

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
August 9, 2022
6:00 pm

Watson Realty
2490 Monument Road
Jacksonville, FL. 32225

I. Introduction

- a. Call to Order
- b. Roll Call / Quorum

II. Administrative

- a. Approval of Minutes
 - i. *Minutes from July 12, 2022*

III. District Business

- a. Reed Island Spoil Site
 - i. Sovereign Submerged Land Easement
 - ii. Reed Island Nature Park – Transfer Park Property (77.7 acres) to HWSD
- b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project
 - ii. JaxPort Project
- c. Marina – Next Steps:
 - i. Repair floating docks, upgrade security / replace gate, and replace electrical service
 - ii. Install fixed docks and replace bulkhead
 - iii. Extend boat ramp
- d. Southern Bulkhead Replacement – live wall or bulkhead 1,300 linear feet
- e. Powerline Dredging Project – up to 45,000 cubic yards
- f. Waterway Rules & Regulations
 - i. Approval of Dock request

IV. Financial

- a. Approval to disburse funds

V. District Schedule

- a. Next Scheduled Board Meeting
 - i. *September 13, 2022*

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, August 9, 2022

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on August 9, 2022. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Mark Todd, Walley Lovely, Bob Birtalan, David Prysock 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 July 12, 2022 – A Motion was made to approve the meeting minutes; Motion Carried.

III. District Business

Sovereign Submerged Land Easement- The sovereign submerged land easement survey has been completed by ARC Surveying.

Reed Island Nature Park- The transfer of 77.6 acres to HWSD is currently in progress. A purchase agreement has been exchanged but not finalized and approved.

Isle of Palms Dredging project- At the upcoming IOPSD meeting, proposed actions will be discussed to move forward.

JaxPort Buck Island project- Additional spoil material will be removed from Buck Island at this time and pumped to Reed Island.

HNPA Marina- The purchase of property at 4639 Harbour North CT. has closed and has been filed with the Clerk of Courts. Bids will be put out soon for all needed repairs.

Southern Bulkhead- Under the powerlines, a bulkhead needs to be constructed to prevent material from flowing back into the canal Mill Cove.

Powerline Dredging Project- An estimated 45,000 cubic yards needs to be dredged from underneath the powerlines to Canal Markers 19 / 20.

IV. Financial

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, district manager billing, legal services, payroll and withholding tax, removal of scrubs along marsh, pollution insurance, nature park survey, and portable grease gun totaling \$43,868.89; Motion Carried.

Total Available Funds in the HWSD general fund as of July 31, 2022 is \$2,941,539.25. Total Projected Available funds after FY Operating and Project expenses as of June 30, 2023 is \$863,079.02.

V. District Business

Next scheduled Board Meeting- The next meeting is scheduled for September 13, 2022.

Adjournment

The meeting was adjourned at 6:55 PM. The next monthly Board of Supervisors meeting is Scheduled for September 13, 2022.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, August 9, 2022

