

**HARBOUR WATERWAY  
SPECIAL DISTRICT**

**Agenda**

Tuesday  
October 09, 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 September 19, 2018*
  
- III. District Business**
  - a. Reed Island Spoil Site
    - i. Land / Topographical Survey*
    - ii. Reed Island - City Of Jacksonville 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
    - i. Dock 4650 Harbour North Ct.*
  
- IV. Financial**
  - a. HWSD 2018 non-Ad Valorem Assessment
  - b. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. November 13 – 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, OCTOBER 9, 2018

## MEETING MINUTES

### Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on October 9, 2018. The meeting was called to order at 7:03 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 September 19, 2018 – Motion made to approve the minutes as written; motion passed.

### District Business

#### Reed Island Spoil Site

Land / Topographical Survey – The survey was received from ARC Survey and has been approved by the City.

Reed Island – City of Jacksonville Parcel – This morning, Stanley Pipes and Bob Birtalan met with City representatives from Real Estate, the Parks Department, and Engineering who discussed the survey and the proposed sale. The City has an interest on the east side of the power lines for a future park. There was a concern that the parcel being sold to HWSD would infringe upon those plans, but the Parks Department representative confirmed that this would not be an issue. The next step is to have an appraisal done on the property by Lamp, Roy & Associates, which will be arranged and paid for by the HWSD. The sell price of the property will be determined by the appraisal. The process is estimated to take about 30 days.

There will be a deed restriction imposed on the sale that requires a portion of the spoil site capacity be reserved for outside special districts, homeowner associations, and private residences, which was already the intention of the Board. The City Council's office has expressed concern that the City not show favoritism by selling the property to one district for their exclusive use; this concern is addressed by the proposed deed restriction. There was also discussion of a plan by the Corps of Engineers to take care of an invasive plant species on Reed Island. The City wants to coordinate the treatment of the affected sites. The Real Estate



Department, Engineering and Parks and Recreation have all signed off on the sale, so the issue now rests with City Council.

#### Spoil Site Lease Agreement

Brance Diversified – 175,000 cubic yards – No agreement has yet been signed with BDI. They are not expected to be deterred by the potential deed restriction or an outside agreement between the HWSD and Isle of Palms. If the agreement with BDI is signed, it does not prevent other entities from dealing with the District directly. The proposed license agreement specifies three districts would receive the tipping fee schedule adopted by the HWSD Board. All scheduling for access to the spoil site and disposal will be handled by the HWSD Board.

Isle of Palms – 300,000 cubic yards – Ken Wright, Chairman of Isle of Palms Special District, was in attendance at the HWSD meeting and affirmed the proposal that was made by Paul Raudenbush, board member of Isle of Palms, during last month's meeting. The main concern of Isle of Palms is to secure capacity for at least two eco-restorations, which they estimate to be about 300,000 cubic yards of spoil material. Isle of Palms agrees with HWSD that the potential maximum capacity of the new site will be about 400,000 cubic yards, which necessitates the raising of the dykes to the maximum height of 35 feet. Robert Birtalan explained that the HWSD has incurred a significant amount of sunk costs and commitments related to the management of the Reed Island site. He suggested a license agreement between the HWSD and Isle of Palms to guarantee the capacity that the community needs. Ken expressed his desire to work with HWSD to whatever extent is possible to ensure the success of the project.

If the two sites were owned and managed by the two separate districts, it would require that a dyke wall be built to separate the parcels, which would be an additional cost to one of the districts. The construction of an outfall is expected to cost in the range of \$200,000 - \$350,000, with additional ancillary costs. To achieve the maximum capacity in the spoil site will require the levee walls be raised by 12 feet. All the necessary construction to the site should be completed before any spoil is pumped into the cell, in order to use the best material for dyke construction. The parcel already owned by the HWSD does not require as much construction. The HWSD cell is currently at 500,000 cubic yards of capacity, without raising the cell walls. Since the cell has sat dormant for so long, it is possible to use the existing material for construction of the dykes, rather than transporting sand to the site. If Isle of Palms purchased COJ's portion of the site and did only the minimum amount of required work to create a second cell, the capacity would be about 150,000 cubic yards, which would only be enough to provide for one eco-restoration.

The license agreement previously proposed to Isle of Palms required that full payment for the license be received up front; there was a request that the terms be extended to allow for a longer payment period. The board discussed allowing half of the license fee to be paid up front, which still gives the HWSD board enough funds to complete our proposed projects within the next two years. Payment terms for the remaining balance would be paid over a three year

term. The spoil site is expected to be available to Isle of Palms and other clients beginning April 1, 2019.

