

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

Wednesday  
September 19, 2018  
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 August 14, 2018*
  
- III. District Business**
  - a. Reed Island Spoil Site
    - i. Land / Topographical Survey*
    - ii. Reed Island - City Of Jacksonville Parcel*
      - I. Resolution 2018-06, Agreement to Purchase COJ Parcel*
  - b. Spoil Site Lease Agreement
    - i. Brance Diversified – 175,000 cubic yards*
    - ii. Isle of Palms – 300,000 cubic yards*
  - c. Waterway Rules & Dock Approvals
  
- IV. Financial**
  - a. HWSD non-Ad Valorem Assessment
    - i. 2018 non-Ad Valorem Assessment*
  - b. Annual Audit
    - i. FY 2017-18 Annual Audit Complete*
  - c. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. October 9 – 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, SEPTEMBER 19, 2018

MEETING MINUTES

## Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on September 19, 2018. The meeting was called to order at 7:00 PM by Robert Birtalan. In attendance were Robert Birtalan, David Prysock, Michael Levi 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 August 14, 2018 – Motion made to approve the minutes as written; motion passed.

## District Business

### Reed Island Spoil Site

Land / Topographical Survey – Two GIS surveys and a summary document were presented. The HWSD's parcel capacity measures 328,000 cubic yards. The City's parcel capacity is 127,000 cubic yards. The cell floor is much higher in the north parcel, as it is closer to the river and has historically received more spoil. The GIS map with contour lines is available on the Property Appraiser website.

Reed Island – City of Jacksonville Parcel – The City's General Counsel explained that the Reed Island parcel was included in a parks grant request made by the City. They will find out if selling the parcel will affect the pending grant application. A motion was made to approve Resolution 2018-06, which allows for negotiation of an agreement with the City for purchase of the Reed Island parcel; motion passed.

### Spoil Site Lease Agreement

Brance Diversified – 175,000 cubic yards – A draft of the license agreement with BDI was presented. The agreement specifies a term of two years, which BDI has requested be lengthened. The agreement lays out the process for projects to be initiated and completed by BDI, upon approval of the HWSD board. It is anticipated that projects will

last for a defined period of 90 days, during which time BDI will have exclusive access to the site.

The capacity being pumped into the spoil site would be measured by pre- and post-marine surveys. The agreement would require that BDI furnish permit numbers and certify notification to city agencies. BDI is interested in doing the clearing and grubbing of the site as well. The agreement proposed to make the site available to BDI as a spoil site effective March 1<sup>st</sup>, which allows 4 months for site development.

Isle of Palms – 300,000 cubic yards – A Board Member, Paul Raudenbush, from Isle of Palms was present to discuss their proposal. The community proposed to form a partnership that would give them access to the entire spoil site and the ability to dispose of 300,000 plus cubic yards at no additional costs. In exchange, Isle of Palms offered to put forth the funds for the purchase of COJ's portion of the site and share the expenses of developing and maintaining the spoil site with HWSD. The board expressed reservations over sharing management responsibilities with another party and allowing Isle of Palms the ability to dispose an unlimited amount of dredge spoil. It was noted that Isle of Palms over the next 50 years would require 1.0 to 1.5 million cubic yards of spoil site capacity. Mr. Raudenbush indicated they are also interested in acquiring the COJ site or another site, rather than leasing capacity from HWSD, as a means of procuring a long-term solution for their community. The HWSD proposal to Isle of Palms offers 20 years of capacity at a reduced rate. At this time, the City is only considering selling the parcel to a governmental agency. Isle of Palms is planning to solicit bids for their eco-restoration this year. The HWSD board is going to begin negotiations with the City for the purchase of the Reed Island parcel.

Waterway Rules & Dock Approvals – There are no outstanding approvals. There was a discussion of how far a boat is permitted to extend beyond the pilings. The board only regulates pilings; floating docks are not an issue unless there is excessive intrusion into the waterway.

