

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

Tuesday  
February 11, 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 January 14, 2020*
  
- 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 – September 25, 2019 to January 31, 2020
    - i. Progress Report – Dredging is complete - Acceptance Reach - #3*
  - d. Waterway Rules & Regulations
    - i. 4449 Harbour N Ct; Wayne & Theresa Delucia*
  
- IV. Financial**
  - a. HWSD 2018 non-Ad Valorem Rebate – Update
  - b. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. March 10, 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, February 11, 2020

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held at the Resurrection Episcopal Church on February 11, 2020. 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 January 14, 2020 – Motion made to approve the minutes as written; motion Carried.

### **III. District Business**

Reed Island Spoil Site- A meeting with the Army Corp of Engineers and COJ Parks and Recreation is set to be held on February 20, to survey HWSD's and COJ's property for "Salt Cedar". A detailed survey will be conducted later by an outside consultant to locate the remaining stands of "Salt Cedar" in order for HWSD to eradicate it from both properties. Parcels adjacent to spoil site- No news to report.

Spoil Site License Agreement- An amendment to the Reed Island Management license agreement was proposed. Resolution No. 2020-02 allows RIM to excavate and place 40,000 cubic yards of material on the levees to bring all of the levees to the final elevation of 35 feet above sea level. A motion was made to approve Resolution 2020-02 with Reed Island Management; motion carried.

Isle of Palms License Agreement – A meeting was held between Bob Birtalan, Stanley Pipes, Ken Wright (IOPSD), David Touring (IOPSD), and Wayne Flowers (HWSD's attorney) to discuss the final draft of the Isle of Palms license agreement. The license agreement would reserve 300,000 cubic yards for Isle of Palms Special District use of the spoil site for the sole purpose of depositing spoil material removed from their canal system during dredging operations over a fifteen-year period. A motion was made to approve Resolution No. 2020-01; motion carried. The need for a formal Dredge Material Management Area (DMMA) permit from the Florida Department of Environmental Protection was discussed by the Board.

2019 Dredge Project- Dredging is complete as of January 31, 2020, demobilization will occur over the next couple of weeks. The post dredge marine survey conducted on Feb. 5, 2020 for Acceptance Reach 3 indicated the final phase of dredging removed 37,729 cubic yards. The total amount dredged is 99,649 cubic yards. Top Dog Marine dock builders provided enterprise wide pricing for dock building and boat lift piling installation for District parcels. Brance Diversified agreed to compensate the District for damages done to pilings during dredging up to \$45,000. A motion was made to reserve up to \$45,000 to reset pilings dislodged during dredging operations provided the homeowners sign a damage waiver release; Motion carried.

Waterway Rules and Regulations – No further news to report.

#### **IV. Financial**

HWSD 2019 non-Ad Valorem Assessment- Roughly \$15,000 left to collect.

Approval to disburse funds- A motion was made to approve the disbursements for meeting place, administrative, legal services, District Manager, and Acceptance Reach 3 totaling \$350,745.35; 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 forecasted to be \$151,966.59.

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

Next scheduled Board Meeting- The next meeting is scheduled for March 10, 2020 at Resurrection Episcopal Church.

#### **VI. Other Business**

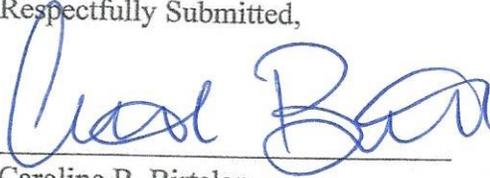
Legal and compliance issues- Nothing new to report.

#### **VII. Comments and Questions**

**VIII. Adjournment**

The meeting was adjourned at 8:50 PM. The next monthly Board of Supervisors Meeting is Scheduled for March 10, 2020.

