

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
February 12, 2019
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 January 8, 2019*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Reed Island - City Of Jacksonville Parcel*
 - ii. Parcels adjacent to HWSD property*
 - b. Spoil Site Lease Agreement
 - i. Brance Diversified – 175,000 cubic yards*
 - ii. Isle of Palms – 300,000 cubic yards*
 - c. Waterway Rules & Regulations

- IV. Financial**
 - a. HWSD 2018 non-Ad Valorem Assessment
 - b. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. March 12 – 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

Meeting Minutes

TUESDAY, FEBRUARY 12, 2019

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held at the Resurrection Episcopal Church on February 12, 2019. The meeting was called to order by Michael Levi. In attendance were Robert Birtalan, David Prysock, Michael Levi, Ricardo Fornos, and District Manager Stanley Pipes. It was noted that there was a quorum present. Harbour Waterway attorney Wayne Flowers was present. Caroline Birtalan was present as recording secretary.

II. Administrative

Approval of minutes from January 8, 2019 – Motion made to approve the minutes as written; motion passed.

III. District Business

Reed Island Spoil Site

Reed Island- City of Jacksonville, Parks and Recreation, alongside the board have agreed to the terms of the purchase agreement. The terms discussed at the meeting are to dedicate an additional 20 acres of marsh as a conservation easement. We now have roughly 20 to 25 acres in conservation easements and will expand to a total of 45 acres. HWSO will provide assistance in treating the Tamarix, “salt cedar” on HWSO’s property as well as the City of Jacksonville. An invasive plant survey will be done at a cost of \$3,800 prior to treatment to identify the areas of salt cedar growth. A barbed wire fence will be installed to separate the park from HWSO’s spoil site. The City will grant an egress easement across the park property with the stipulation that HWSO will maintain the easement. The costs to maintain the easement will be approximately \$6,000 to \$7,500 per year. The HWSO purchased four tax certificates totaling \$235.00 for marsh lands adjacent to HWSO channels and property as part of our objective to preserve and protect our marsh lands. HWSO will continue to pursue properties adjacent to HWSO’s property as part of our conservation efforts.

Spoil Site Lease Agreement

Brance Diversified - Lance Young, CEO of Brance Diversified, has been offered a five year term to use up the 175,000 cubic yards. The current deal is fifty percent down and then the rest will be paid over either three or five years. The agreement has been circulated to the board, and is currently on hold until the COJ parcel has been purchased.

Isle of palms- A discussion was held regarding the status of Isle of Palms' dredging project. HWSD's spoil site license agreement with Isle of Palms is pending the purchase of COJ's parcel on Reed Island.

Waterway Rules & Regulations

It was decided that a letter will be sent out to 4418 Harbour Island Dr regarding proper approval and evaluation of the dock and lift. There will also be a letter sent to 4449 Harbour North Ct regarding the trees on this property not being cut to the adequate height above the water. The rules state that all trees must be 45 feet above the high mark waterline.

It was discussed that in the future the Rules & Regulations be revised and then sent to all property owners to make sure the Rules & Regulations are known by everyone.

IV. Financial

HWSD 2018 non-Ad Valorem Assessment – collections began in November. \$192,642 has been collected to date. 89.6% of the assessment has been collected. There is still \$22,000 left to be collected equaling roughly 10 properties. Property taxes must be paid by March 31, or penalties begin.

Approval to disburse funds – Worker's comp policy is now active. A motion was made to approve disbursements for administrative, legal services, and district manager expenses totaling \$6,650; motion passed. After disbursements and a reserve for debt service the remaining balance available in the general fund is \$424,554.11.

V. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for March 12, 2019 at Resurrection Episcopal Church.

VI. Other Business

Attorney Wayne Flowers gave a presentation on the overview of Sunshine and Public Record Laws. All members present obtained information regarding this and were all given a printed out copy of the Sunshine and Public Record Laws.

VII. Comments and Questions

The subject of the new computer for the district was brought up and it was stated that the computer is up and running perfectly as intended.


VIII. Adjournment

The meeting was adjourned at 8:45 PM. The next monthly Board of Supervisors Meeting is Scheduled for March 12, 2019.

