

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
April 11, 2017
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 March 14, 2017*

- III. District Business**
 - a. Spoil Site Procurement – Reed Island
 - b. Amec Foster Wheeler Environment - Joe Wagner
 - c. Waterway Rules - No Trespassing Signage

- IV. Financial**
 - a. HWSD 2016 non-Ad Valorem Assessment - Status
 - b. FY 2017-18 Annual Budget submitted to City Council on March 31
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. *May 9, 2017 – 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, APRIL 11, 2017

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on April 11, 2017. The meeting was called to order at 7:02 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef, and Stanley Pipes. It was noted that there was a quorum present. Harbour Waterway attorney Wayne Flowers was present. Kathryn Amason was present as recording secretary.

Administrative

Approval of Minutes from March 14, 2017 – Motion made to approve the minutes as written; motion passed.

District Business

Spoil Site Procurement – Reed Island – The status of the remaining activities prior to closing was discussed. The survey has been completed. It says there are 86.75 acres above mean high water. Stanley Pipes spoke to the bank about financing with a rate of 4.19% for the first series of \$350,000; the second series would be for \$150,000. The title commitment should come in next week from Lewis Longman & Walker. Robert Birtalan spoke with Connie Holt at Al Ferraro's office regarding the planning commission. The site was always zoned rural residential while in use by the port. A letter allowing Reed Island to be used as a spoil site is expected planning commission. The consent to easement was received and signed by the board.

The site was inspected following a rain storm and the entire site was dry. The dykes were wider than expected. A meeting was held with FDEP and it was determined that a permit is probably not needed. The current dredging permit will be modified to allow approval for this specific site. Permits are now good indefinitely, rather than just for one year. If other entities want to use the spoil site, it will have to be permitted as a Dredge Material Management Area if the slurry pumped into the spoil site exceeds four feet. There should be no problem getting the site approved as such. David Stubbs was notified that a permit should not be needed.

The pro forma budget was presented to the board. The first series disbursement of \$350,000 is planned for July, 2017, when the property is projected to close. The second series is planned for January, 2018, when the 55 acre parcel would be purchased from the City of Jacksonville. The existing 2012/2013 notes would be retired in May, 2018. In June, 2020 the cash balance is projected to be high

enough for a dredge without further borrowing. If spoil site services are sold to other parties, then dredging could be done sooner. A smaller mechanical dredge may be possible sooner. The proposed plan will allow for dredging to be done every three years going forward.

Amec Foster Wheeler Environment – Joe Wagner – The proposal for the site inspection was presented to the board. The first two tasks have already been handled. Motion made to approve payment of \$23,010 for the professional agreement with Amec Foster Wheeler; motion passed.

Waterway Rules – No Trespassing Signage – The signs have not been put in place yet.

Financial

HWSD 2016 non-Ad Valorem Assessment – Status - 95.8% of the total amount billed has been collected to date, for a total distribution of \$191,737.65. 5 properties remain outstanding.

FY 2017-18 Annual Budget submitted to City Council on March 31 – This has been handled.

Approval to disburse funds – Motion made to approve disbursements for the spoil site engineering report, soil samples, revenue notes payment, administrative and legal services totaling \$147,405.40; motion passed. After all projected debt service and projected assessment collection, the total of the disposable funds remaining in the BB&T checking account is \$143,288.49.

District Schedule

Next Scheduled Board Meeting – The next meeting will be May 9, 2017 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – A generic contract for use of the spoil site should be developed. The contract from Jaxport can be used as a model. The city public works department does still do dredging, but they are not able to service all the neighborhoods that have an interest.

Comments and Questions from the Audience

No comments.

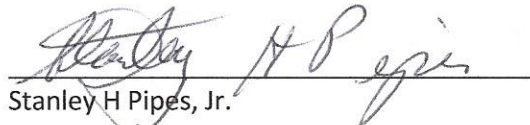
Adjournment

The meeting was adjourned at 7:43 PM. The next monthly Board of Supervisors meeting is scheduled for May 9, 2017.