Waterway Rules & Dock Approvals – Dock 4650 Harbour North Ct. - The board received a letter from five homeowners complaining about the damaged dock at 4650 Harbour North Ct. The board has the right to repair the dock and pass the cost along to the homeowners. Stanley Pipes will approach the homeowner and give them an opportunity to cure the situation. There are also trees overhanging the canal which need to be addressed. Several neighbors have offered to help the homeowners clear the debris.

#### Financial

2018 non-Ad Valorem Assessment – Collections will begin in November.

Approval to disburse funds – Motion was made to approve disbursements for the annual insurance payment, spoil site survey, professional dues, appraisal, web hosting, administrative and legal services totaling \$12,129.02; motion passed. After the projected debt service and the projected revenue from the 2017 assessment the total of the disposable funds remaining in the BB&T checking account is \$445,521.95.

#### District Schedule

Next Scheduled Board Meeting – The next meeting is scheduled for November 13, 2018 at Resurrection Episcopal Church.

#### Other Business

Legal and Compliance Issues – The potential deed restriction should not present any legal issues for the District. A question was asked about if tipping fees are posted, it would not constitute a contract with any outside parties.

#### Comments and Questions from the Audience

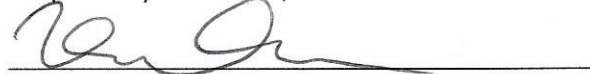
There was a discussion about prioritizing the weir construction to slow the re-silting after the next eco-restoration. The frequency of eco-restorations of the canal could be increased to improve the navigability of the waterway.

There was discussion about the bulkhead construction previously approved for homeowner Daniel Tye. The construction of his project has been completed. Board member David Prysock brought a complaint about the vote that resulted in the plans being approved during the August meeting. The agenda for the next meeting will include a review of the Waterway Rules and Regulations and the HWSD Procedures. Wayne Flowers was asked to review the Waterway Rules and Regulations and the HWSD Procedures from a legal point of view.

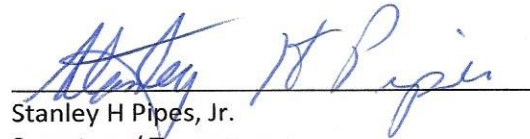
Adjournment

The meeting was adjourned at 8:49 PM. The next monthly Board of Supervisors meeting is scheduled for November 13, 2018.

Respectfully submitted,



Kathryn Amason  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer



**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</b> SPOIL DEPOSITED IN HWSD SITE	<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>

**PROPOSED PAYMENT SCHEDULE**

50% due at closing of license agreement		\$	<b>593,750</b>
3 annual payments thereafter to payoff the balance	3	\$ 197,916.67	<b>593,750</b>
		\$	<b>1,187,500</b>

# REED ISLAND COJ PROPERTY SPOIL SITE CAPACITY

		SQ FEET	ACRES
<b><u>SPOIL AREA</u></b>			
COJ - SPOIL AREA		737,115	16.92
<b>SPOIL SITE CAPACITY</b>			
LEEVE ELEVATION	AVG. DEPTH OF MATERIAL - ft.	CUBIC YARDS OF DISPOSAL MATERIAL AVAILABLE	
17	0		
18	1		27,301
19	2		54,601
20	2.67		72,892
21	3.67		100,193
22	4.67		127,494
23	5.67		154,794
24	6.67		182,095
25	7.67		209,395
26	8.67		236,696
27	9.67		263,996
28	10.67		291,297
29	11.67		318,597
30	12.67		345,898
31	13.67		373,199
32	14.67		400,499
33	15.67		427,800
34	16.67		455,100
35	17.67		482,401

NOTES: Capacity is based on the average depth within the cell from GIS map contours and area:  
Existing levee elevation is 23 feet.