Respectfully Submitted,



Caroline Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

STATUS OF COJ AGREEMENT

DISCUSSION POINTS FROM COJ MEETINGS:

Additional Terms requested for purchase of the COJ Parcel:

1. Dedicate 20 additional acres of marsh as a conservation easement;
2. Treat COJ and HWSD parcels for Tamarix including an invasive species survey;
3. Cut up to 4000 linear feet of nature trails for the park, all vegetation will be stacked along the trail to decompose;
4. Clear and level up to 1000 linear feet of the southern berm on COJ's property;
5. Install 3 strand barbed wire fence along the spoil site to prevent park visitors from wandering into spoil site;
6. COJ will grant HWSD two easements across COJ's property for egress which will be maintained by the HWSD;
7. Provide 250,000 cubic yards of spoil disposal to other special districts, HOA, or residential properties at HWSD's current pricing for 3 years.

Cost Analysis of additional terms:

1. Survey and legal for conservation easement	\$	3,500
2. Tamarix treatment program		50,750
3. Nature trail clearing		15,500
4. Southern berm leveling - (5 acres)		60,000
5. Barbed wire fence		11,500
6. Egress easements - survey & legal		<u>4,000</u>
TOTAL COJ PROPERTY DEVELOPMENT	\$	145,250

Easement Maintenance:

Maintain easement area (5 acres) on avg. 12 times annually	\$	7,500
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SURVEY MAP AND LEGAL DESCRIPTION OF:

A PORTION OF SECTION 30, TOWNSHIP 1 SOUTH, RANGE 28 EAST, DUVAL COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE SOUTHEAST CORNER OF SECTION 30, TOWNSHIP 1 SOUTH, RANGE 28 EAST, DUVAL COUNTY, FLORIDA; THENCE NORTH 89°15'09" WEST, ALONG THE SOUTH LINE OF SAID SECTION 30, A DISTANCE OF 1,900.00 FEET TO THE POINT OF BEGINNING.

THENCE NORTH 35°58'15" EAST, A DISTANCE OF 430.00 FEET TO A POINT HERE-IN-AFTER REFERRED TO AS REFERENCE POINT "A".

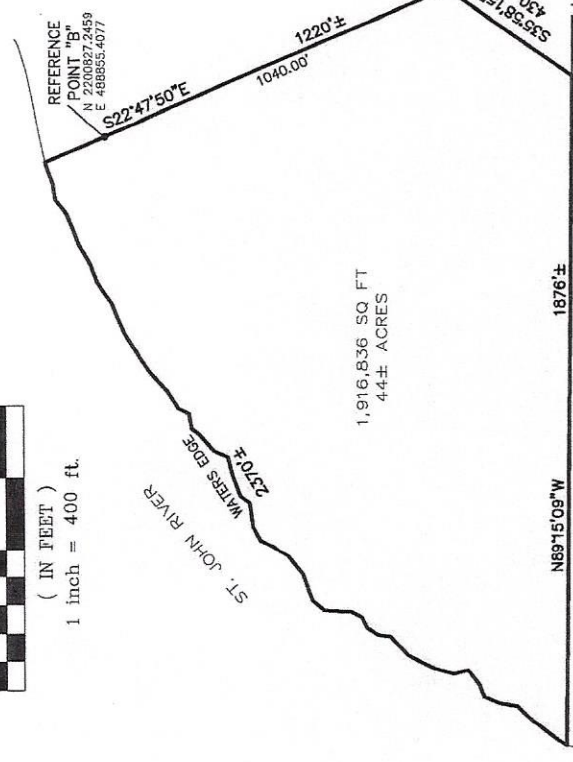
THENCE RETURN TO THE POINT OF BEGINNING, AND CONTINUE NORTH 89°15'09" WEST, ALONG SAID SOUTH LINE OF SECTION 30, A DISTANCE OF 1,876 FEET MORE OR LESS, TO THE WATERS EDGE OF THE ST. JOHN'S RIVER; THENCE DEPARTING SAID SOUTH LINE OF SECTION 30, MEANDERING NORTHEASTERLY ALONG SAID WATERS EDGE OF THE ST. JOHN'S RIVER, A DISTANCE OF 2,370 FEET MORE OR LESS TO A LINE BEARING NORTH 22°47'50" WEST FROM THE AFOREMENTIONED REFERENCE POINT "A"; THENCE SOUTH 22°47'50" EAST, DEPARTING SAID WATERS EDGE, A DISTANCE OF 1,220 FEET MORE OR LESS TO SAID REFERENCE POINT "A" AND TO CLOSE;

CONTAINING 44 ACRES (1,916.836 SQUARE FEET), MORE OR LESS.