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
6/30/2022		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 2,965,437.73
		TAX DEPOSITS	July 1 - 31	-
		FMIT	Refund on General Liability Insurance	179.00
TOTAL GENERAL FUND BALANCE				\$ 2,965,616.73
CLEARED DISBURSEMENTS				
7/12/2022	Debit	Stanley Pipes	District Manager 61.25 hrs. - (May Billing)	(5,829.43)
7/12/2022	1821	Caroline Birtalan	Administrative Services (May 10 and June 14 & 28)	(450.00)
7/12/2022	1818	Resurrection Episcopal Church	HWSD & HNP - Meeting on Marina	(300.00)
7/22/2022	Epay	Lewis Longman & Walker	Legal Services up to: (June Billing)	(2,030.00)
7/12/2022	1823	ARC Surveying	Sovereign Submerged Land Easement Survey up to:	(6,350.00)
7/12/2022	1822	Kelly White & Associates Insurance	Insurance for Marina	(2,500.00)
7/8/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - June	(1,761.14)
7/12/2022	Debit	IRS Tax	Form 2290, Schedule 1 Heavy Truck Tax	(550.00)
7/5/2022	Debit	Truist Credit Card	Payment	(1,425.06)
7/27/2022	Debit	Truist Credit Card	Payment	(96.35)
7/27/2022	Debit	Lewis Longman & Walker - Real Estate	Wire - Closing on Marina	(2,785.50)
Ongoing		2020 Tax Rebate Project	Rebate Checks	-
DISBURSEMENTS - SubTotal				(24,077.48)
7/31/2022		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 2,941,539.25
OUTSTANDING DISBURSEMENTS / DEPOSITS				
7/31/2022		2020 Tax Rebate Project	Outstanding Rebate Checks	(3,250.00)
7/31/2022	Debit	Stanley Pipes	District Manager 54.5 hrs. - (July Billing)	(5,450.00)
8/10/2022		Truist Credit Card	Payment - Billing Cycle Date 08-09-2022	(6,569.17)
SubTotal				(15,269.17)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,926,270.08
REQUESTED DISBURSEMENTS				
8/9/2022		Caroline Birtalan	Administrative Services (July 12)	(150.00)
8/9/2022	Debit	Stanley Pipes	District Manager up to 75.00 hrs. - (August Billing)	(7,500.00)
8/9/2022	Epay	Lewis Longman & Walker	Legal Services up to: (July Billing)	(1,944.50)
8/9/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - July	(2,298.14)
8/9/2022		Tree Care America	Removal of scrubs along marsh across from Marina	(3,312.00)
8/9/2022		Kelly White & Associates	Pollution Insurance - 3 year policy	(20,564.25)
8/9/2022		Amazon.com	Portable Dewalt grease gun & impact wrench - up to:	(600.00)
SubTotal				(36,368.89)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,889,901.19
PLANNED PROJECT EXPENSES				
Ongoing		Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(400,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(25,000.00)
12/31/2022		2022 Tax Rebate Project	Rebate Checks	(109,000.00)
7/27/2022	1	Marina Development Project	(1) Repair floating docks, upgrade security and replace gate, replace electrical service; (2) Install fixed docks and replace bulkhead; (3) Extend Boat Ramp	(240,000.00)
1/15/2023	2	South Bulkhead Replacement - 1300 ft	Replace bulkhead out to power lines - live wall or bulkhead	(910,000.00)
3/15/2023	3	Powerline Dredging Project	Remove up to 45,000 cubic yards from powerlines to the first house	(505,000.00)
11/15/2022	4	Reed Island Park	HWSD acquires 77.7 acre park from COJ & manages park	(850,000.00)
3/15/2023	5	Reed Island Park	Sell (4) four river front lots	800,000.00
TOTAL PLANNED PROJECTS:				\$ (2,239,000.00)
FORECAST NET REVENUE FROM 2022 ASSESSMENT				\$ 215,000.00
2021 Assessment Collected		\$	214,511	
BUDGETED OPERATING EXPENSES - August 1, 2022 thru June 30, 2023				(136,281.17)
2018 REVENUE NOTE - DEBT SERVICE				
5/1/2023		Interest Payment	Series 2018 Revenue Note	(13,220.00)
5/1/2023		Principal Payment	Series 2018 Revenue Note	(43,738.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (193,239.17)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
ISLE OF PALMS			License Payment #3 - Due December 31, 2022	197,917.00
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 870,579.02

Proposal of Insurance

Submitted to:

Harbour Waterway Special District

11554 Starboard Dr
Jacksonville, Florida 32225

Presented by:

Karin Sprague

Kelly White & Associates Insurance, LLC.

