

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
December 08, 2020
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 November 10, 2020*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. T-66 Bobcat for the Spoil Site - Delivered*
 - ii. Tamarix and Brazilian Cherry Removal*
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project*
 - ii. Tarpon Cove – Dredging Project in progress*
 - c. Waterway Rules & Regulations
 - i. Boat Lift Approval – Drew Clare*

- IV. Financial**
 - a. 2019 non-Ad Valorem Tax Refund
 - b. 2020 non-Ad Valorem Tax
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. January 12, 2020*

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

- VII. Comments and Questions from Audience**

- VIII. Adjournment of HWSD Meeting**

Conference Call Number: 904-549-7655

Pass Code: 4366 8730#

HARBOUR WATERWAY SPECIAL DISTRICT

Meeting Minutes

Tuesday, December 8, 2020

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on December 8, 2020. The meeting was called to order at 6:05pm. In attendance were Robert Birtalan, Wally Lovely, Rick Fornos, David Prysock, 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 November 10, 2020 – Motion made by Walley Lovely to approve the minutes as written, Rick Fornos 2nd the motion; Motion Carried.

III. District Business

Reed Island Spoil Site- The Bobcat and all attachments have been delivered and are functioning properly. Tamarix Survey- Removal of the Salt Cedar and Brazilian Cherry species will begin within the coming week. A local Boy Scouts troop will be helping around the spoil site to gain environmental experience. Dredge Material Management Area- No news to report.

Isle of Palms- IOP is still working on their contract and dredging is scheduled to begin in January or February. Tarpon Cove- dredging has begun and roughly 16,000cb yds will be removed from the area.

Waterway Rules and Regulations- The board was made aware of the 4460 Harbour North Court boatlift addition.

Financial

2019 Non-ad Valorem Tax Refund – Tax rebate checks have been given out to homeowners.

2020 Non- Ad Valorem assessment- Currently 72% has been collected for this year's assessment totaling \$146,381 (net).

Approval to disburse funds- A motion was made to approve the disbursements for administrative, legal services, District Manager, stamps and diesel fuel, Bobcat insurance, annual dues, tag renewal, and rebate checks totaling \$122,980.53; Motion Carried.

Total available funds as of November 30, 2020 is \$683,987.03. Projected total available funds in the HWSD general fund account as of June 30, 2021 is \$1,020,907.80.

IV. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for January 12, 2020.

V. Other Business

Mike Brande gave the board an update regarding the marina.

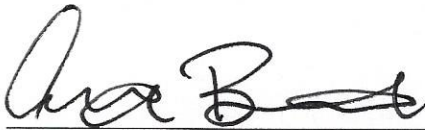
Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

VII. Adjournment

The meeting was adjourned at 7:55 PM. The next monthly Board of Supervisors meeting is Scheduled for January 12th, 2020.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2020 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

12/8/2020

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>OCTOBER</u>						
16 - 31	2,500.00	(100.00)	2,400.00	(48.00)	(36.00)	2,316.00
<u>NOVEMBER</u>						
01 - 06	4,505.94	(175.18)	4,330.76	(86.62)	(64.96)	4,179.18
07 - 16	22,000.00	(880.00)	21,120.00	(422.40)	(316.80)	20,380.80
17 - 23	19,000.00	(760.00)	18,240.00	(364.80)	(273.60)	17,601.60
24 - 30	110,000.00	(4,400.00)	105,600.00	(2,112.00)	(1,584.00)	101,904.00
<u>DECEMBER</u>						
1 - 11		-	-	-	-	-
12 - 31		-	-	-	-	-
<u>JANUARY</u>						
1 - 14		-	-	-	-	-
15 - 31		-	-	-	-	-
<u>February</u>						
1 - 29		-	-	-	-	-
<u>March</u>						
1 - 13		-	-	-	-	-
14 - 31		-	-	-	-	-
<u>April</u>						
1 - 15		-	-	-	-	-
16 - 30		-	-	-	-	-
<u>May</u>						
1 - 16		-	-	-	-	-
17 - 31		-	-	-	-	-
<u>June</u>						
1 - 30		-	-	-	-	-
<u>July - August</u>						
1 - 31		-	-	-	-	-
<u>September</u>						
1 - 30		-	-	-	-	-
<i>Unpaid Assessments</i>	60,994.06					
TOTAL DISTRIBUTION:	158,005.94	(6,315.18)	151,690.76	(3,033.82)	(2,275.36)	\$ 146,381.58
% Collected	72.1%					
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, December 8, 2020