CERTIFIED TO:

RE# 160258 0000

GRAPHIC SCALE



LEGEND

- CONG.
- A/C
- BRL
- (M)
- (P)
- IP
- ID
- LB
- R/W
- CLF
- SOFT
- RE#

SURVEY NOTES

1. BEARINGS SHOWN HEREON ARE BASED ON THE SOUTH LINE OF SECTION 30, AS BEING N 89° 15' 09" W (PER DEED).
2. ALL DIMENSIONS SHOWN HEREON ARE IN FEET AND IN TENTHS AND ARE BASED ON THE U.S. SURVEY FOOT.
3. A TITLE COMMITMENT HAS NOT BEEN PROVIDED.
4. NOTICE: THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
5. WATERS EDGE SHOWN HEREON DIGITIZED FROM LABINS AERIAL DATED 2017.

THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY.

JOHN K. MAFFEI
 Florida Registration Certificate No. 8951
 NOT VALID WITHOUT THE SIGNATURE AND
 THE ORIGINAL RAISED SEAL OF A FLORIDA
 LICENSED SURVEYOR AND MAPPER.

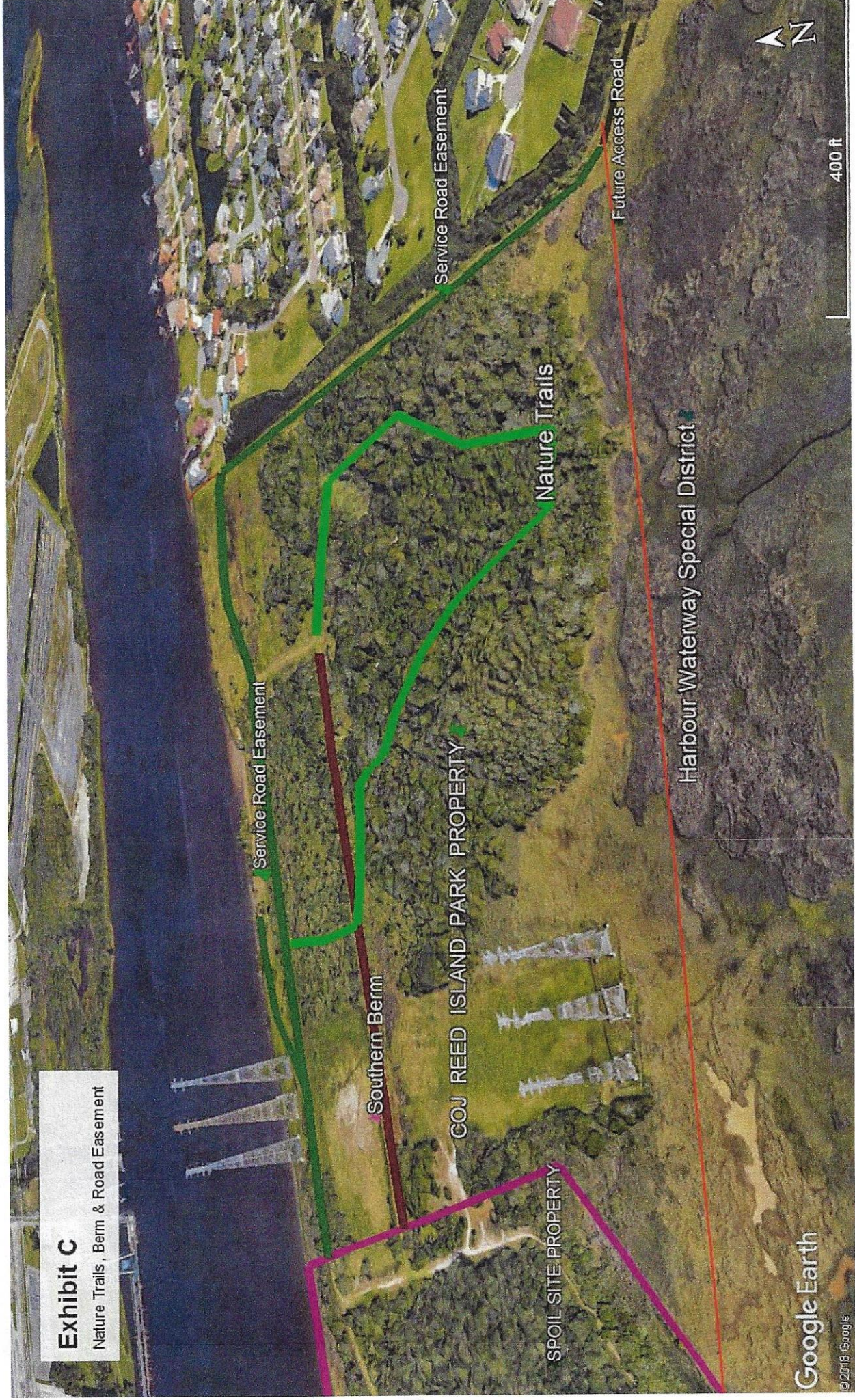
ARC SURVEYING & MAPPING, INC.
 5202 SAN JUAN AVENUE,
 JACKSONVILLE, FLORIDA 32210
 PHONE: 904-384-8377
 LICENSED BUSINESS NO. 6487