### Financial

#### HWSD non-Ad Valorem Assessment:

2018 non-Ad Valorem Assessment – Stanley Pipes verified that the tax roll was submitted. The tax bills go out in November, with the majority of payments anticipated before December.

#### Annual Audit

FY 2017-18 Annual Audit Complete – The only issue mentioned by the auditor was that closing costs were expensed rather than capitalized. The amount was not material. The report will be filed with all the necessary parties.

Approval to disburse funds – Motion was made to approve disbursements for the audit, marine survey, membership dues, office supplies, legal notices, administrative and legal services totaling \$6,449.48; motion passed. After the projected debt service and the projected revenue from the 2017 & 2018 assessments the total of the disposable funds remaining in the BB&T checking account is \$457,650.97.

#### District Schedule

Next Scheduled Board Meeting – The next meeting is scheduled for October 9, 2018 at Resurrection Episcopal Church.

#### Other Business

Legal and Compliance Issues – Attorney Wayne Flowers brought up a state statute that specifies that board seat terms end and begin in January. New board members will need to be sworn in at that time.

#### Comments and Questions from the Audience

There was a question regarding the 5-year vision for the use of the spoil site. The site is intended to provide capacity for the eco-restoration needs of the district for 50 years. Excess capacity will be sold to finance future dredges, which in time will allow for the assessment charged to homeowners within the district to be reduced. The exact timeline is not set because it is not certain whether the district will be able to purchase the City's parcel and add to the spoil site capacity. In the past, the district used a 14-acre site with no outfall and had no percolation problems.

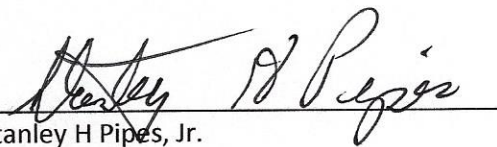
#### Adjournment

The meeting was adjourned at 8:27 PM. The next monthly Board of Supervisors meeting is scheduled for October 9, 2018.

Respectfully submitted,



Kathryn Amason  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer

**RESOLUTION NO. 2018-06**

**A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL COUNTY, FLORIDA, APPROVING NEGOTIATING AN AGREEMENT WITH THE CITY OF JACKSONVILLE, FOR PURCHASE OF PROPERTY LOCATED ON REED ISLAND; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors of the Harbour Waterway Special District (“District”), a dependant special district created by City of Jacksonville Ordinance No. 2010-725-E, has responsibility for continuing maintenance of the system of channels and canals (“Canals”) located within its geographic boundaries; and

WHEREAS, in order to conduct a maintenance dredging project in the Canals, it is necessary to have an appropriate location to dispose of the material removed from the Canals (“Dredge Material”) during the maintenance dredging project; and

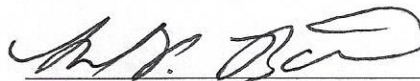
WHEREAS, the City of Jacksonville (“CITY”) owns a site at Reed Island appropriate for disposal of the Dredge Material removed from the Canals as a consequence of conducting maintenance dredging projects.

NOW THEREFORE BE IT RESOLVED by the Board of the District:

Section 1. The Chairman of the Board or the Secretary/Treasurer is authorized to negotiate, on behalf of the District, a Purchase Agreement between the District and the CITY which shall have a purchase price not to exceed \$550,000 subject to final approval of the terms and conditions by the Board.

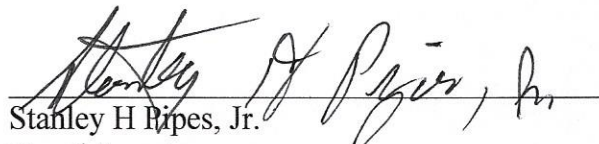
Section 2. This Resolution shall become effective upon passage.

Passed and Adopted this 19<sup>th</sup> day of September, 2018.



