

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
December 10, 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 November 12, 2019*

- 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. RIM – Spoil Site Development / Excavation Credit*
 - ii. Isle of Palms – Proposed edits to License Agreement*
 - c. 2019 Dredging Project – Start date September 25, 2019
 - i. Progress Report – Acceptance Reach #2*
 - ii. Release Form for Dredging outside of dredge profile*
 - d. Waterway Rules & Regulations
 - i. 4449 Harbour N Ct; Wayne & Theresa Delucia*
 - ii. 11267 Portside Drive – Tina & Bob Carlson*

- IV. Financial**
 - a. HWSD 2018 non-Ad Valorem Rebate – Update
 - b. Equipment Purchase – 1991 Volvo Roll-Off Truck
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. January 8, 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, December 10, 2019

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held at the Resurrection Episcopal Church on December 10, 2019. The meeting was called to order at 7:00pm. In attendance were Robert Birtalan, Ricardo Fornos, Mark Todd, David Prysock, Wally Lovely 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 November 12, 2019 – Motion made to approve the minutes as written; motion Carried.

III. District Business

Reed Island Spoil Site- No news to report for the City of Jacksonville Park Development. The Tamarax Salt Cedar survey will be conducted after the first of the year. The owner of 14.65 acres of land adjacent to the spoil site has voiced interest in selling. Wayne Flowers has drawn up a purchase agreement and we are awaiting the signatures.

2019 Dredge Project- The dredge began on September 25. The dredge has now completed Acceptance Reach #2. ARC Surveying has scheduled the post dredge survey for Acceptance Reach 2. The dredge service water pump caused a delay by a couple of days, but it has been repaired and is now functioning properly.

Isle of palms License Agreement – A copy of the proposed edits to the License Agreement was given to all board members for review. The Isle of Palms License Agreement will be discussed in depth at the January Meeting.

Waterway Rules and Regulations – A letter has been sent to 4449 Harbour North CT; Wayne & Theresa Delucia, regarding multiple trees hanging over the canal. There has not yet been a response. The dock at 11267 Portside Drive has partially fallen into the water. There has been communication with the owners Tina and Bob Carlson regarding the dock and getting it out of the water. Communication will be sent to 11018 Harbor

Cay Ct to make sure the rules and regulations are followed for dock and bulkhead repairs are being built.

IV. Financial

HWSD 2019 non-Ad Valorem Rebate; Resolution 2019 – 16. This resolution approves a tax rebate up to 50% of their individual 2018 non-Ad Valorem Assessment. The process of delivering the rebate checks has begun.

Equipment Purchase- 1991 Volvo Roll- Off Truck. Pictures were presented to the board and a discussion was held regarding the purchase of a Roll-Off truck. A motion was made to Purchase a 1991 Volvo Roll-Off Truck with tax, license and insurance for \$17,500; motion carried

Approval to disburse funds- A motion was made to approve the disbursements for meeting place, administrative, legal services, District Manager, Office supplies, post dredge survey, Hydro-Seeding, 1991 Volvo Truck, and Dredging for Acceptance Reach 2 totaling \$353,144.05; motion passed. A motion was made to approve the Planned Project Expenses thru June 2020 totaling up to \$112,300.00 provided the District Manager and Secretary/ Treasurer approve the expenditure; motion carried.

The available funds in the HWSD general fund account after requested disbursements and planned project expenses is \$279,539.70. After dredging, debt service and operating expenses through June, 2020, the forecasted Total Available Funds as of June 30, 2020 is \$121,583.27.

V. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for January 14, 2020 at Resurrection Episcopal Church.

VI. Other Business

Legal and compliance issues- Nothing new to report.

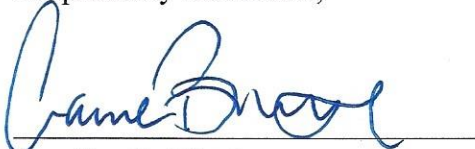
VII. Comments and Questions

There were no additional questions or comments.


VIII. Adjournment

The meeting was adjourned at 8:23 PM. The next monthly Board of Supervisors Meeting is Scheduled for January 14, 2020.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

**HWSD 2019 DREDGING PROJECT
APPENDIX A - PROJECTED DREDGE VOLUMES
ACCEPTANCE REACH & REQUIRED BOTTOM DEPTH**

December 10, 2019
ARC Job # 19-08-07

CHANNEL	STATION	CHANNEL WIDTH	CHANNEL LENGTH	CUBIC YARDS AVAILABLE			WORK SCHEDULE	
				-5 MLW	OVERDEPTH	TOTAL	COMPLETION DATE	DAYS
ACCEPTANCE REACH 1								
CHANNEL 1A EXTENSION	-10+00	100	1000	3,393	2,223	Start Date: 5,616	9/26/2019	
CHANNEL 1A	0+00	100	2200	21,386	7,954	29,340	10/31/2019	35.0
TOTAL ACCEPTANCE REACH 1						34,956		
ACCEPTANCE REACH 2								
CHANNEL 1A	22+00	75	200	3,806	556	4,362	11/4/2019	4.4
CHANNEL 1B	24+00	75	920	15,571	2,500	18,071	12/4/2019	12.0
			3320	19,378	3,056	22,433		18.1
ACCEPTANCE REACH 2								
CHANNEL 2A	00+00	50	832	5,976	1,484	7,459	12/11/2019	7.5
TOTAL ACCEPTANCE REACH 2						29,893		
ACCEPTANCE REACH 3								
CHANNEL 2B	08+50	50	500	4,059	869	4,928	12/16/2019	4.9
CHANNEL 2C	13+00	50	300	1,759	584	2,343	12/24/2019	5.0
Turning Basin Mass Volume				2,355	803	3,158	12/27/2019	2.3
CHANNEL 2D	16+50	50	912	3,627	1,666	5,293	1/1/2020	3.2
			2544	17,776	5,405	15,722		5.3
CHANNEL 3A	00+00	50	750	1,836	1,371	3,207	1/4/2020	3.2
CHANNEL 3B	08+00	50	1033	1,908	1,936	3,844	1/31/2020	3.8
			1783	3,744	3,307	7,051		
TOTAL ACCEPTANCE REACH 3						22,773		
TOTAL MATERIAL AVAILABLE (cu yds)				7647	21,944	87,621		