ARC

DRAWN BY: JKM DATE: 10-01-18
 FIELD BOOK & PAGE: --- JOB NO. ---

Exhibit C

Nature Trails, Berm & Road Easement



Southern Berm

COJ REED ISLAND PARK PROPERTY

Service Road Easement

Service Road Easement

Nature Trails

Future Access Road

Harbour Waterway Special District



400 ft

Google Earth

© 2018 Google

Exhibit F

Conservation Easements



Reed Island

City of Jacksonville (125.88 acres)



Picnic Area

Nature Trail

Floating Dock



Red – Dense patches of Tamarix
Orange – Scattered Tamarix
Yellow – Resprouting Tamarix



HARBOUR WATERWAY SPECIAL DISTRICT

2018 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

2/12/2019

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 09	18,000.00	(720.00)	17,280.00	(345.60)	(259.20)	16,675.20
10 - 19	14,504.01	(575.12)	13,928.89	(278.58)	(208.93)	13,441.38
20 - 30	125,500.00	(5,020.00)	120,480.00	(2,409.60)	(1,807.20)	116,263.20
DECEMBER						
1 - 07	16,504.01	(640.00)	15,864.01	(317.28)	(237.96)	15,308.77
08 - 17	9,630.13	(278.79)	9,351.34	(187.03)	(140.27)	9,024.04
18 - 31	4,504.11	(135.12)	4,368.99	(87.38)	(65.53)	4,216.08
JANUARY						
1 - 15	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
16 - 31	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
February						
1 - 12						
13 - 28						
March						
1 - 16						
21 - 31						
April						
1 - 13						
14 - 30						
May						
1 - 31						
June						
1 - 15						
July - August						
1 - 31						
September						
1 - 30						
<i>Unpaid Assessments</i>	22,357.74					
TOTAL DISTRIBUTION:	192,642.26	(7,449.03)	185,193.23	(3,703.86)	(2,777.90)	\$ 178,711.47
% Collected	89.6%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, February 12, 2019

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
12/31/2018		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 469,541.55
		TAX DEPOSITS	January 1 - 31	6,107.48
TOTAL CURRENT ASSETS				\$ 475,649.03
CLEARED DISBURSEMENTS				
1/8/2019		Resurrection Episcopal Church	HWSD - Meeting Place (December 11 & January 08)	(200.00)
1/8/2019		Kathryn Amason	HWSD - Administrative Services (November 11 & December 11)	(300.00)
1/8/2019		Lewis Longman & Walker	HWSD - Legal Services (November)	(2,175.00)
1/8/2019		Dell Computer / Stanley Pipes	HWSD - Purchase HWSD PC & software Up to	(3,968.52)
12/31/2018		Stanley Pipes	HWSD - District Manager 20.65 hrs December billing	(1,755.03)
DISBURSEMENTS - SubTotal				(8,398.55)
1/31/2019 TOTAL ENDING BALANCE				\$ 467,250.48
OUTSTANDING DISBURSEMENTS / DEPOSITS				
1/8/2019		Florida Municipal Insurance Trust	HWSD - Add on policy for Workers Compensation	(376.00)
SubTotal				(376.00)
REQUESTED DISBURSEMENTS				
2/12/2019		Resurrection Episcopal Church	HWSD - Meeting Place (February 12)	(100.00)
2/12/2019		Kathryn Amason	HWSD - Administrative Services (January 08)	(150.00)
2/12/2019		Lewis Longman & Walker	HWSD - Legal Services (December & January)	(3,650.00)
2/12/2019		Stanley Pipes	HWSD - District Manager 27.5 hrs - (January billing)	(2,750.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (6,650.00)
BALANCE SUBTOTAL				\$ 460,224.48
PROJECTED REVENUE FROM 2018 ASSESSMENT				\$ 21,288.53
		2018 Assessment Collected as of 12-31-2018	\$ 178,711	
PROJECTED DEBT SERVICE				
5/1/2019		Interest Payment	Series 2018 Revenue Note	(20,981.25)
5/1/2019		Principal Payment	Series 2018 Revenue Note	(35,977.65)
DEBT SERVICE EXPENSE:				\$ (56,958.90)
TOTAL HWSD DISPOSABLE FUNDS				
		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 424,554.11