

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
January 12, 2021
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 December 8, 2020*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Tamarix and Brazilian Cherry Removal*
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project*
 - ii. Moorings Condominium – Dredging Project*
 - iii. Tarpon Cove – Dredging Project - completed*
 - c. Waterway Rules & Regulations
 - i. Dock, boat lift & bulkhead approval for 4455 Harbour North Ct*
 - d. Post Dredge Survey – 1 year post 2020 dredge

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

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. February 9, 2021*

- 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, January 12, 2021

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on January 12, 2021. The meeting was called to order at 6:07pm. 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 December 8, 2020 – Motion made by Walley Lovely to approve the minutes as written, Mark Todd 2nd the motion; Motion Carried.

III. District Business

Reed Island Spoil Site- Tamarix Survey- Removal of the Salt Cedar and Brazilian Cherry species has begun and is moving steadily. Roughly 60 hours of work are remaining to eradicate the invasive species in the nature park. A local Boy Scout troop will be helping to gain environmental experience.

Dredge Material Management Area- No news to report.

Isle of Palms- IOP is still working on their contract and production should begin in March. Tarpon Cove- All dredging has been completed for Tarpon Cove. Moorings Condominiums showed interest in disposing of 15,000 cu. yds. of material.

Waterway Rules and Regulations- The board reviewed the revisions made to the dock and boat lift plans for the home located at 4455 Harbour North Court. A motion was made to approve the dock and boat lift construction, 1st Mark Todd, 2nd Bob Birtalan; Motion Carried.

A discussion was held to approve the one-year post dredge survey for HWSD's channel and canals. A motion was made and approved to proceed with the post dredge survey.

Financial

2019 Non-ad Valorem Tax Rebate – Tax rebates have been distributed to homeowners.

2020 Non- Ad Valorem assessment- Currently 88.7% has been collected for this year's assessment totaling \$194,358 (gross).

Approval to disburse funds- A motion was made to approve the disbursements for administrative, legal services, District Manager, stamps and fuel, Bobcat insurance, Quickbooks, payroll and withholding taxes, tag renewal, and diesel fuel pump totaling \$25,671.46; Motion Carried.

Total available funds as of December 31, 2020 is \$907,070.20. Projected total available funds in the HWSD general fund account as of June 30, 2021 is \$1,000,919.46.

IV. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for February 9, 2020.

V. Other Business

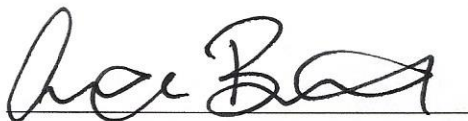
Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

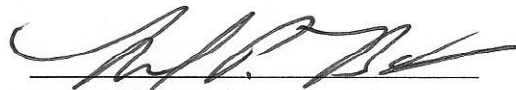
VII. Adjournment

The meeting was adjourned at 7:55 PM. The next monthly Board of Supervisors meeting is Scheduled for February 9, 2020.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2020 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

1/12/2021

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
OCTOBER						
16 - 31	2,500.00	(100.00)	2,400.00	(48.00)	(36.00)	2,316.00
NOVEMBER						
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
DECEMBER						
1 - 8	14,000.00	(560.00)	13,440.00	(268.80)	(201.60)	12,969.60
09 - 17	9,848.91	(367.85)	9,481.06	(189.62)	(142.22)	9,149.22
18 - 31	12,503.70	(375.11)	12,128.59	(242.57)	(181.93)	11,704.09
JANUARY						
1 - 14		-	-	-	-	-
15 - 31						
February						
1 - 29		-	-	-	-	-
March						
1 - 13		-	-	-	-	-
14 - 31		-	-	-	-	-
April						
1 - 15		-	-	-	-	-
16 - 30		-	-	-	-	-
May						
1 - 16						
17 - 31						
June						
1 - 30		-	-	-	-	-
July - August						
1 - 31						
September						
1 - 30						
<i>Unpaid Assessments</i>						
	24,641.45					
TOTAL DISTRIBUTION:	194,358.55	(7,618.14)	186,740.41	(3,734.81)	(2,801.11)	\$ 180,204.50
% Collected	88.7%					
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 12, 2021