1622 Hickman Rd
Jacksonville, FL 32216

904.880.8881
Karin@kwhiteinsurance.com

August 4, 2022

Pollution Liability

Carrier: Evanston Insurance Company/Markel

Type of Coverage:	Site Pollution Environmental Coverage			
Section/Coverage	Each Loss Limit	Each Coverage Aggregate Limit	Deductible/Self Insured Retention	Retroactive Date
Coverage A.1 Bodily Injury and Property Damage Resulting from Pollution Conditions	\$2,000,000	\$2,000,000	See Location schedule	See Location schedule
Coverage A.2 Transportation Pollution Liability	\$2,000,000	\$2,000,000	Deductible:\$5,000	To Be Determined
Coverage A.3 Non-Owned Disposal Sites	\$2,000,000	\$2,000,000	Deductible:\$5,000	To Be Determined
Coverage A.6 Crisis Management and Emergency Response Costs	\$250,000	\$250,000	See Location schedule	See Location schedule
Coverage A.8 Off-Site Cleanup Costs Resulting from New Pollution Conditions	\$2,000,000	\$2,000,000	See Location schedule	See Location schedule
Coverage A.10 On-Site Cleanup Costs Resulting from New Pollution Conditions	\$2,000,000	\$2,000,000	See Location schedule	See Location schedule
Disciplinary Proceedings:	Defense Costs: \$25,000 Each Disciplinary Proceeding Loss Of Earnings Or Expenses: \$10,000 Each Claim Or Each Disciplinary Proceeding			
Shared General Aggregate Limit:	\$2,000,000			
Policy Basis:	Claims Made			

Total Policy Limit:	
Total Policy Aggregate Limit:	\$2,000,000

Site Pollution Environmental Coverage	
Edition	Name
MJIL 1000 08 10	Jacket/Signature Page
MPEI 2000 01 22	Emergency Response Hotline
MPIL 1006-FL 01 10	Florida Policyholder Notice
MPIL 1007 01 20	Privacy Notice
MPIL 1039 01 12	Common Policy Surplus Lines Notification Supplement To Declarations
MPIL 1083 04 15	U.S. Treasury Department's Office Of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders
MDEI 2014 11 17	Environmental Common Policy Declarations
MDIL 1001 08 11	Forms Schedule
MEEI 2346 06 21	Exclusion Of Certified Acts Of Terrorism
MEEI 2562 11 17	Application Warranty
MEIL 1200 02 20	Service of Suit
MEIL 1225 10 11	Changes - Civil Union
MEIL 1233 11 13	Notice of Cancellation as Required By Contract - Additional Insureds Number of Days : 30
MEEI 0017 01 22	Common Policy Conditions
MEEI 2314 03 21	Exclusion - Cyber Incident, Data Compromise, And Violation Of Statutes Related To Personal Data
MDEI 2017 11 17	Site Pollution And Environmental Supplemental Declarations
MEEI 0008 11 17	Site Pollution And Environmental Coverage Form
MDEI 2018 10 21	Schedule Of Covered Locations
MDEI 2019 11 17	Schedule Of Covered Conveyances Each Pollution Condition Limit : \$2,000,000 Is SIR : Ded. SIR or Deductible Amount : \$5,000 Conveyance No. : N/A Conveyance Description : All Conveyances utilized by the Named Insured. Vehicle Identification Number or Serial Number : N/A
MDEI 2022 11 17	Schedule Of Non-Owned Disposal Sites Location Address : All Non-Owned Disposal Sites utilized by the Named Insured. Facility Name/Operator : All Non-Owned Disposal Sites utilized by the Named Insured. Each Pollution Condition Limit : \$2,000,000 Is SIR : Ded. SIR or Deductible Amount : \$5,000
MEEI 2270 11 17	Minimum Earned Premium For Multi-Year Policy Terms
MEEI 2275 11 17	Amended Other Insurance Condition - Excess
MIL 1214 09 17	Trade or Economic Sanctions

Premium Summary

Term: 3 Year

Premium Breakdown:	
Pollution Liability`	19,035.00
Taxes & Fees	1,529.25
Total Annual Premium	\$20,564.25

Premium financing available upon request.

Recommendations

- Workers Comp with USL&H
- Towers Liability
- Hull Insurance
- Bumbershoot
- Collision Liability
- Equipment
- Protection and Indemnity
- Vessel Pollution
- Contractors Pollution
- Worker's Compensation
- Property
- Wind
- Flood
- Key Man Life
- Employment Practices Liability
- Employee Benefits Liability
- Group Benefits
- Computer Coverage

Proposal Acceptance

☐ **Accept as proposed**

☐ **Accept with marked revisions**

Insured Signature

Date