

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

Tuesday  
January 14, 2020  
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 December 10, 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. Status and Progress Report*
    - 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. HWSD 2019 non-Ad Valorem Assessment
  - c. Equipment Purchase – 1991 Volvo Roll-Off Truck
  - d. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. February 11, 2020 – 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, January 14, 2019

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held at the Resurrection Episcopal Church on January 14, 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 December 10, 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 is not ready to sell.

2019 Dredge Project- Acceptance Reach #2 was completed. The marine survey showed that we were short 7,643 cubic yards. The dredger is given specific directions to not come any closer than 10 feet to each bulkhead or within 5 feet of pilings. The dredge is currently past the second turn around on Portside / Starboard. There is roughly 700-800 feet left to dredge.

There have been a few problems connected to the dredge thus far. 11191 Schooner had three pilings sink on the floating dock, but they have been replaced by the homeowner. 11240 Beacon Dr. has a piling on their boat lift that was tilted toward the bulkhead. At 11245 Portside roughly 30-40 feet of dirt behind the bulkhead flowed under the bulkhead into the canal and the pilings on his floating dock have moved. At the Marina, one of the boats on a boat lift has a skeg that is broken off. Pilings for the floating dock at 11018 Harbor Cay have moved. Once the post-marine survey has been completed, it will be determined if the dredger went outside of the dredge profile. The damages will be discussed by the Board and a course of action will be formed.

Isle of palms License Agreement – Chairman of the Isle of Palms Special District; Ken Wright was present to answer any questions or concerns regarding some of the proposed changes made to the License agreement. After some consideration, it was decided by the Board that a special meeting will be held on Tuesday January 21, 2019. At this meeting Bob Birtalan, Stanley Pipes, Ken Wright and Harbour Waterway attorney Wayne Flowers will discuss the edits that need to be made to the License agreement.

Waterway Rules and Regulations – District manager Stanley Pipes discussed the overhanging trees at 4449 Harbour N CT; Wayne & Theresa Delucia. Mr. Delucia agreed to cutting some of the overhanging trees. The dock at 11267 Portside Drive has been repaired.

#### **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. Roughly \$76,500.00 has cleared so far. We have collected 90.4% of the 2019 Non-Ad valorem assessment. There is 20,663.00 left to collect.

Equipment Purchase- 1991 Volvo Roll- Off Truck. The truck has been purchased; the title has been transferred and it is now insured.

Approval to disburse funds- A motion was made to approve the disbursements for meeting place, administrative, legal services, District Manager, Office supplies, and truck insurance totaling \$5,763.84; motion passed. A motion was made to approve the Planned Project Expenses thru June 2020 totaling up to \$144,800.00 provided the District Manager and Secretary/ Treasurer approve the expenditure; motion carried.

Total available funds in the HWSD general fund account as of June 30, 2020 is projected to be \$233,204.07.

#### **V. District Schedule**

Next scheduled Board Meeting- The next meeting is scheduled for February 11, 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 8:37 PM. The next monthly Board of Supervisors Meeting is Scheduled for February 11, 2019.

Respectfully Submitted,



Caroline B. Birtalan  
Recording Secretary



Robert P. Birtalan  
Secretary / Treasurer

# HARBOUR WATERWAY CANAL SYSTEM

## After Acceptant Reach #2

December 11, 2019 Survey

Channel No. 1 Volume Summary

75' wide channel

Pre to Post				TOTAL	Material Remaining
Station	Area	Volume		VOLUME	in the 75' Channel
22+00.00	580.0	0.0		0.0	0
22+50.00	475.0	976.9		976.9	254.07
23+00.00	334.0	749.1		1725.9	330.56
23+50.00	395.4	675.4		2401.3	343.89
24+00.00	417.0	752.2		3153.5	362.22
		<b>3153.5</b>			<b>1,290.74</b>
24+50.00	433.3	787.3		3940.8	318.06
25+00.00	363.9	738.1		4679.0	292.22
25+50.00	338.0	649.9		5328.9	267.87
26+00.00	326.4	615.2		5944.1	251.85
26+50.00	359.6	635.2		6579.3	360.56
27+00.00	316.6	626.1		7205.4	365.74
27+50.00	356.4	623.1		7828.5	309.35
28+00.00	427.9	726.2		8554.7	294.07
28+50.00	402.4	768.8		9323.5	303.06
29+00.00	423.9	765.1		10088.6	344.17
29+50.00	385.8	749.7		10838.3	299.35
30+00.00	385.9	714.5		11552.9	305.09
30+50.00	432.2	757.5		12310.4	308.06
31+00.00	409.8	779.6		13090.0	280.65
31+50.00	437.5	784.5		13874.5	286.67
32+00.00	347.1	726.5		14601.0	304.26
32+50.00	340.1	636.3		15237.3	242.31
33+00.00	412.2	696.6		15933.9	161.76
		<b>12780.4</b>			
<b>Grand Total:</b>		<b>15,933.9</b>		<b>15,933.9</b>	<b>6,585.8</b>