CURRENT ASSETS			
11/30/2020	BB&T CHECKING ACCOUNT		BEGINNING BALANCE \$ 683,987.03
12/14/2020	Isle of Palms Special District	License Payment #1 - Due December 31, 2020	197,916.67
	Reimbursement from Brance Diversified	Damage to SJLE Card Reader	388.00
	FL Dept of Revenue	Refund	189.33
	TAX DEPOSITS	December 1 - 31	135,726.91
TOTAL CHECKING ACCOUNT BALANCE			\$ 1,018,207.94
CLEARED DISBURSEMENTS			
11/27/2020	Epay	Lewis Longman & Walker	Legal Services (October Billing) (2,139.00)
11/25/2020	1539	BobCat of Jacksonville	Attachment for T-66 BobCat (420.50)
12/8/2020	1645	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 38.50 hrs. - (November_Govt) (2,958.47)
12/8/2020	Debit	Stanley Pipes	District Manager 4.25 hrs. - (November_Spoil Site) (383.49)
12/8/2020	1644	Empire Electric	Damage to SJLE Card Reader (388.00)
12/8/2020	1648	Stanley Pipes	Stamps for Rebate Checks, Diesel Fuel, (202.96)
12/5/2020	Debit	USA IRS - Tax Payment	Payroll & WithholdingTaxes (1,201.72)
12/31/2020	Debit	Stanley Pipes	District Manager up to 29.75 hrs. - (December_Govt) (2,342.41)
12/31/2020	Debit	Stanley Pipes	District Manager up to 46.0 hrs. - (December_Spoil Site) (3,472.10)
12/31/2020		2019 Tax Rebate Project	Rebate Checks (85,000.00)
DISBURSEMENTS - SubTotal			(99,433.65)
12/31/2020	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE \$ 918,774.29
OUTSTANDING DISBURSEMENTS / DEPOSITS			
1/31/2021	2019 Tax Rebate Project		Rebate Checks (21,000.00)
SubTotal			(21,000.00)
REQUESTED DISBURSEMENTS			
1/12/2021		Caroline Birtalan	Administrative Services (December 8) (150.00)
1/12/2021	Epay	Lewis Longman & Walker	Legal Services (December Billing) (1,925.00)
1/12/2021		Stanley Pipes	Postage, Diesel Fuel, Web Hosting, Supplies for T-66, Quickbooks payroll annual subscription. (1,070.83)
1/12/2021	Debit	USA IRS - Tax Payment	Payroll & WithholdingTaxes (1,201.72)
1/12/2021		Duval County Tax Collector	Tag Renewal Notice - Rolloff Truck (1,102.85)
1/12/2021		Florida League of Cities	Insurance on Bobcat T-66 (621.00)
1/12/2021	Debit	Stanley Pipes	District Manager up to 75 hrs. - (January Billing) (7,500.00)
1/12/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes (3,600.06)
1/31/2021		ARC Surveying	1 yr. post dredge survey up to: (6,000.00)
1/25/2021		Northern Tool	Diesel fuel pump, pressure washer & hose up to: (2,500.00)
SubTotal			(25,671.46)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS			\$ 872,102.83
PLANNED PROJECT EXPENSES			
Ongoing	Parcel Owners	Marsh parcels adjacent to HWSD canals	(45,000.00)
Ongoing	Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(25,000.00)
Ongoing	HWSD Spoil Site Development	Install power lines; etc.	(15,000.00)
Ongoing			
TOTAL PLANNED PROJECTS:			\$ (85,000.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT			\$ 24,795.50
2020 Assessment Collected		\$	180,205
BUDGETED OPERATING EXPENSES - January, 2021 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			\$ 1,000,919.46