Respectfully submitted,



Kathryn Amason
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

REED ISLAND AGREEMENT - TIMELINE

April 11, 2017

TASK	RESPONSIBILITY	ASSIGNED	NOTES	DAYS	DATE / DEADLINE	STATUS
1 AGREEMENT SIGNED - EFFECTIVE DATE		Bob			October 24, 2016	Complete
2 Approval of Appraiser Lampe, Roy & Associates, Inc. 1912 Hamilton Street, Suite 204 Jacksonville, Florida 32210 Office: (904) 388-702	HWSD	Stanley		7	October 31, 2016	Complete
3 JaxPort to Provide all Information on Site	JaxPort	David Stubbs		30	November 23, 2016	Complete
4 Appraisal of Property - Initial Purchase Price	JaxPort	Lampe, Roy & Assoc.	Initial Purchase Price - \$600,000	60	December 23, 2016	Complete
Revised Appraisal of Property	JaxPort	Lampe, Roy & Assoc.	Initial Purchase Price - \$300,000	100	February 1, 2017	Complete
5 Inspection / Environmental Site Assessment	HWSD	Stanley	8 Soil Samples - TCLP's ran on each. Samples processing at Diversified Labs	120	April 20, 2017	Complete
<u>ACTIVITIES PRIOR TO CLOSING</u>						
6 Survey of Property	HWSD	Stanley	Survey by Charles Bassett & Assoc		February 2, 2017	Complete
7 Financing of Purchase Price & Site Development	HWSD	Stanley	Revenue Notes Submitted to BB&T		April 30, 2017	
8 Title Insurance	HWSD	Wayne	Lewis Longman & Walker			
9 Zoning / Land Use Reclassification	HWSD	Bob				
10 <u>FL Dept of Environment Protection Permit</u>						
A - Dredging Permit	HWSD	Stanley	FDEP Permit expired after one year - Aaron Sarchet - (256-1654) Add approval to FDEP Permit. Needs Site Inspection report from Joe Wagner P.E		March 29, 2017	Complete
B - Approval of the Spoil Site (DMMA)	HWSD	Stanley			April 30, 2017	
11 <u>U. S. Army Corps of Engineers (USACE)</u>						
A - Easement	HWSD	Stanley	Request "Consent to Easement" to use Reed Island as a spoil Site - Bursa Miller is Contact (232-3727). Ms Miller indicated should take about 45 days or less		April 15, 2017	Complete
B - Dredging Permit	HWSD	Stanley	Modify permit to include Reed Island as spoil site - Not Required - Permit indicates any "upland spoil site"			Complete
12 CLOSING			Within 120 days of satisfying contingencies in Paragraph 11			
13 TERMINATION OF AGREEMENT				365	October 24, 2017	
<u>POST CLOSING ACTIVITIES</u>						
14 Site Development & Clearing	HWSD		Build levee across cell as required			

HARBOUR WATERWAY SPECIAL DISTRICT

2016 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

04/11/2017

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 15	18,000.00	(720.00)	17,280.00	(345.60)	(259.20)	16,675.20
16 - 25	26,000.00	(1,040.00)	24,960.00	(499.20)	(374.40)	24,086.40
26 - 30	14,000.00	(560.00)	13,440.00	(268.80)	(201.60)	12,969.60
26 - 30	85,000.00	(3,400.00)	81,600.00	(1,632.00)	(1,224.00)	78,744.00
DECEMBER						
1 - 12	22,498.58	(834.96)	21,663.62	(433.27)	(324.95)	20,905.39
13 - 20	9,405.00	(298.47)	9,106.53	(182.13)	(136.60)	8,787.80
21 - 31	5,505.63	(149.72)	5,355.91	(107.12)	(80.34)	5,168.45
JANUARY						
1 - 13	6,498.58	(180.00)	6,318.58	(126.37)	(94.78)	6,097.43
14 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
February						
1 - 13	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
14 - 28	2,500.00	(25.00)	2,475.00	(49.50)	(37.13)	2,388.38
March						
1 - 16	2,592.21	-	2,592.21	(51.84)	(38.88)	2,501.49
17 - 31	8,000.00	-	8,000.00	(160.00)	(120.00)	7,720.00
April						
1 - 15						
16 - 30						
May						
1 - 17						
18 - 31						
June						
1 - 15						
16 - 30						
July - August						
1 - 31						
September						
1 - 30						
<i>Unpaid Assessments</i>						
	9,000.00					
TOTAL DISTRIBUTION:	206,000.00	(7,308.15)	198,691.85	(3,973.84)	(2,980.38)	\$ 191,737.65
% Collected	95.8%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, April 11, 2017

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
02/28/2017		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 285,530.78
		TOTAL DEPOSITS	March 1 - 31	4,889.86
TOTAL CURRENT ASSETS				\$ 290,420.64
CLEARED DISBURSEMENTS				
02/14/2017	1192	Department of Environmental Protection	HWSD - Permit Exemption Fee	(100.00)
03/14/2017	1193	Resurrection Episcopal Church	HWSD - Meeting Place (March 14)	(75.00)
03/14/2017	1194	Kathryn Amason	HWSD _ Administrative Services (February 14)	(150.00)
03/14/2017	1197	Charles Bassett & Associates	HWSD_Spoil Site Survey	(600.00)
				-
DISBURSEMENTS - SubTotal				(925.00)
03/31/2017				TOTAL ENDING BALANCE \$ 289,495.64
OUTSTANDING DISBURSEMENTS / DEPOSITS				
03/14/2017	1195	Lewis Longman & Walker	HWSD - Legal Services (January)	(1,300.00)
REQUESTED DISBURSEMENTS				
04/11/2017		Resurrection Episcopal Church	HWSD - Meeting Place (April 11)	(75.00)
04/11/2017		Kathryn Amason	HWSD _ Administrative Services (March 14)	(150.00)
04/11/2017		AMEC Foster & Wheeler	HWSD_Spoil Site Engineering Report	(2,310.00)
04/11/2017		Diversified Labs	HWSD_Spoil Site Soil Samples (8)	(1,800.00)
05/01/2017		Principle & Interest Payment	Series 2012 & 2013 Revenue Notes	(143,070.40)
TOTAL REQUESTED DISBURSEMENT:				\$ (147,405.40)
PROJECTED REVENUE FROM 2016 ASSESSMENT - (Collected by July 1)				\$ (2,701.35)
Collected as of 04-01-2017		\$	197,701	
PROJECTED DEBT SERVICE				
11/01/2017		Interest Payment	Series 2012 & 2013 Revenue Notes	(2,064.10)
PROJECTED DEBT SERVICE EXPENSE:				\$ (2,064.10)
TOTAL HWSD DISPOSABLE FUNDS				
BB&T CHECKING ACCOUNT		ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE		\$ 137,324.79