### Channel No.2 Volume Summary

Pre to Post				TOTAL	Material Remaining
Station	Area	Volume		VOLUME	in the 50' Channel
00+00.00	0.0	0.00		0.00	-
00+50.00	0.0	0.00		0.00	183.70
01+00.00	101.0	93.5		93.5	235.74
01+50.00	97.6	183.9		277.4	121.48
02+00.00	137.4	217.6		495.0	88.70
02+50.00	209.8	321.5		816.5	23.06
03+00.00	178.0	359.1		1,175.6	30.28
03+00.76	184.6	5.1		1,180.7	0.73
03+50.00	173.4	326.4		1,507.1	53.89
04+00.00	195.8	341.9		1,849.0	60.00
04+50.00	161.0	330.4		2,179.3	104.17
05+00.00	222.2	354.8		2,534.1	155.65
<b>Grand Total:</b>		<b>2,534.1</b>		<b>2,534.1</b>	<b>1,057.4</b>

ACCEPTANCE REACH 2 - TOTAL:

18,468.0

7,643.2

# HARBOUR WATERWAY SPECIAL DISTRICT

## 2019 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

1/14/2019

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b>NOVEMBER</b>						
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
<b>DECEMBER</b>						
1 - 11	18,504.19	(715.13)	17,789.06	(355.78)	(266.84)	17,166.44
12 - 31	10,832.35	(324.97)	10,507.38	(210.15)	(157.61)	10,139.62
<b>JANUARY</b>						
1 - 15						
16 - 31						
<b>February</b>						
1 - 12						
13 - 28						
<b>March</b>						
1 - 15						
16 - 31						
<b>April</b>						
1 - 15						
16 - 30						
<b>May</b>						
1 - 16						
17 - 31						
<b>June</b>						
1 - 30						
<b>July - August</b>						
1 - 31						
<b>September</b>						
1 - 30						
<i>Unpaid Assessments</i>						
	20,663.46					
<b>TOTAL DISTRIBUTION:</b>	<b>194,336.54</b>	<b>(7,640.10)</b>	<b>186,696.44</b>	<b>(3,733.93)</b>	<b>(2,800.45)</b>	<b>\$ 180,162.06</b>
% Collected	90.4%					
<b>TOTAL TAX BILLED</b>	<b>215,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 14, 2020