# REED ISLAND COJ SPOIL SITE INVESTMENT ANALYSIS - 20 years

## 1 MINIMUM STARTUP INVESTMENT ELEVATION - 27'

	QUANTITY	UNIT COST	TOTAL
Acquisition of Land - 44 acres	44	\$ 4,545	\$ 200,000
Clearing & Grubbing - acres	20	\$ 6,000	120,000
Site Development -Levee across cell (cu yds)	23,316	\$ 8.00	186,526
Site Development -Raise Levee 4 ft. around perimeter (cu yds)	28,741	\$ 8.00	229,926
Engineering Fees - DMMA, Levees, & Outfall			150,000
Outfall construction costs			350,000
<b>TOTAL SPOIL SITE DEVELOPMENT</b>			<b>\$ 1,236,452</b>
Ongoing Maintenance, Insurance, surveys, sampling, etc. (yearly)	20	\$ 27,831	\$ 556,620
<b>TOTAL INVESTMENT - 25 years</b>			<b>\$ 1,793,072</b>
Cost per cu yd	206,851		\$ 8.67

OR

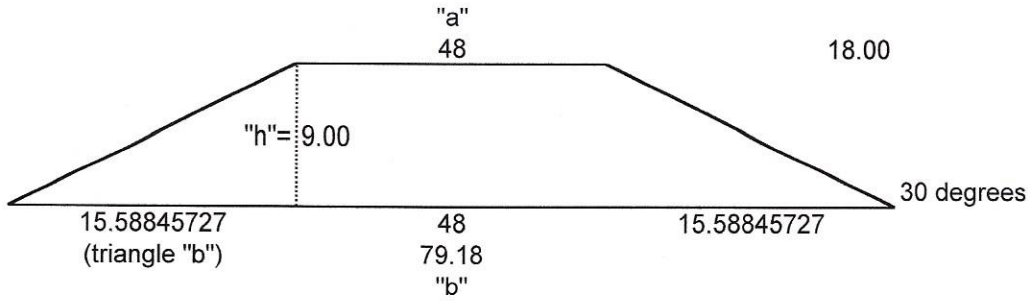
## 2 RAISE LEVEE TO MAX ELEVATION ELEVATION - 35'

	QUANTITY	UNIT COST	TOTAL
Acquisition of Land - 44 acres	44	\$ 4,545	\$ 200,000
Clearing & Grubbing - acres	20	\$ 6,000	\$ 120,000
Site Development -Levee across cell (cu yds)	26,982	\$ 8.00	215,859
Site Development -Raise Levee 12 ft. around perimeter (cu yds)	77,493	\$ 8.00	619,943
Engineering Fees - DMMA, Levees, & Outfall			150,000
Outfall construction costs			350,000
<b>TOTAL SPOIL SITE DEVELOPMENT</b>			<b>\$ 1,655,803</b>
Ongoing Maintenance, Insurance, surveys, sampling, etc. (yearly)	20	\$ 27,831	\$ 556,620
<b>TOTAL INVESTMENT - MAX. CAPACITY</b>			<b>\$ 2,212,423</b>
Cost per cu yd	504,974		\$ 4.38



# MINIMUM INVESTMENT OPTIONS

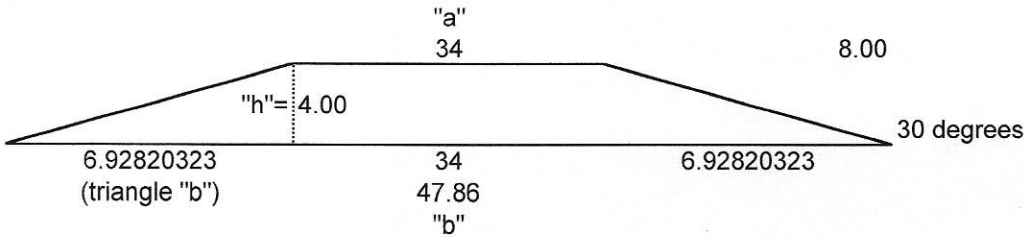
## LEVEE RAISED TO 23 FT ELEVATION ACROSS CELL



Degrees	Radians	Tan	triangle b	triangle h
30	0.523598776	0.577350269		
60	1.047197551	1.732050808	15.58846	9.00

Trapezoid Area  $A = ((a+b)/2) * h$   
 572.30 sq ft

Levee Length  $\frac{1,100.00}{629,525.73}$  ft  
 23,315.77 cu yds.