Robert P. Birtalan  
Board Chair

Attest:



Stanley H Ripes, Jr.  
Board Secretary

**REED ISLAND - 15 ACRE SPOIL SITE  
SCENARIO - ISLE OF PALMS OWNS SITE  
CAPACITY & COST ANALYSIS**

	LENGTH	CROSS SECTION	CUBIC FEET	CUBIC YARDS
<b>PHASE I - ISLE OF PALMS DREDGING PROJECT IN 2019</b>				
1. LEVEE - ACROSS CELL _ AVG. HEIGHT 9 FEET; ELEVATION 23 Ft.	1,100	675	742,500	27,500
2. LEVEE - INCREASE HEIGHT BY 6 FEET; ELEVATION 29 Ft.				
TOTAL PERIMETER LENGTH	4,740	234	1,109,160	41,080
TOTAL CUBIC YARDS REMOVED FROM CELL				68,580
<b>CELL CAPACITY ANALYSIS</b>				
	SQ FEET	HEIGHT	CUBIC FT.	CUBIC YDS.
RAISE LEVEL OF LEVEES BY 6 FEET	650,033	6.00	3,900,200	144,452
EXISTING CAPACITY IN CELL	650,033	5.28	3,430,271	127,047
NEW CAPACITY IN CELL Including Material Excavated from Cell Floor				185,532
MAXIMUM CAPACITY IN CELL BY VOLUME				312,579
ACTUAL DREDGE CAPACITY				
Less Freeboard; 2 Ft. Minimum	650,033	2	1,300,067	(48,151)
MAXIMUM CAPACITY IN CELL DURING DREDGING				
NOTE: Cell Floor Post Dredge Elevation = 23.95 Ft.				
Maximum cubic yards Includes water and silt slurry				264,428
<b>COST ANALYSIS</b>				
<b>PHASE I - ISLE OF PALMS DREDGING PROJECT IN 2019</b>				
	UNITS	UNIT COST	VOLUME	TOTAL
CLEARING AND GRUBBING	Acres	\$ 5,000	18.00	\$ 90,000
BUILD LEVEE ACROSS CELL - Crest 48 ft. Base 75 feet	Cubic Yards	\$ 8.00	27,500	220,000
				\$ 310,000
RAISE LEVEL OF LEVEES BY 6 FEET - Crest 30 ft. Base 48 ft.	Cubic Yards	\$ 8.00	41,080	\$ 328,640
				\$ 638,640
Cost of the Land - Best Case				300,000
Engineering / Mgt. of Spoil Site				75,000
DMMA - Analysis and FDEP Permitting				50,000
Outfall Structure - Construction only				150,000
INITIAL CAPITAL LAYOUT - FIRST 150,000 CUBIC YARDS CAPACITY		\$ 8.09		\$ 1,213,640
<b>PHASE II - ISLE OF PALMS DREDGING PROJECT IN 10 YEARS</b>				
<b>SITE DEVELOPMENT FOR NEXT DREDGE - PLUS 10 YEARS</b>				
	LENGTH	CROSS SECTION	CUBIC FEET	CUBIC YARDS
RAISE LEVEL OF LEVEES BY 6 Ft. - Crest 12 ft. Base 30 ft. - Elevation 35 ft. ; Maximum Height	4,740	126	597,240	22,120
<b>COST ANALYSIS</b>				
		UNIT COST	VOLUME	TOTAL
RAISE LEVEL OF LEVEES BY 6 FEET = Maximum Elevation of 35 ft. for Site		\$ 10.00	22,120	\$ 221,200
<b>ONGOING MAINTENANCE - 10 years</b>				
	YEARS	MONTHS	UNIT COST	TOTAL
MONTHLY SITE MAINTENANCE	10	9	\$ 500.00	\$ 45,000
INSURANCE	10		\$ 2,500.00	\$ 25,000
Engineering / Mgt. of Spoil Site				50,000
DMMA - Dredge Material Mgt. Area				50,000
Outfall Structure - Construction only				25,000
CAPITAL LAYOUT - SECOND 150,000 CUBIC YARDS CAPACITY				\$ 416,200
TOTAL CAPITAL LAYOUT				\$ 1,629,840
TOTAL DREDGE MATERIAL DISPOSAL				300,000
AVERAGE COST PER CUBIC YARD				\$ 5.43

NOTE: Analysis does not include contingencies for unexpected cost.

