

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
September 8, 2020
6:00 pm

Conference Call
904-549-7655
Pass Code: 4366 8730#

- I. Introduction**
 - a. Call to Order
 - b. Roll Call / Quorum

- II. Administrative**
 - a. Approval of Minutes
 - i. *Minutes from August 11, 2020*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Maintenance Equipment for Spoil Site
 - ii. Tamarix Survey – Complete
 - iii. Tamarix and Brazilian Cherry Removal
 - iv. Dredge Material Maintenance Area (DMMA)
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project – Bids due today
 - ii. Millers Creek - Dredging Project
 - iii. Tarpon Cove – Dredging Project
 - c. Waterway Rules & Regulations
 - i. Dock and boat lift repairs – Top Dog Construction
 - ii. Dock Approval – Roland Sheqi 4560 Harbour North Ct
 - iii. 4449 Harbour N Ct; Wayne & Theresa Delucia

- IV. Financial**
 - a. FY 2019-20 Audit Reports
 - b. Parcels 160259 0000 and 160258 0002 are officially tax exempt
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. *October 13, 2020 – Virtual Meeting*

- 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, September 8, 2020

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held via teleconference on September 8, 2020. The meeting was called to order at 6:02pm. In attendance Robert Birtalan, Wally Lovely, Rick Fornos, Mark Todd, 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 August 11, 2020 – Motion made to approve the minutes as written; Motion Carried.

III. District Business

Reed Island Spoil Site- A maintenance equipment bid from BobCat was reviewed and discussed by the board. The BobCat T-66 Track Loader will be used to maintain the spoil site and the COJ nature park. A motion was made to proceed with ordering the Bobcat T-66 Track Loader; Motion carried. It will take an estimated 60 days for delivery. Tamarix Survey- The Tamarix study is complete and the next step will be the removal of both the Tamarix, “Salt Cedar”, and Brazilian Cherry species within the end of the year.

Spoil Site Disposal Activity- Saint Johns Landing Estates boat ramp dredging has been completed. The COJ Friendship Fountain dredging project is complete.

Isle of Palms- All IOP Bids are due by September 9, 2020. Millers Creek- No news to report. Tarpon Cove- Dredging is scheduled to begin in an estimated 90 days.

Waterway Rules and Regulations- Letters went out to all homeowners including the rules and regulations.

Dock and Boat Lift Repairs- Top Dog has roughly two weeks’ worth of work remaining in the waterways. Reports will be given to the board as construction is completed. There is no update on the overhanging trees at 4449 Harbour N Ct.

Financial

HWSD 2020 Non-Ad Valorem Tax Roll – Has been sent in with no issues.

FY 2019-20 Audit Reports- All accounting procedures were explained and reviewed to all board members. All questions were asked and answered.

Approval to disburse funds- A motion was made to approve the disbursements for administrative, legal services, meeting place, District Manager, Insurance trust, accounting, 400+ ft of fencing & gates, and BobCat T-66 purchase totaling \$117,819.00; Motion Carried.

The balance in the HWSD general fund as of August 31, 2020 is \$760,486.13.
Projected total available funds in the HWSD General Fund account as of June 30, 2021 is \$1,034,863.56 after planned projects and expenses.

IV. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for October 10, 2020 via teleconference.

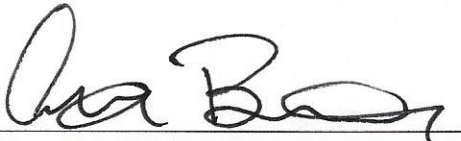
V. Other Business

Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

VII. Adjournment

The meeting was adjourned at 7:04 PM. The next monthly Board of Supervisors Meeting is Scheduled for October 10, 2020. Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer



Bobcat

Product Quotation

Quotation Number: HMM-22998v1

Date: 2020-09-10 10:19:41

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
HARBOUR WATERWAY SPECIAL DISTRICT Attn: STANLEY PIPES 11554 STARBOARD DR JACKSONVILLE, FL 32225 Phone: (904) 705-5431	Bobcat of Jacksonville, LLC., Jacksonville, FL 1182 SUEMAC RD JACKSONVILLE FL 32254 Phone: 904-288-9181 Fax: 904-288-9182	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
T66 T4 Bobcat Compact Track Loader	M0349	1	\$41,725.60	\$41,725.60
74.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated) Horn Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts. Lift Arm Support				
60 Month Protection Plus (2000 Hours) P17 Performance Package "Power Bob-Tach	9986213 M0349-P06-P17	1 1	\$1,900.00 \$1,489.60	\$1,900.00 \$1,489.60
C52 Comfort Package "Standard Enclosed Cab with AC/Heat Sound Reduction Radio Ready	M0349-P07-C52	1	\$3,609.90	\$3,609.90
Selectable Joystick Controls 15.7" C-Pattern Rubber Track Rear View Camera 74" Heavy Duty Bucket --- Bolt-On Cutting Edge, 74" 74" Industrial Bucket Grapple 72" Mower --- Side Discharge Kit, 72" Mower Box Blade 4K Heavy Duty Pallet Fork Frame --- 48" 4K Heavy Duty Pallet Fork Teeth	M0349-R01-C04 M0349-R09-C02 7384581 7272680 6718007 7168290 7144850 7144844 6906574 7294305 6540182	1 1 1 1 1 1 1 1 1 1 1	\$567.70 \$1,117.90 \$573.12 \$855.00 \$230.00 \$2,949.56 \$4,316.80 \$503.18 \$3,258.12 \$304.76 \$227.24	\$567.70 \$1,117.90 \$573.12 \$855.00 \$230.00 \$2,949.56 \$4,316.80 \$503.18 \$3,258.12 \$304.76 \$227.24

Lift Path: Vertical
Lights, Front and Rear LED
Operator Cab

- Includes: Adjustable Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt
- Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471
- Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts)

Parking Brake: Spring Applied, Pressure Released (SAPR)

Solid Mounted Carriage with 4 Rollers

Tracks: Rubber, 12.6" Wide

Warranty: 2 years, or 2000 hours whichever occurs first

Machine IQ Telematics

7-Pin Attachment Control
Dual Direction Bucket Positioning"

HVAC Headliner
Adjustable Suspension Seat"

Total of Items Quoted	\$63,628.48
Freight Charges	\$1,882.00
Dealer Assembly Charges	\$130.00
Quote Total - US dollars	\$65,640.48

Notes:

*Prices per the Sourcewell Contract -040319-CEC
 *Terms Net 30 Days. Credit cards accepted.
 *FOB Origin within the 48 Contiguous States.
 *Delivery: 60 to 90 days from ARO.

**State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.*

*TID# 38-0425350

**Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.*

ORDER ACCEPTED BY:

<u><i>Stanley H. Pinos</i></u>	<u>09/14/20</u>
SIGNATURE	DATED

<u>Stanley H. Pinos District Mgr</u>	<u>HWSO-20257</u>
PRINT NAME AND TITLE	PURCHASE ORDER #

SHIP TO ADDRESS: 11554 Starboard Dr, JAX, 32225

BILL TO ADDRESS (if different than Ship To): Same





Product Quotation

Quotation Number: 32328D032657

Date: 2020-09-10 11:56:24

Ship to	Bobcat Dealer	Bill To
Harbour Waterway Special District Attn: Stanley Pipes 11554 Starboard Dr Jacksonville, FL 32225 Phone: (904) 705-5431	Bobcat of Jacksonville, LLC., Jacksonville, FL 1182 SUEMAC RD JACKSONVILLE FL 32254 Phone: 904-288-9181 Fax: 904-288-9182 Contact: Sean Swor Phone: 904-288-9181 Fax: 904-288-9182 Cellular: 904-504-7752 E Mail: sean@bobcatjax.com	Harbour Waterway Special District Attn: Stanley Pipes 11554 Starboard Dr Jacksonville, FL 32225 Phone: (904) 705-5431

Description	Part No	Qty	Price Ea.	Total
Blue Diamond Trailer Spotter	112010	1	\$375.00	\$375.00
Total of Items Quoted				\$375.00
Quote Total - US dollars				\$375.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

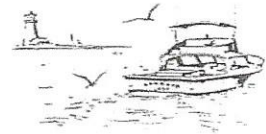
Customer Acceptance:

Purchase Order: HWSD - 20257

Authorized Signature:

Print: Stanley H Pipes Sign: Stanley H Pipes Date: 09/14/20

Harbour Waterway Special District
11554 Starboard Drive
Jacksonville, FL. 32225-1015
Phone: (904) 642-0097



Colonel Michal Livingston
Marine Corps Supply Facility Blount Island
5880 Channel View Blvd.
Jacksonville, FL. 32226

Subject: ENDORSEMENT OF EVENT WAIVER REQUEST FOR EMERGENCY OFFLOAD OF
USNS BOBO

References: (a) Request for event waiver for emergency offload of USNS BOBO, dated 29 SEP
2020

Dear Colonel Livingston:

This letter serves as my endorsement to your event waiver request, detailed in reference (a), to
conduct partial download of equipment and 152 containers of ammunition at the Port of
Jacksonville's Blount Island Berth 35 from 07 October – 12 October 2020.

If you have any questions or need additional information, please contact me at (904) 642-0097.