Respectfully Submitted,



Caroline B. Birtalan  
Recording Secretary



Robert P. Birtalan  
Secretary / Treasurer

**PARCELS TO ADD TO THE HWSO DISTRICT**

OWNER	MAILING ADDRESS	CITY	Parcel ID	Acres	Description
<b><u>Northern Parcels adjacent to spoil site</u></b>					
Gebremedhin, Tirhas Berhane	7828 Ingonish PL.	Jacksonville, FL. 32244	160265 0000	14.65	Marsh
Boney, Walter T	11163 Reed Island Dr.	Jacksonville, FL. 32225	160265 0025	0.82	Marsh
Pinard Christopher C	4595 Harbour North CT	Jacksonville, FL. 32225	160266 1040	1.13	Marsh
JKR Homes LLC	3516 Fitch ST	Jacksonville, FL. 32205	160266 0900	4.04	Marsh
<b><u>Harbour Island &amp; Southern areas by our canal system</u></b>					
Larry Dean Trustee	P.O. Box 48070	Jacksonville, FL. 32247-8070	160266 0000	9.99	Marsh
Land Trust #160266-2026	P.O. Box 48070	Jacksonville, FL. 32247-8070	160266 2026	0.2	Marsh
Stallings Tom C.Jr.	5616 Silver Sands Cir	Keystone Heights, FL. 32656-8182	160266 2029	0.28	Marsh
Walton Melissa	340 Lee Rd	Jacksonville, FL. 32225-6519	160266 2027	0.32	Marsh
Walton Melissa	340 Lee Rd	Jacksonville, FL. 32225-6519	160266 2023	0.14	Marsh
Whatever Holdings LLC	50 Meadow LN	Lawrence, NY 11559	160671 0080	0.09	Marsh
160663 1220 Trust	P.O. Box 48070	Jacksonville, FL. 32247-8070	160663 1220	0.4	Marsh
Oak Landings Rd Trust	P.O. Box 4037	Enterprise, FL. 32725-0037	160663 0000	2.66	Marsh
Oak Landings Rd Trust	P.O. Box 4037	Enterprise, FL. 32725-0037	160663 1210	0.51	Marsh
Dynamic Homes of NE Florida Inc	340 Lee Rd	Jacksonville, FL. 32225-6519	160264 0000	57.56	Marsh
<b><u>Harbour Waterway Special District</u></b>					
HWSO Spoil Site -(old JaxPort property)	11554 Starboard Dr.	Jacksonville, FL. 32225	160259 0000	141.61	Spoil Site
HWSO Spoil Site -(a portion of COJ's property)	11554 Starboard Dr.	Jacksonville, FL. 32225	160258 0002	44.77	Spoil Site

**APPENDIX A  
ACCEPTANCE REACH TOTAL EXCAVATION**

CHANNEL	STATION	CHANNEL WIDTH	CUBIC YARDS EXCAVATED			Acceptance Reach 1	Acceptance Reach 2	Acceptance Reach 3
			PRE TO POST	PRE TO POST TEMPLATE	BILLED TOTAL			
<b>ACCEPTANCE REACH 1</b>								
CHANNEL 1A EXTENSION	-10+00	100	8,915	6,177	6,177	6,177		
CHANNEL 1A	0+00	100	35,072	32,275	32,275			
38,452								
<b>ACCEPTANCE REACH 2</b>								
CHANNEL 1A	22+00	75	3,553	3,553	3,553	3,154		399
CHANNEL 1B	24+00	75	14,316	14,316	14,316			
CHANNEL 2A	00+00	50	8,948	8,948	8,948	2,534		6,414
17,869								
<b>ACCEPTANCE REACH 3</b>								
CHANNEL 2B	08+32.71	50	4,298	4,298	4,298	4,298		4,298
CHANNEL 2C	13+00	50	4,481	4,481	4,481			
Turning Basin Mass Volume	16+00	50	6,323	6,323	6,323	8,229		6,323
CHANNEL 2D	25+11.78	50	8,229	8,229	8,229			8,229
32,280								
CHANNEL 3A	00+00	50	5,687	5,687	5,687	5,687		5,687
CHANNEL 3B	07+50	50	5,361	5,361	5,361			
11,048								
<i>Over-Dredging Deduction - (Note: 3,997 cubic yards is from over-dredging Channel 3)</i>								
(5,000)								
<b>TOTAL MATERIAL EXCAVATED (cu yds)</b>						<b>38,452</b>	<b>18,468</b>	<b>37,729</b>
			<b>105,184</b>	<b>99,649</b>	<b>94,649</b>			