**ISLE OF PALMS  
PROPOSED TIPPING FEE SCHEDULE**

FEE SCHEDULE CUBIC YARDS	PROPOSED CUBIC YDS.	RATE PER CUBIC YARD	TOTAL
1 to 25,000	25,000	\$ 10.00	250,000
25,001 to 50,000	25,000	7.50	187,500
50,001 and up	100,000	5.00	500,000
<b>PHASE I - 150K CUBIC YARDS IN 2019 SPOIL DEPOSITED IN HWSD SITE</b>	<b>150,000</b>	<b>\$ 6.25</b>	<b>\$ 937,500</b>
<b>PHASE II - OPTION ON ADDITIONAL 150K IF HWSD ACQUIRES COJ PORTION OF SITE</b>			
50,001 and up	50,000	5.00	250,000
No Tipping Fee for assistance in acquiring COJ portion of spoil Site	100,000	-	-
<b>TOTAL TIPPING FEES</b>	<b>300,000</b>	<b>\$ 3.96</b>	<b>\$ 1,187,500</b>

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, August 14, 2018

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
07/31/2018		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 324,247.52
		TAX DEPOSITS	August 1 - 31	-
<b>TOTAL CURRENT ASSETS</b>				<b>\$ 324,247.52</b>
<b>CLEARED DISBURSEMENTS</b>				
08/14/2018	1257	Resurrection Episcopal Church	HWSD - Meeting Place (August 7 and 14)	(200.00)
08/14/2018	1258	Kathryn Amason	HWSD - Administrative Services (July 10)	(150.00)
08/14/2018	1259	Lewis Longman & Walker	HWSD - Legal Services (July)	(800.00)
08/14/2018	1260	Stanley Pipes	HWSD - Legal Notices: Aug 10, 14, 15	(105.06)
08/02/2018	1256	ARC Surveying	HWSD - Pre-Dredge Survey	(4,750.00)
<b>DISBURSEMENTS - SubTotal</b>				<b>(6,005.06)</b>
<b>08/31/2018</b>				<b>TOTAL ENDING BALANCE \$ 318,242.46</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
				SubTotal -
<b>REQUESTED DISBURSEMENTS</b>				
09/10/2018	1263	ARC Surveying	HWSD - Pre-Dredge Survey (increased channel width)	(300.00)
09/19/2018	1264	Resurrection Episcopal Church	HWSD - Meeting Place (August 7 and 14)	(200.00)
09/19/2018	1266	Kathryn Amason	HWSD - Administrative Services (August 14)	(150.00)
09/19/2018	1265	Lewis Longman & Walker	HWSD - Legal Services (August)	(1,550.00)
09/15/2018	1262	Robert M Thaggard	HWSD - Annual Audit	(3,327.85)
09/19/2018	1267	Stanley Pipes	HWSD - Legal Notices: Office Supplies	(171.63)
09/19/2018		FL. Assoc. of Special Districts	HWSD - Annual Membership Dues	(750.00)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (6,449.48)</b>
<b>BALANCE SUBTOTAL</b>				<b>\$ 311,792.98</b>
<b>PROJECTED REVENUE FROM 2017 &amp; 2018 ASSESSMENT</b>				<b>\$ 202,816.89</b>
2017 Assessment Collected as of 07-31-2018			\$	200,183
2018 Assessment Collected as of 07-31-2018			\$	-
<b>PROJECTED DEBT SERVICE</b>				
05/01/2019		Interest Payment	Series 2018 Revenue Note	(20,981.25)
05/01/2019		Principal Payment	Series 2018 Revenue Note	(35,977.65)
<b>DEBT SERVICE EXPENSE:</b>				<b>\$ (56,958.90)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>				
<b>BB&amp;T CHECKING ACCOUNT</b>			<b>ENDING BALANCE after DISBURSEMENTS &amp; DEBT SERVICE</b>	<b>\$ 457,650.97</b>