

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
May 11, 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 April 13, 2021*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Tamarix and Brazilian Pepper Removal*
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project*
 - ii. Moorings Condominium – Dredging Project*
 - c. HNPA Marina
 - d. Waterway Rules & Regulations
 - i. Dock Approval – Brandon Cugini – 11333 Portside Dr.*
 - ii. Dock Approval – Ron Jackson – 11430 Starboard Dr.*

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

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. June 8, 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, May 11, 2021

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on May 11, 2021. The meeting was called to order at 6:05pm. In attendance were Robert Birtalan, Rick Fornos, 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 April 13, 2021 – Motion made to approve the meeting minutes; Motion Carried.

III. District Business

Reed Island Spoil Site- Jessica Spencer, USACE, accompanied Stanley Pipes onsite at the nature park and spoil site to review removal of invasive species, they located 4 new Salt Cedar plants. These will be eradicated in the coming weeks.

Isle of Palms- Dredging has begun for IOPSD 125,000 cu yds dredge project.

Moorings Condominiums Dredge Project will be roughly 15,000 cu yds and will take place in conjunction with IOPSD dredging project.

HNPA Marina- Currently 4 of the 6 boat slip owners have agreed to transfer the Marina to HWSO, subject to review of the new License Agreement. Once all 6 owners have agreed in principle, then documents can be drafted to transfer the property.

Waterway Rules and Regulations- A dock plan for Brandon Cugini located at 11333 Portside Dr was reviewed by the board. A motion was made to approve the dock plan; Motion Carried. A dock plan for Ronald Jackson located at 11430 Starboard Dr was reviewed by the board and a motion was made to approve this dock plan; Motion carried.

Financial

2020 Non- Ad Valorem assessment- Roughly \$5,500 is yet to be collected for the assessment.

Approval to disburse funds- A motion was made to approve the disbursements for administrative, legal services, District Manager, Zoning PUD, and payroll & withholding taxes totaling \$10,973.32; Motion Carried.

Total funds available in the general fund as of April 30, 2021 is equal to \$ 822,923.62
Projected total available funds in the HWSD general fund account as of June 30, 2021 is \$982,838.44.

IV. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for June 8, 2021.

V. Other Business

Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

VII. Adjournment

The meeting was adjourned at 6:33 PM. The next monthly Board of Supervisors meeting is Scheduled for June 8, 2021.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2020 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/9/2021

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 - 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
<u>JANUARY</u>						
1 - 14	4,000.00	(140.00)	3,860.00	(77.20)	(57.90)	3,724.90
15 - 31	2,505.94	(40.00)	2,465.94	(49.32)	(36.99)	2,379.63
<u>February</u>						
1 - 29	4,000.00	(40.00)	3,960.00	(79.20)	(59.40)	3,821.40
<u>March</u>						
1 - 15	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
16 - 31	2,629.88	-	2,629.88	(52.60)	(39.45)	2,537.83
<u>April</u>						
1 - 15	4,000.00	120.00	4,120.00	(82.40)	(61.80)	3,975.80
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>						
	5,505.63					
TOTAL DISTRIBUTION:	213,494.37	(7,738.14)	205,756.23	(4,115.12)	(3,086.34)	\$ 198,554.76
% Collected	97.5%	-3.62%		-2.0%	-1.5%	93.00%
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, May 11, 2021

CURRENT ASSETS				
3/31/2021	BB&T CHECKING ACCOUNT		BEGINNING BALANCE	\$ 885,267.73
	TAX DEPOSITS	April 1 - 30		6,513.63
TOTAL CHECKING ACCOUNT BALANCE				\$ 891,781.36
CLEARED DISBURSEMENTS				
4/23/2021	Epay	Lewis Longman & Walker	Legal Services (January Billing)	(3,575.00)
3/31/2021	Debit	Stanley Pipes	District Manager - 15.25 hrs. (March Billing - Gov't.)	(1,275.34)
3/31/2021	Debit	Stanley Pipes	District Manager - 40.0 hrs. (March Billing - Reed)	(3,066.00)
4/13/2021	1658	Caroline Birtalan	Administrative Services (February 9)	(150.00)
4/13/2021	1661	Caroline Birtalan	Administrative Services (March 9)	(150.00)
4/13/2021	1660	Stanley Pipes	Diesel, hydraulic oil for pressure washer, lock for rear door on Bobcat, Bobcat Service Call, Notary, Supplies	(817.34)
4/13/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,284.16)
4/20/2021	Debit	USA IRS - Tax Payment	Payroll Federal Unemployment Taxes	(42.00)
4/20/2021	Debit	FL. Department of Revenue	Payroll State Unemployment Taxes	(189.00)
4/19/2021	Debit	Lewis Longman & Walker	Legal Services (February Billing)	(1,350.00)
5/1/2021	Debit	Interest Payment	Series 2018 Revenue Note	(16,906.25)
5/1/2021	Debit	Principal Payment	Series 2018 Revenue Note	(40,052.65)
DISBURSEMENTS - SubTotal				(68,857.74)
4/30/2021	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE	\$ 822,923.62
OUTSTANDING DISBURSEMENTS / DEPOSITS				
1/31/2021	2019 Tax Rebate Project		Outstanding Rebate Checks	(8,000.00)
4/30/2021	Stanley Pipes		District Manager 59.25 hrs. - (April Billing)	(5,925.00)
5/1/2021	Reed Island Management		License Payment #2	281,250.00
SubTotal				267,325.00
REQUESTED DISBURSEMENTS				
5/11/2021	Caroline Birtalan		Administrative Services (April 13)	(150.00)
5/11/2021	Debit	Stanley Pipes	District Manager up to 55.00 hrs. - (May Billing)	(5,500.00)
5/11/2021	Epay	Lewis Longman & Walker	Legal Services up to: (April Billing)	(2,050.00)
5/11/2021	Duval County Tax Collector - Zoning		Minor Change to Zoning PUD	(1,667.00)
5/11/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - April	(1,606.32)
5/11/2021				-
SubTotal				(10,973.32)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 1,079,275.30
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)
TOTAL PLANNED PROJECTS:				\$ (85,000.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT				\$ 3,713.14
2020 Assessment Collected			\$ 204,287	
BUDGETED OPERATING EXPENSES - May, 2021 thru June, 2021				(15,150.00)
2018 REVENUE NOTE - DEBT SERVICE				
5/1/2022	Interest Payment		Series 2018 Revenue Note	
5/1/2022	Principal Payment		Series 2018 Revenue Note	
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (15,150.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
REED ISLAND MANAGEMENT		License Payment #3 - Due May 1, 2022		
TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2021				\$ 982,838.44