Sincerely,

Handwritten signature of Stanley H. Pipes

Stanley H. Pipes
District Manager

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, September 8, 2020

CURRENT ASSETS				
7/31/2020	BB&T CHECKING ACCOUNT		BEGINNING BALANCE	\$ 774,859.71
	TAX DEPOSITS	August 1 - 31		-
TOTAL CHECKING ACCOUNT BALANCE				\$ 774,859.71
CLEARED DISBURSEMENTS				
8/11/2020	1512	Resurrection Episcopal Church	Meeting Place (August 11, 2020)	(100.00)
8/11/2020	1510	Caroline Birtalan	Administrative Services (July 14)	(150.00)
8/11/2020	Epay	Lewis Longman & Walker	Legal Services (July Billing)	(1,025.00)
8/11/2020	Debit	Stanley Pipes	District Manager 39.20 hrs. - (July Gov't billing)	(3,247.12)
8/11/2020	Debit	Stanley Pipes	District Manager 12.25 hrs. - (July Spoil Site billing)	(1,076.29)
8/11/2020	1513	Stanley Pipes	Legal notice, 2020 Quickbooks upgrade to Premier,	(580.45)
8/11/2020	1509	Carol C MacCurrach	Final payment for sod & dock repairs on COJ property	(1,000.00)
8/11/2020	1515	Top Dog Marine Construction	11474 Starboard Drive, Repair to Floating Dock	(1,200.00)
8/11/2020	1515	Top Dog Marine Construction	11474 Starboard Drive, Repair to Floating Dock	(710.00)
8/11/2020	1511	LG2 Environmental Solutions	Tamarix Survey of COJ Park Property & Removal	(3,800.00)
8/18/2020	Debit	IRS Tax Payment	Payment for July tax withholdings	(1,484.72)
DISBURSEMENTS - SubTotal				(14,373.58)
8/31/2020	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE	\$ 760,486.13
OUTSTANDING DISBURSEMENTS / DEPOSITS				
9/30/2020	RIM License Agreement	50% of Hydro-seeding project		24,393.60
SubTotal				24,393.60
REQUESTED DISBURSEMENTS				
9/8/2020		Resurrection Episcopal Church	Meeting Place (September 8, 2020)	(100.00)
9/8/2020		Caroline Birtalan	Administrative Services (August 11)	(150.00)
9/8/2020	Epay	Lewis Longman & Walker	Legal Services (August Billing)	(1,468.00)
9/8/2020	Debit	Stanley Pipes	District Manager 33.45 hrs. - (August billing)	(3,345.00)
9/8/2020		Dock and Boat Lift Work	2019 Dredging Project" - remaining balance on \$50,000	(18,531.00)
9/8/2020		BobCat of Jacksonville	Purchase BobCat T66 track loader and attachments up to:	(75,000.00)
9/8/2020		Florida Association of Special Districts	Annual Dues	(750.00)
9/8/2020		Florida Municipal Insurance Trust	General Liability, Auto, Property, & Workers Compensation	(8,475.00)
9/30/2020		Roy Miller Accounting Firm	Setup GL for Enterprise Accounting	(2,500.00)
9/30/2020		Duval Fence Company	400+ ft of Fencing & Gates - by powerlines & COJ Property	(7,500.00)
SubTotal				(117,819.00)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 667,067.73
PLANNED PROJECT EXPENSES				
Ongoing	Parcel Owners		Purchase Parcel 160265 (\$13,000) plus other parcels	(25,000.00)
Ongoing	Equipment Rentals / Labor/ Supplies		COJ Park Development: up to	(24,000.00)
Ongoing	HWSD Spoil Site Development		Install power lines; etc.	(15,000.00)
Ongoing	David Touring and Connie Webel		Conduct DMMA analysis and permitting	(25,000.00)
Ongoing	2018 Tax Rebate Project		Outstanding Rebate Checks	(4,500.00)
12/31/2020	2019 Tax Rebate Project		Rebate Checks	(102,500.00)
TOTAL PLANNED PROJECTS:				\$ (196,000.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT				\$ 205,000.00
2020 Assessment Collected				
BUDGETED OPERATING EXPENSES - October, 2020 thru June, 2021				(63,404.94)
2018 REVENUE NOTE - DEBT SERVICE				
5/1/2021	Interest Payment	Series 2018 Revenue Note		(16,906.25)
5/1/2021	Principal Payment	Series 2018 Revenue Note		(40,052.65)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (120,363.84)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
ISLE OF PALMS		License Payment #1 - Due December 31, 2020		197,916.67
REED ISLAND MANAGEMENT		License Payment #2 - Due May 1, 2021		281,250.00
TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2021				\$ 1,034,863.56