

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
August 11, 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 July 14, 2020*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Hydro-seeding project*
 - ii. Tamarix Survey*
 - iii. Dredge Material Maintenance Area (DMMA)*
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project Update*
 - ii. Millers Creek - Dredging Project*
 - iii. Tarpon Cove – Dredging Project*
 - c. Waterway Rules & Regulations
 - i. Dock and boat lift repairs – Top Dog Construction*
 - ii. 4449 Harbour N Ct; Wayne & Theresa Delucia*

- IV. Financial**
 - a. HWSO 2020 non-Ad Valorem Tax Roll – Sent to Tax Appraiser
 - b. FY 2019-20 Audit Reports
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. September 8, 2020 – Virtual Meeting*

- VI. Other Business**
 - a. Legal and Compliance Issues

- VII. Comments and Questions from Audience**

- VIII. Adjournment of HWSO Meeting**

HARBOUR WATERWAY SPECIAL DISTRICT

Meeting Minutes

Tuesday, August 11, 2020

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held via teleconference on August 11, 2020. The meeting was called to order at 6:00pm. In attendance Robert Birtalan, David Prysock, 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 July 14, 2020 – Motion made to approve the minutes as written; Motion Carried.

III. District Business

Reed Island Spoil Site- The Hydro-seeding project has made excellent progress. Grass has had growth due to all the recent rain. Tamarix Survey- Two biologist were on site on 7/14. They were able to identify and map multiple invasive species found on site. A copy of this map was provided to all board members and reviewed.

Spoil Site Disposal Activity- Saint Johns Landing Estates boat ramp dredging is approximately 75% completed. The Friendship Fountain dredging project is complete.

Isle of Palms- IOPSD dredging project is currently out for bid and all bids will be due by 9/9/2020. Millers Creek- No news to report. Tarpon Cove- No News to Report.

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

Dock and Boat Lift Repairs- Top Dog has 20 projects in progress. Currently 10 projects have been completed and 10 remain. Reports will be given to the board as construction is completed.

Financial

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

FY 2019-20 Audit Reports- This fiscal year the HWSD has adopted several new accounting procedures to support the spoil site activity. The new procedures were reviewed and discussed by the Board.

Approval to disburse funds- A motion was made to approve disbursements for administrative, legal services, meeting place, District Manager, accounting, 400+ ft of fencing & gates, and Tamarix survey totaling \$40,761.45; Motion Carried.

The balance in the HWSD general fund as of June 30, 2020 is \$844,246.92. Projected total available funds in the HWSD general fund account as of June 30, 2021 is \$1,035,164.69 after planned projects and expenses.

District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for September 8, 2020 via teleconference.

IV. Other Business

Legal and compliance issues- Nothing new to report.

V. Comments and Questions - None

VI. Adjournment

The meeting was adjourned at 7:10 PM. The next monthly Board of Supervisors Meeting is Scheduled for September 8, 2020.

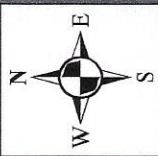
Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer



1 inch = 425 feet



- Cinnamomum camphora (Camphor Tree) (2)
- Imperata cylindrica (Cogongrass) (5)
- Melia azedarach (Chinaberry) (5)
- Panicum maximum (Guinea Grass) (1)
- Schinus terebinthifolius (Brazilian Pepper) (12)
- Tamarix spp. (Saltcedar) (16)
- Triadica sebifera (Chinese Tallow) (1)

Saltcedar and Brazilian Pepper Survey
Reed Island July 15 & 16
Jacksonville, Duval County, Florida
2019-029 July 16, 2020

ENVIRONMENTAL SOLUTIONS, INC.
10475 Fortune Parkway, Suite 201
Jacksonville, Florida 32256
(904) 363-1686

