

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
October 08, 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 September 10, 2019*
 - b. Board Seat 2 – Open.
 - i. Effective October 1, 2019, Mike Levi resigned from the Board. Mike is relocating to North Carolina.*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Reed Island – COJ Park Development*
 - ii. Tamarix Survey*
 - iii. Parcels adjacent to spoil site*
 - b. Spoil Site License Agreement
 - i. Reed Island Management, LLC – Spoil site development*
 - ii. Isle of Palms – 300,000 cubic yards*
 - c. 2019 Dredging Project – Start date September 25, 2019
 - i. Progress Report*
 - ii. Release Form for Dredging outside of dredge profile*
 - d. Waterway Rules & Regulations
 - i. 4449 Harbour N Ct; Wayne & Theresa Delucia*

- IV. Financial**
 - a. HWSD 2019 non-Ad Valorem Assessment
 - b. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. November 12, 2019 – 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, October 8, 2019

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held at the Resurrection Episcopal Church on October 8, 2019. The meeting was called to order at 7:03pm. In attendance were Robert Birtalan, Ricardo Fornos, Mark Todd and District Manager Stanley Pipes. Ricardo Fornos was present as acting chairman. 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 September 10, 2019 – Motion made to approve the minutes as written; motion passed.

Effective as of October 1, 2019 Mike Levi has resigned from the Board due to relocation to North Carolina. Board seat 2 is now open. The Board posted a notice of the open Board seat seeking potential candidates to fill the open seat. Potential candidates will be reviewed at the November Board meeting.

III. District Business

Reed Island Spoil Site- The removal of up to one thousand feet of COJ's berm under the power lines has begun and it is projected that all dirt work will be completed by the end of the month. The Tamarix "Salt Cedar" survey will be scheduled for December or January.

2019 Dredge Project- The dredge began on September 25, and roughly 11,000 cubic yards has been removed to date. It is estimated that the dredge will reach the first house on November 5th. The dredge is on track for the estimated 90 days completion period. The most recent marine survey was shown and explained to the Board as well as members of the audience. The Board was given a copy of the new form, "Release of liability for dredging activities to occur near property owners bulkhead/docking"

facilities.” It is mandatory that any homeowner requesting additional dredging near their bulkhead fill out and sign this release of liability form prior to any additional dredging. It was noted that due to the age and condition of the bulkheads in the canal system, dredging less than 10 feet from the bulkhead could collapse the bulkhead.

Isle of palms License Agreement - No news to report.

Waterway Rules and Regulations – A letter has been sent to 4449 Harbour N CT; Wayne & Theresa Delucia, regarding multiple trees hanging over the canal. Stanley will contact the property owner at 11267 Portside Drive regarding the condition of their fixed dock.

IV. Financial

HWSD 2019 non-Ad Valorem Assessment- Nothing new to report. The assessment has been sent and was received by the Property Appraiser.

Approval to disburse funds- A motion was made to approve the disbursements for meeting place, administrative, legal services, District Manager, Tax payments, website hosting, annual dues, and annual state fees totaling \$7,164.15; motion passed.

Total available funds in the HWSD general fund account and CD after monthly disbursements excluding the 2019 Dredge Project expenses is \$1,076,177.94.

V. District Schedule

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

VI. Other Business

Legal and compliance issues- Nothing new to report.

VII. Comments and Questions

VIII. Adjournment

The meeting was adjourned at 8:08 PM. The next monthly Board of Supervisors Meeting is Scheduled for November 8, 2019.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HWSD 2019 DREDGING PROJECT APPENDIX A - TARGET DREDGE PROFILE ACCEPTANCE REACH & REQUIRED BOTTOM DEPTH

September 19, 2019
ARC Job # 19-08-07

CHANNEL	STATION	CHANNEL WIDTH	CHANNEL LENGTH	-5 MLW	OVERDEPTH	TOTAL
ACCEPTANCE REACH 1						
CHANNEL 1A EXTENSION	-10+00	100	1000	3,393	2,223	5,616
CHANNEL 1A	0+00	100	2200	21,386	7,954	29,340
TOTAL ACCEPTANCE REACH 1				24,779	10,177	34,956
ACCEPTANCE REACH 2						
CHANNEL	STATION	CHANNEL WIDTH		-5 MLW	OVERDEPTH	TOTAL
CHANNEL 1A	22+00	75	200	3,806	556	4,362
CHANNEL 1B	24+00	75	920	15,571	2,500	18,071
TOTAL ACCEPTANCE REACH 2			3320	19,378	3,056	22,433
ACCEPTANCE REACH 3						
CHANNEL	STATION	CHANNEL WIDTH		-5 MLW	OVERDEPTH	TOTAL
CHANNEL 2A	00+00	50	832	5,976	1,484	7,459
TOTAL ACCEPTANCE REACH 3				5,976	1,484	7,459
ACCEPTANCE REACH 3						
CHANNEL 2B	08+50	50	500	4,059	869	4,928
CHANNEL 2C	13+00	50	300	1,759	584	2,343
Turning Basin Mass Volume	16+50	50	912	2,355	803	3,158
CHANNEL 2D	25+11.78	50	2544	3,627	1,666	5,293
TOTAL ACCEPTANCE REACH 3				17,776	5,405	15,722
CHANNEL 3A	00+00	50	750	1,836	1,371	3,207
CHANNEL 3B	08+00	50	1033	1,908	1,936	3,844
TOTAL ACCEPTANCE REACH 3				3,744	3,307	7,051
TOTAL MATERIAL AVAILABLE (cu yds)				65,677	21,944	87,621