<b>CURRENT ASSETS</b>			
11/30/2019	BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 499,593.21
	BB&T CERTIFICATE OF DEPOSIT	\$250,000 @ 2.0% for SIX MONTHS	\$ 252,495.64
	TAX DEPOSITS	December 1 - 31	\$ 140,377.64
<b>TOTAL CHECKING ACCOUNT BALANCE</b>			<b>\$ 892,466.49</b>
<b>CLEARED DISBURSEMENTS</b>			
12/10/2019	1458	Resurrection Episcopal Church	Meeting Place (December 10, 2019) (100.00)
12/10/2019	1456	Caroline Birtalan	Administrative Services (November 12) (150.00)
12/10/2019	1457	Lewis Longman & Walker	Legal Services (November Billing) (1,050.00)
12/6/2020	1459	H&H Land & Marine	Hydro-Seeding - 8 acres at spoil site (12,196.00)
11/12/2019	1345	Arc Surveying	Spoil Site Drone Survey - Final Phase 1 (3,200.00)
11/12/2019	1345	Arc Surveying	Post Dredge Survey - Acceptance Reach 1 (3,930.00)
12/20/2020	1460	Arc Surveying	Post Dredge Survey - Acceptance Reach 2 (3,930.00)
12/20/2019	1461	Brance Diversified	Acceptance Reach 2 - 18,468 cubic yards (168,982.20)
12/31/2020	Varies	Tax Rebate Checks	80 Tax Rebate Checks have cleared as of 12/31/2019 (76,500.00)
12/18/2020	Debit	Check order - Harland and Clark	BB&T Check Reorder (163.69)
<b>DISBURSEMENTS - SubTotal</b>			<b>(270,201.89)</b>
12/31/2019	BB&T CHECKING ACCOUNT	<b>TOTAL ENDING BALANCE</b>	<b>\$ 622,264.60</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>			
12/30/2019	1462	Atlantic Marine Cleaning	1991 Volvo Roll - Off Truck w. tax, license & insurance (14,000.00)
1/10/2020	1463	Tax Collector	Title Transfer of Volvo Truck (965.75)
1/12/2020	Debit	Internal Revenue Service	Form 2290, Schedule 1 - Heavy Highway Vehicle Use Tax (275.00)
1/13/2020		Tax Collector	Truck Tags - 80,000 lbs (1,000.00)
1/8/2020		IRS	Qtr FICA, Federal Withholding Taxes (1,840.38)
12/10/2019		Stanley Pipes	District Manager 34.75 hrs - (November billing) (3,475.00)
1/31/2020	Varies	Tax Rebate Checks	32 Tax Rebate Checks have cleared as of 12/31/2019 (31,000.00)
<b>SubTotal</b>			<b>(52,556.13)</b>
<b>REQUESTED DISBURSEMENTS</b>			
1/14/2020		Resurrection Episcopal Church	Meeting Place (January 14, 2020) (100.00)
1/14/2020		Caroline Birtalan	Administrative Services (December 10) (150.00)
1/14/2020		Lewis Longman & Walker	Legal Services (December Billing) (800.00)
1/14/2020	Debit	Stanley Pipes	District Manager 35.25 hrs - (December billing) (3,525.00)
1/14/2020		Stanley Pipes	Office Supplies - color ink cartridges (2 sets), supplies, postage (291.84)
1/14/2020		Florida Municipal Insurance Trust	Truck Insurance - Annual (897.00)
<b>SubTotal</b>			<b>(5,763.84)</b>
<b>PLANNED PROJECT EXPENSES thru JUN, 2020</b>			
5/15/2020		Roy Miller Accounting Firm	Setup GL for Enterprise Accounting (1,500.00)
2/15/2020		LG2 Environmental Solutions	Tamarix Survey of COJ Park Property (3,800.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to (19,500.00)
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; gates & fencing; etc (40,000.00)
5/1/2020		Tractor; Lawn equipment; storage	Purchase skid steer; storage container; etc (55,000.00)
<b>SubTotal</b>			<b>(144,800.00)</b>
<b>TOTAL REQUESTED DISBURSEMENT PLUS PROJECTS:</b>			<b>\$ (203,119.97)</b>
<b>PROJECTED NET REVENUE FROM 2019 ASSESSMENT</b>			<b>\$ 30,000.00</b>
Projected 2019 Assessment Collected		\$	170,022
<b>2019 DREDGING PROJECT - cubic yards remaining</b>			27,171 9.15 (248,614.65)
Arc Surveying			Post Dredge Survey - Acceptance Reach 3 (3,930.00)
<b>OPERATING EXPENSES - Jan, 2020 thru Jun, 2020</b>			<b>(27,687.00)</b>
<b>PROJECTED DEBT SERVICE</b>			
5/1/2020	Interest Payment	Series 2018 Revenue Note	(18,631.01)
5/1/2020	Principal Payment	Series 2018 Revenue Note	(38,327.90)
<b>2019 DREDGE, OPR EXP; &amp; DEBT SERVICE EXPENSE:</b>			<b>\$ (337,190.56)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>			
REED ISLAND MANAGEMENT		License Payment less Clearing & Grubbing expense	\$ 121,250.00
<b>TOTAL AVAILABLE FUNDS - as of June 30, 2020</b>			<b>\$ 233,204.07</b>