2017 True Color Orthophotos
From Florida DOT

HWSD SPOIL SITE RIM DISPOSAL ACTIVITY

6/30/2020

PROJECT NUMBER	PROJECT	ESTIMATED DISPOSAL (cu yds)	ACTUAL DISPOSAL (cu yds)	START DATE	END DATE	COM	RES	EARNED TIPPING FEE	SOIL SAMPLES
2019 - 01	City of Fernandina - Municipal Harbor dredging project	5,000	6,539	4/23/2019	7/26/2019	6,539		\$ 21,165.46	Approved
2019 - 02	Queens Harbour - Remove material from mouth of canal system	6,000	9,453	6/15/2019	8/15/2019		9,453	\$ 30,597.50	Approved
2019 - 03	City of St. Augustine - Salt Run - Municipal Harbor dredging project	13,333	14,363	12/15/2019	3/25/2020	14,363		\$ 46,490.20	Approved
2020 - 04	Morningstar Marina - Public marina dredging project	1,600	1,750	5/1/2020	6/25/2020	1,750		\$ 5,664.41	Approved
2020 - 05	Comanche Cove Yacht Harbor - Public marina dredging project	4,000	3,000	5/20/2020	6/25/2020	3,000		\$ 9,710.41	Approved
END OF FISCAL YEAR 2019-20			35,105					\$ 113,627.98	
2020 - 06	Millers Creek Special District - Residential community	17,500		10/1/2020	1/31/2021		-		Approved
2020 - 07	Tarpon Cove Special District - Residential community	10,500		9/1/2020	12/31/2020		-		Approved
2020 - 08	St. Johns Landing Estates - Excavate around boat launch	1,500	1,275	7/24/2020	9/3/2020		1,275		Approved
2020 - 09	Isle of Palms Special District - Residential community	146,000					-		Approved
2020 - 10	Palm Cove - Residential community	2,500					-		Approved
2020 - 11	Light House Point - Residential community	10,000	9,102	8/1/2020	11/1/2020		9,102		Approved
2020 - 12	MarineMax Marina - Public marina dredging project	2,500							
2020 - 13	COJ Friendship Fountain - Public Dock & Park dredging project	175	100	5/30/2020	7/13/2020	100			Approved
TOTAL CAPACITY including Excavation credit			521,348			25,752	19,830	\$ 113,627.98	45,582
TOTAL DISPOSAL TODATE			45,582						
TOTAL REMAINING CAPACITY (cu.yds)			475,766						

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, August 11, 2020

CURRENT ASSETS			
6/30/2020	BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 844,246.92
	TAX DEPOSITS	July 1 - 31	
TOTAL CHECKING ACCOUNT BALANCE			\$ 844,246.92
CLEARED DISBURSEMENTS			
7/14/2020	1504	Resurrection Episcopal Church	Meeting Place (July 14, 2020) (100.00)
7/14/2020	1501	Caroline Birtalan	Administrative Services (June 9) (150.00)
7/14/2020	Epay	Lewis Longman & Walker	Legal Services (June Billing) (975.00)
7/14/2020	Debit	Stanley Pipes	District Manager 53.18 hrs - (June billing) (4,240.47)
7/14/2020	1505	Stanley Pipes	Legal notices, stamps, web hosting, truck tax (290.96)
7/14/2020	1502	Florida Carter Corporation	Hydro-Seeding Expense - 14 acres (48,787.20)
7/14/2020	ACH	IRS - Truck Tax	Annual Heavy Truck Tax - July 2020 thru June 2021 (550.00)
7/31/2020	1507	Top Dog Marine Construction Final 20%	26 Feet of bulkhead on COJ's property (Portside Dr) - 20% (3,460.00)
7/31/2020	1506	Top Dog Marine Construction	11211 Portside Dr., Dirt & Bulkhead work (4,184.00)
7/29/2020	ACH	IRS Tax Payment	Second QTR 941 Report (3,003.58)
7/25/2020	1508	Christopher Blanton	Boat Lift Repair - (2,600.00)
7/24/2020	1465	Top Dog Marine Construction - Final 20%	11211 Portside Dr., Dirt & Bulkhead work (1,046.00)
DISBURSEMENTS - SubTotal			(69,387.21)
7/31/2020	BB&T CHECKING ACCOUNT	TOTAL ENDING BALANCE	\$ 774,859.71
OUTSTANDING DISBURSEMENTS / DEPOSITS			
8/31/2020	RIM License Agreement	50% of Hydro-seeding project	24,393.60
SubTotal			24,393.60
REQUESTED DISBURSEMENTS			
8/11/2020		Resurrection Episcopal Church	Meeting Place (August 11, 2020) (100.00)
8/11/2020		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 51.45 hrs - (July billing) (5,145.00)
8/11/2020		Stanley Pipes	Legal notice, 2020 Quickbooks upgrade to Premier, (580.45)
8/11/2020		Top Dog Marine Construction	11474 Starboard Drive, Repair to Floating Dock (1,200.00)
8/11/2020		Top Dog Marine Construction	11474 Starboard Drive, Repair to Floating Dock (710.00)
9/30/2020		Dock and Boat Lift Work	2019 Dredging Project" - remaining balance on \$45,000 (13,531.00)
8/31/2020		LG2 Environmental Solutions plus others	Tamarix Survey of COJ Park Property & Removal (3,820.00)
8/31/2020		Roy Miller Accounting Firm	Setup GL for Enterprise Accounting (2,500.00)
8/31/2020			400+ ft of Fencing & Gates - by powerlines & COJ Property (12,000.00)
SubTotal			(40,761.45)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS			\$ 758,491.86
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	(20,180.00)
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)
12/31/2020	Tractor; Lawn equipment; storage	Purchase skid steer; storage container; etc	(80,000.00)
TOTAL PLANNED PROJECTS:			\$ (272,180.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT			\$ 205,000.00
2020 Assessment Collected			
BUDGETED OPERATING EXPENSES - September, 2020 thru June, 2021			(79,529.94)
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:			\$ (136,488.84)
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			\$ 1,033,989.69