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, October 8, 2019

CURRENT ASSETS			
8/31/2019	BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 852,284.99
	FL Dept of Revenue - Refund	September 1 - 30	189.00
TOTAL CHECKING ACCOUNT BALANCE			\$ 852,473.99
CLEARED DISBURSEMENTS			
9/10/2019	1325 Resurrection Episcopal Church	HWSD - Meeting Place (September 10, 2019)	(100.00)
9/10/2019	1326 Lewis Longman & Walker	HWSD - Legal Services (August Billing)	(950.00)
9/10/2019	Debit Stanley Pipes	HWSD - District Manager 30.17 hrs - (August billing)	(2,519.90)
9/20/2019	1331 Florida Municipal Insurance Trust - FMIT	HWSD - General Liability \$2.0 mil, Auto, Workers Comp	(6,917.00)
			-
DISBURSEMENTS - SubTotal			(10,486.90)
9/30/2019	BB&T CHECKING ACCOUNT	TOTAL ENDING BALANCE	\$ 841,987.09
	BB&T CERTIFICATE OF DEPOSIT	\$250,000 @ 2.0% for SIX MONTHS	\$ 250,000.00
TOTAL CURRENT ASSETS			\$ 1,091,987.09
OUTSTANDING DISBURSEMENTS / DEPOSITS			
9/20/2019	1329 Arc Surveying	Spoil Site Drone Survey	(3,200.00)
9/20/2019	1330 Arc Surveying	2019 Dredging Project - Pre-Dredge Marine Surveys	(5,295.00)
9/10/2019	1327 Caroline Birtalan	Administrative Services (August 13)	(150.00)
		SubTotal	(8,645.00)
REQUESTED DISBURSEMENTS			
10/8/2019	Resurrection Episcopal Church	Meeting Place (October 8, 2019)	(100.00)
10/8/2019	Caroline Birtalan	Administrative Services (September 10)	(150.00)
10/8/2019	Lewis Longman & Walker	Legal Services (September Billing)	(650.00)
10/8/2019	Debit Stanley Pipes	District Manager 32.25 hrs - (September billing)	(3,225.00)
10/15/2019	Debit IRS & FL Dept of Revenue	Quarterly Tax payments	(1,848.00)
10/15/2019	Stanley Pipes	Website Hosting - 10-03-2019 thru 01-02-2020, rental	(266.15)
10/8/2019	FL Assoc. of Special Districts	Annual Membership Dues	(750.00)
10/8/2019	Department of Economic Opportunity	Annual State Fee and Update Records	(175.00)
		SubTotal	(7,164.15)
PLANNED PROJECT EXPENSES thru JUN, 2019			
11/15/2019	Roy Miller Accounting Firm	Setup GL for Enterprise Accounting	(1,500.00)
12/1/2019	Arc Surveying	Spoil Site Drone Survey - Final fly over Cell A	(3,200.00)
12/15/2019	Dock Builder	Relocate channel marker piling; misc	(2,500.00)
12/15/2019	LG2 Environmental Solutions	Tamarix Survey of COJ Park Property	(3,800.00)
Ongoing	Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(19,000.00)
12/31/2019	Tirhas Berhane Gebremedhin	Purchase Parcel 160265 (\$13,000) plus other parcels	(25,000.00)
12/31/2019	HWSD Spoil Site Development	Erosion Control; hydro-seeding; gates & fencing; etc	(50,000.00)
5/1/2020	Tractor; Lawn equipment; storage	Purchase Tractor; Lawn Equipment; storage container	(50,000.00)
		SubTotal	(155,000.00)
TOTAL REQUESTED DISBURSEMENT PLUS PROJECTS:			\$ (162,164.15)
BALANCE AFTER REQUESTED DISBURSEMENTS - SUBTOTAL			\$ 921,177.94
PROJECTED NET REVENUE FROM 2019 ASSESSMENT - after 50% rebate			\$ 95,000.00
Projected 2019 Assessment Collected	\$	-	
2019 DREDGING PROJECT - cubic yards dredged		100,000	9.15 (915,000.00)
Arc Surveying		2019 Dredging Project - Post Marine Surveys	(15,000.00)
OPERATING EXPENSES - Nov, 2019 thru Jun, 2020			(39,710.00)
PROJECTED DEBT SERVICE			
5/1/2020	Interest Payment	Series 2018 Revenue Note	(18,631.01)
5/1/2020	Principal Payment	Series 2018 Revenue Note	(38,327.90)
2019 DREDGE, OPR EXP; & DEBT SERVICE EXPENSE:			\$ (1,026,668.91)
TOTAL HWSD DISPOSABLE FUNDS			
REED ISLAND MANAGEMENT		License Payment less Clearing & Grubbing expense	\$ 121,250.00
TOTAL AVAILABLE FUNDS - as of June 30, 2020			\$ 110,759.03