HARBOUR WATERWAY SPECIAL DISTRICT

2019 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

12/10/2019

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 12	22,000.00	(880.00)	21,120.00	(422.40)	(316.80)	20,380.80
13 - 18	10,000.00	(400.00)	9,600.00	(192.00)	(144.00)	9,264.00
19 - 30	133,000.00	(5,320.00)	127,680.00	(2,553.60)	(1,915.20)	123,211.20
DECEMBER						
1 - 07						
08 - 17						
18 - 31						
JANUARY						
1 - 15						
16 - 31						
February						
1 - 12						
13 - 28						
March						
1 - 15						
16 - 31						
April						
1 - 15						
16 - 30						
May						
1 - 16						
17 - 31						
June						
1 - 30						
July - August						
1 - 31						
September						
1 - 30						
<i>Unpaid Assessments</i>						
	50,000.00					
TOTAL DISTRIBUTION:	165,000.00	(6,600.00)	158,400.00	(3,168.00)	(2,376.00)	\$ 152,856.00
% Collected	76.7%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, December 10, 2019

CURRENT ASSETS				
10/31/2019	BB&T CHECKING ACCOUNT		BEGINNING BALANCE	\$ 826,695.73
	TAX DEPOSITS	November 1 - 30		\$ 29,644.80
TOTAL CHECKING ACCOUNT BALANCE				\$ 856,340.53
CLEARED DISBURSEMENTS				
11/12/2019	1341	Resurrection Episcopal Church	Meeting Place (November 12, 2019)	(100.00)
11/12/2019	1339	Caroline Birtalan	Administrative Services (October 8)	(150.00)
11/12/2019	1340	Lewis Longman & Walker	Legal Services (October Billing)	(1,250.00)
11/12/2019	Debit	Stanley Pipes	District Manager 41.50 hrs - (October billing)	(3,411.52)
11/25/2019	1342	Branche Diversified	Dredging for Acceptance Reach 1 - 38,452 cu yds	(351,835.80)
DISBURSEMENTS - SubTotal				(356,747.32)
11/30/2019	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE	\$ 499,593.21
	BB&T CERTIFICATE OF DEPOSIT		\$250,000 @ 2.0% for SIX MONTHS	\$ 252,520.55
TOTAL CURRENT ASSETS				\$ 752,113.76
OUTSTANDING DISBURSEMENTS / DEPOSITS				
11/12/2019		Arc Surveying	Spoil Site Drone Survey - Final Phase 1	(3,200.00)
11/12/2019		Arc Surveying	Post Dredge Survey - Acceptance Reach 1	(3,930.00)
SubTotal				(7,130.00)
REQUESTED DISBURSEMENTS				
12/10/2019		Resurrection Episcopal Church	Meeting Place (December 10, 2019)	(100.00)
12/10/2019		Caroline Birtalan	Administrative Services (November 12)	(150.00)
12/10/2019		Lewis Longman & Walker	Legal Services (November Billing)	(1,050.00)
12/10/2019	Debit	Stanley Pipes	District Manager 34.75 hrs - (November billing)	(3,475.00)
12/10/2019		Stanley Pipes	Office Supplies - color ink cartridges (2 sets)	(193.96)
12/10/2019		H&H Land & Marine	Hydro-Seeding - 8 acres at spoil site	(12,196.00)
12/30/2019		Arc Surveying	Post Dredge Survey - Acceptance Reach 2	(3,930.00)
12/20/2019		Atlantic Marine Cleaning	1991 Volvo Roll - Off Truck w. tax, license & insurance	(17,500.00)
12/20/2019		Branche Diversified	Acceptance Reach 2 - 29,893 cu yds + up to 15% variance	(314,549.09)
SubTotal				(353,144.05)
PLANNED PROJECT EXPENSES thru JUN, 2020				
5/15/2020		Roy Miller Accounting Firm	Setup GL for Enterprise Accounting	(1,500.00)
1/15/2020		LG2 Environmental Solutions	Tamarix Survey of COJ Park Property	(3,800.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(17,000.00)
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 II; gates & fencing; etc	(15,000.00)
5/1/2020		Tractor; Lawn equipment; storage	Purchase Roll Off truck; skid steer; storage container	(50,000.00)
SubTotal				(112,300.00)
TOTAL REQUESTED DISBURSEMENT PLUS PROJECTS:				\$ (465,444.05)
BALANCE AFTER REQUESTED DISBURSEMENTS - SUBTOTAL				\$ 279,539.70
PROJECTED NET REVENUE FROM 2019 ASSESSMENT - after 50% rebate				\$ 63,000.00
Projected 2019 Assessment Collected		\$	-	
2019 DREDGING PROJECT - cubic yards remaining				27,171 9.15 (248,615)
Arc Surveying			Post Dredge Survey - Acceptance Reach 3	(3,930.00)
OPERATING EXPENSES - Jan, 2020 thru Jun, 2020				(32,677.96)
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:				\$ (342,181.52)
TOTAL HWSD DISPOSABLE FUNDS				
REED ISLAND MANAGEMENT			License Payment less Clearing & Grubbing expense	\$ 121,250.00
TOTAL AVAILABLE FUNDS - as of June 30, 2020				\$ 121,608.18