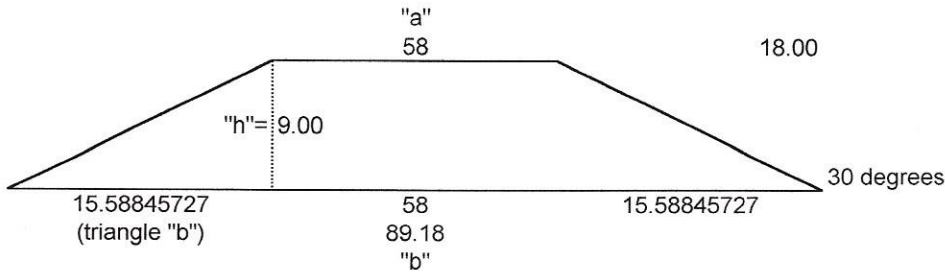
Degrees	Radians	Tan	triangle b	triangle h
30	0.523598776	0.577350269		
60	1.047197551	1.732050808	6.928203	4.00

Trapezoid Area  $A = ((a+b)/2) * h$   
 163.71 sq ft

Levee Length  $\frac{4,740.00}{775,998.73}$  ft  
 28,740.69 cu yds.

**MAXIMUM INVESTMENT OPTIONS**

**LEVEE RAISED TO 23 FT ELEVATION ACROSS CELL**

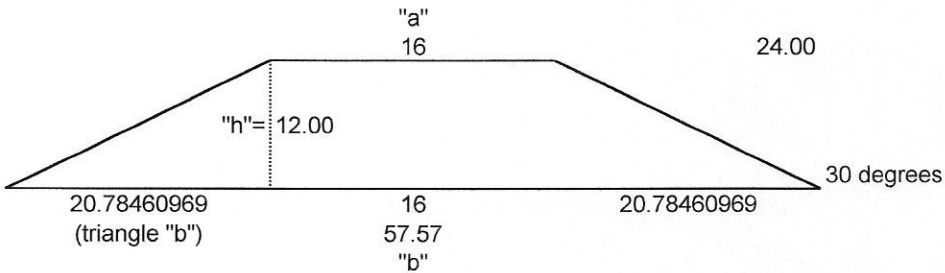


Degrees	Radians	Tan	triangle b	triangle h
30	0.523598776	0.577350269		
60	1.047197551	1.732050808	15.58846	9.00

Trapezoid Area  $A = ((a+b)/2) * h$   
 662.30 sq ft

Levee Length  $\frac{1,100.00}{728,525.73}$  ft  
 26,982.43 cu yds.

**RAISE LEVEE BY 12 FEET - Total perimeter**



Degrees	Radians	Tan	triangle b	triangle h
30	0.523598776	0.577350269		
60	1.047197551	1.732050808	20.78461	12.00

Trapezoid Area  $A = ((a+b)/2) * h$   
 441.42 sq ft

Levee Length  $\frac{4,740.00}{2,092,308.60}$  ft  
 77,492.91 cu yds.

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, October 9, 2018

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
08/31/2018		<b>BB&amp;T CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 318,242.46</b>
		TAX DEPOSITS	September 1 - 30	-
<b>TOTAL CURRENT ASSETS</b>				<b>\$ 318,242.46</b>
<b>CLEARED 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 (September 19)	(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>DISBURSEMENTS - SubTotal</b>				<b>(6,449.48)</b>
<b>09/30/2018 TOTAL ENDING BALANCE</b>				<b>\$ 311,792.98</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
SubTotal				-
<b>REQUESTED DISBURSEMENTS</b>				
10/09/2018		Florida Municipal Insurance Trust	HWSD -Insurance	(4,535.00)
10/09/2018		Resurrection Episcopal Church	HWSD - Meeting Place (October 9)	(100.00)
10/09/2018		Kathryn Amason	HWSD - Administrative Services (September 19)	(150.00)
10/09/2018		Lewis Longman & Walker	HWSD - Legal Services (September)	(1,200.00)
10/09/2018		ARC Surveying	HWSD - Spoil Site Survey	(850.00)
10/09/2018		FL. Department of Economic Opportunity	HWSD - Professional Dues	(175.00)
10/09/2018		City of Jacksonville	HWSD - Appraisal of COJ's portion of the spoil site	(5,000.00)
10/09/2018		Stanley Pipes	HWSD - Legal Notice; Web Hosting; Chart copies; Deed Records	(119.02)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (12,129.02)</b>
<b>BALANCE SUBTOTAL</b>				<b>\$ 299,663.96</b>
<b>PROJECTED REVENUE FROM 2017 &amp; 2018 ASSESSMENT</b>				<b>\$ 202,816.89</b>
		2017 Assessment Collected as of 08-31-2018	\$	200,183
		2018 Assessment Collected as of 08-31-2018	\$	-
<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>\$ 445,521.95</b>