**HARBOUR WATERWAY SPECIAL DISTRICT**

Motion to Disburse Funds:

Tuesday, February 11, 2020

<b>CURRENT ASSETS</b>			
12/31/2019	<b>BB&amp;T CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 622,264.60</b>
	TAX DEPOSITS	January 1 - 31	\$ 10,626.17
<b>TOTAL CHECKING ACCOUNT BALANCE</b>			<b>\$ 632,890.77</b>
<b>CLEARED DISBURSEMENTS</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	1464 Tax Collector	Truck Tags - 80,000 lbs	(1,130.10)
1/8/2020	Debit IRS	4th Qtr FICA, Federal Withholding Taxes	(1,840.38)
12/10/2019	Debit Stanley Pipes	District Manager 34.75 hrs - (November billing)	(2,889.16)
1/31/2020	Varies Tax Rebate Checks	9 Tax Rebate Checks have cleared as of 12/31/2019	(9,000.00)
1/14/2020	1468 Resurrection Episcopal Church	Meeting Place (January 14, 2020)	(100.00)
1/14/2020	1466 Caroline Birtalan	Administrative Services (December 10)	(150.00)
1/14/2020	1467 Lewis Longman & Walker	Legal Services (December Billing)	(800.00)
1/14/2020	1471 Stanley Pipes	Office Supplies - ink cartridges (2 sets), supplies, postage, Website Hosting	(351.81)
1/27/2020	1472 Stanley Pipes	Quickbooks Annual Renewal	(474.00)
1/21/2020	1469 Tax Collector	Property Tax for Parcel 160259	(423.42)
<b>DISBURSEMENTS - SubTotal</b>			<b>(32,399.62)</b>
1/31/2020	<b>BB&amp;T CHECKING ACCOUNT</b>	<b>TOTAL ENDING BALANCE</b>	<b>\$ 600,491.15</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>			
1/14/2020	Debit Stanley Pipes	District Manager 35.25 hrs - (December billing)	(3,525.00)
1/14/2020	Florida Municipal Insurance Trust	Truck Insurance - Annual	(897.00)
<b>SubTotal</b>			<b>(4,422.00)</b>
<b>REQUESTED DISBURSEMENTS</b>			
2/11/2020	Resurrection Episcopal Church	Meeting Place (February 11, 2020)	(100.00)
2/11/2020	Caroline Birtalan	Administrative Services (January 14)	(150.00)
2/11/2020	Lewis Longman & Walker	Legal Services (January Billing)	(1,600.00)
2/11/2020	Debit Stanley Pipes	District Manager 36.75 hrs - (January billing)	(3,675.00)
2/11/2020	Brance Diversified	Acceptance Reach 3 - 37,729 cu yds	(345,220.35)
<b>SubTotal</b>			<b>(350,745.35)</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>\$ (499,967.35)</b>
<b>PROJECTED NET REVENUE FROM 2019 ASSESSMENT</b>			<b>\$ 16,000.00</b>
Projected 2019 Assessment Collected		\$	180,649
<b>2019 DREDGING PROJECT - COMPLETE</b>			
Arc Surveying		Post Dredge Survey - Acceptance Reach 3	(3,930.00)
<b>OPERATING EXPENSES - Feb, 2020 thru Jun, 2020</b>			<b>(24,918.30)</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>\$ (85,807.21)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>			
<b>REED ISLAND MANAGEMENT</b>		License Payment less Clearing & Grubbing expense	\$ 121,250.00
<b>TOTAL AVAILABLE FUNDS - as of June 30, 2020</b>			<b>\$ 151,966.59</b>