**HARBOUR WATERWAY SPECIAL DISTRICT
FY 2019/2020 PRO FORMA BUDGET**

Description	2020												TOTAL
	2019 July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Beginning Cash Balance	\$ 1,149,831	\$ 1,135,564	\$ 1,102,285	\$ 1,091,987	\$ 1,076,178	\$ 788,345	\$ 450,012	\$ 134,655	\$ 125,322	\$ 118,989	\$ 50,175	\$ 116,092	
REVENUES													
Net Assessments - (After TC & PA Fees)					32,000	140,000	16,000	8,000	4,000				200,000
- Tax Rebate						(107,500)							(107,500)
Spill Site License Fees		629	189		2,500						281,250		281,250
Misc Income - Refund of Legal Fees; refund of taxes													281,250
Total Revenues	\$ -	\$ 629	\$ 189	\$ -	\$ 34,500	\$ 32,500	\$ 16,000	\$ 8,000	\$ 4,000	\$ -	\$ 281,250	\$ -	\$ 373,750
EXPENDITURES													
PERSONNEL SERVICES													
Salaries & Wages	5,663	3,569	2,520	3,225	3,500	3,500	3,000	3,000	3,000	2,500	2,500	2,500	38,477
Federal Taxes; FICA; Unemployment Insurance	5,974			1,848		2,464				2,112			12,398
Professional Services													
Legal Services	1,150	800	950	650	1,000	1,000	1,500	1,500	1,500	1,500	1,500	1,500	14,550
Recording Secretary	150	300	-	300	150	150	150	150	150	300	150	150	2,100
Accounting - Annual Audit		3,456		1,500									4,956
Administrative													
Communications	60	100	100	60	100	100	100	100	100	60	100	100	240
Rentals & Leases - Meeting Room	300			100									1,400
Insurance		24,906	6,917										31,823
Printing & Binding		137			50	50	50	50	50	50	50	50	537
Promotional & Legal Advertising	190	33		33	33	33	33	33	33	33	33	33	487
Other Administrative Expenditures													
Office Supplies													
Publications & Membership	263			925			200			200			663
Revenue Note													
2018 Revenue Note Principal & Interest Payment										56,959			56,959
Total Expenses	\$ 13,750	\$ 33,300	\$ 10,487	\$ 7,108	\$ 6,333	\$ 4,833	\$ 7,557	\$ 4,833	\$ 4,833	\$ 63,814	\$ 4,333	\$ 4,333	\$ 165,514
Fixed Asset Purchase													
Parcels Adjacent to HWSD						25,000							25,000
Tax Certificates									500				500
Equipment - Tractor; Lawn equipment; storage											50,000		50,000
Total Fixed Asset Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 500	\$ -	\$ 50,000	\$ -	\$ 75,500
Spill Site & Canal Maintenance													
CCJ Park Development & Maintenance	491			206	1,000	1,000	3,800	5,000	5,000	5,000	1,000	1,000	23,498
Spill Site Development	26				5,000	30,000	10,000	5,000	5,000		160,000		210,026
Marine Survey				8,495	5,000	5,000	5,000	5,000					23,495
Dredging Operations		608			305,000	305,000	305,000	2,500					918,108
Total Spill Site & Canal Maintenance	\$ 517	\$ 608	\$ -	\$ 8,701	\$ 316,000	\$ 341,000	\$ 323,800	\$ 12,500	\$ 5,000	\$ 5,000	\$ 161,000	\$ 1,000	\$ 1,175,126
TOTAL EXPENDITURES	\$ 14,267	\$ 33,909	\$ 10,487	\$ 15,809	\$ 322,333	\$ 370,833	\$ 331,357	\$ 17,333	\$ 10,333	\$ 68,814	\$ 215,333	\$ 5,333	\$ 1,416,140
ENDING CASH BALANCE	\$ 1,135,564	\$ 1,102,285	\$ 1,091,987	\$ 1,076,178	\$ 788,345	\$ 450,012	\$ 134,655	\$ 125,322	\$ 118,989	\$ 50,175	\$ 116,092	\$ 110,759	

NOTE: Assumes dredging up to = 100k cu yds.