CURRENT ASSETS				
10/31/2020	BB&T CHECKING ACCOUNT		BEGINNING BALANCE	\$ 722,802.50
	TAX DEPOSITS	November 1 - 30		44,477.58
TOTAL CHECKING ACCOUNT BALANCE				\$ 767,280.08
CLEARED DISBURSEMENTS				
10/13/2020	Epay	Lewis Longman & Walker	Legal Services (September Billing)	(1,075.00)
10/13/2020	1531	Top Dog Marine	For Repairs to 4439 Harbour Island	(500.00)
10/13/2020	1530	Resurrection Episcopal Church	Meeting Place (October 13, 2020)	(100.00)
10/13/2020	1529	Caroline Birtalan	Administrative Services (September 8)	(150.00)
11/8/2020	1533	Robert A. Lee	Repair to boat at the Marina	(892.00)
11/10/2020	1534	Caroline Birtalan	Administrative Services (October 13)	(150.00)
11/10/2020	Debit	Stanley Pipes	District Manager 32.0 hrs. - (October Government billing)	(2,501.20)
11/10/2020	Debit	Stanley Pipes	District Manager 11.25 hrs. - (October Spoil Site billing)	(952.94)
11/10/2020	1536	Stanley Pipes	Legal Notices, Office Supplies, & Web Hosting	(194.42)
11/10/2020	1532	Robert Thaggard	FY2019-20 Annual Audit	(5,712.50)
11/10/2020	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,021.88)
11/10/2020	1535	Department of Economic Opportunity	Annual Dues	(175.00)
11/15/2020	1538	BobCat of Jacksonville	Purchase BobCat T66 track loader and attachments:	(67,835.11)
11/15/2020	1537	BobCat of Jacksonville	Attachment for T-66 BobCat	(2,033.00)
DISBURSEMENTS - SubTotal				(83,293.05)
11/30/2020	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE	\$ 683,987.03
OUTSTANDING DISBURSEMENTS / DEPOSITS				
11/27/2020	Epay	Lewis Longman & Walker	Legal Services (October Billing)	(2,139.00)
11/25/2020		BobCat of Jacksonville	Attachment for T-66 BobCat	(420.50)
12/31/2020	Dep	Isle of Palms Special District	License Payment #1 - Due December 31, 2020	197,916.67
SubTotal				195,357.17
REQUESTED DISBURSEMENTS				
12/8/2020		Caroline Birtalan	Administrative Services (November 10)	(150.00)
12/8/2020	Epay	Lewis Longman & Walker	Legal Services (November Billing)	(775.00)
12/8/2020	Debit	Stanley Pipes	District Manager 42.75 hrs. - (November billing)	(4,275.00)
12/8/2020		Empire Electric	Damage to SJLE Card Reader	(388.00)
12/8/2020		Stanley Pipes	Stamps for Rebate Checks, Diesel Fuel,	(202.96)
12/5/2020	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,201.72)
12/15/2020		Duval County Tax Collector	Tag Renewal Notice - Rolloff Truck	(1,102.85)
12/31/2020	Debit	Stanley Pipes	District Manager up to 65 hrs. - (December Billing)	(6,500.00)
1/5/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,885.00)
12/31/2020		2019 Tax Rebate Project	Rebate Checks	(106,500.00)
SubTotal				(122,980.53)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 756,363.67
PLANNED PROJECT EXPENSES				
Ongoing		Parcel Owners	Marsh parcels adjacent to HWSD canals	(25,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(20,000.00)
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)
TOTAL PLANNED PROJECTS:				\$ (85,000.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT				\$ 160,523.00
2020 Assessment Collected		\$	44,477	
BUDGETED OPERATING EXPENSES - December, 2020 thru June, 2021				(35,269.97)
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:				\$ (92,228.87)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
REED ISLAND MANAGEMENT			License Payment #2 - Due May 1, 2021	281,250.00
TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2021				\$ 1,020,907.80