>TOTAL TAX BILLED</b>	<b>215,000.00</b>					

# PROJECTED DREDGE SCHEDULE ACCEPTANCE REACH & REQUIRED BOTTOM DEPTH

August 2, 2013

CHANNEL	STATION	CHANNEL WIDTH	CUBIC YARDS DREDGED			PROJECTED DREDGE SCHEDULE			
			OVERDEPTH			DURATION (DAYS)	SLACK (DAYS)	START DATE	END DATE
			-5 MLW	-6 MLW	TOTAL				
<b>ACCEPTANCE REACH 1</b>									
CHANNEL 1A	07+50 24+00	50	9,981	2,298	12,279	18.00		04/09/13	04/27/13
<b>ACCEPTANCE REACH 2</b>									
CHANNEL 1B	24+00.86 33+20	50	6,582	718	7,300	10.00		04/27/13	05/07/13
CHANNEL 2A	00+00 05+50	50	3,243	637	3,880	7.00		05/07/13	05/14/13
			9,825	1,356	11,181		11		
<b>ACCEPTANCE REACH 3</b>									
CHANNEL 2B	06+00 12+98.49	50	6,034	929	6,962	14.00		05/24/13	06/07/13
BASIN			3,756	385	4,141	11.00	10	06/07/13	06/28/13
CHANNEL 2C - D	13+00 20+00	50	4,657	1,024	5,680	6.00		06/28/13	07/04/13
Acceptance Reach #2 Re-Dredge - Station 3+50 to 5+50									
Additional Material Removed Basin & Channel 2C									
			-	2,808	2,808				
			14,447	6,273	20,719				
<b>ACCEPTANCE REACH 4</b>									
CHANNEL 2D	20+50 25+11.78	50	2,242	935	3,176	5.00	2	07/04/13	07/11/13
CHANNEL 3A	00+00 07+50	50	3,558	1,371	4,929	9.00		07/11/13	07/20/13
CHANNEL 3B	08+00 17+83	50	3,212	2,687	5,899	9.00		07/21/13	07/30/13
			9,013	4,992	14,005				
Material removed outside of template - Channel 2D									
				618	618				
Material removed outside of template - Channel 3A & 3B									
			-	1,624	1,624				
			9,013	7,234	16,247				
<b>TOTAL MATERIAL DREDGED (cu yds)</b>			<b>43,266</b>	<b>14,918</b>	<b>60,425</b>	<b>89</b>	<b>23</b>	<b>=</b>	<b>112</b>

NOTES:

1. Estimated avg. cubic yards dredged per 10 hr day =

700 cu yds

2. Actual average cubic yards dredged per day for duration of project excluding downtime

679 cu yds

# HARBOUR WATERWAY SPECIAL DISTRICT

## Motion to Disburse Funds:

Tuesday, August 13, 2013

Date	Num	Description	Memo	Amount
8/13/2013	1039	Kathryn Boucher	HWSD - Administrative Services	(100.00)
8/13/2013	1038	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
8/13/2013	1037	Lewis Longman & Walker	HWSD - Legal Services	(720.50)
8/31/2013	TBD	Roy Miller & Associates	FY 2012-2013 Annual Audit	(3,000.00)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (3,895.50)</b>
<b><u>TOTAL HWSD ASSETS</u></b>				
7/31/2013		BB&T CHECKING ACCOUNT		\$ 30,453.44
7/31/2013		PROJECT FUND ACCOUNT		\$ -
<b>TOTAL HWSD AVAILABLE FUNDS</b>				<b>\$ 30,453.44</b>
<b>HWSD BALANCE AFTER DISBURSEMENTS</b>				<b>\$ 26,557.94</b>