

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
June 8, 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 May 11, 2021*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Zoning Change*
 - 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 – Bruce Freund – 4426 Beacon Dr. W*

- IV. Financial**
 - a. 2020 non-Ad Valorem Tax
 - b. 2021 non-Ad Valorem Tax
 - c. Approval to disburse funds

- V. District Schedule**
 - a. FY 2021-22 Board Meeting Schedule
 - b. Next Scheduled Board Meeting
 - i. July 13, 2021*
 - c. FY 2021-22 non-Ad Valorem Public Hearing

- 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, June 8, 2021

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on June 8, 2021. The meeting was called to order at 6:02pm. In attendance were Robert Birtalan, Rick Fornos, David Prysock, Walley Lovely 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 May 11, 2021 – Motion made to approve the meeting minutes; Motion Carried.

III. District Business

Reed Island Spoil Site

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

Moorings Condominiums Dredge Project has been completed.

HNPA Marina- A rough draft of the Boat Slip License Agreement was presented and reviewed by all present board members. A motion was made to authorize up to \$10,000 to purchase HNPA boat slip licenses if any licenses become available; Motion Carried.

Waterway Rules and Regulations- A dock plan for Bruce Freund located at 4426 Beacon Dr. W was reviewed by the board. A motion was made to approve the dock plan; Motion Carried.

Financial

2020 Non- Ad Valorem Assessment- Three properties have not paid. The non-Ad Valorem tax roll for 2021 was received and will be discussed at the next meeting.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, District Manager, District Expenses, minor change to the PUD, and payroll & withholding taxes totaling \$9,977.51; Motion Carried.

Total funds available in the general fund as of May 31, 2021 is equal to \$ 1,097,681.46. Projected total available funds in the HWSD general fund account as of June 30, 2021 is \$982,838.44.

IV. District Schedule

The next Board Meeting and a Public Hearing for the proposed 2021 non-Ad Valorem Assessment is scheduled for July 13, 2021. A motion was made to approve and publish the FY 2021-2022 district schedule; Motion Carried.

V. Other Business

Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

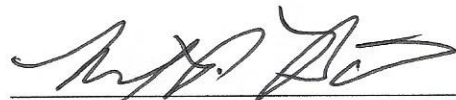
VII. Adjournment

The meeting was adjourned at 7:11 PM. The next monthly Board of Supervisors meeting is Scheduled for July 13, 2021 at 6:00 pm at 2490 Monument Rd, Jacksonville, FL. 32225.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2020 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

5/31/2021

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	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
February						
1 - 29	4,000.00	(40.00)	3,960.00	(79.20)	(59.40)	3,821.40
March						
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
April						
1 - 15	4,000.00	120.00	4,120.00	(82.40)	(61.80)	3,975.80
16 - 30	-	-	-	-	-	-
May						
1 - 14	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
15 - 31	-	-	-	-	-	-
June						
1 - 30	-	-	-	-	-	-
July - August						
1 - 31	-	-	-	-	-	-
September						
1 - 30	-	-	-	-	-	-
<i>Unpaid Assessments</i>						
	3,505.63					
TOTAL DISTRIBUTION:	215,494.37	(7,678.14)	207,816.23	(4,156.32)	(3,117.24)	\$ 200,542.66
% Collected	98.4%	-3.56%		-2.0%	-1.5%	93.06%
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, June 8, 2021

CURRENT ASSETS				
4/30/2021	BB&T CHECKING ACCOUNT		BEGINNING BALANCE	\$ 822,923.62
	TAX DEPOSITS		May 1 - 31	1,987.90
	Reed Island Management		License Payment #2	281,250.00
TOTAL CHECKING ACCOUNT BALANCE				\$ 1,106,161.52
CLEARED DISBURSEMENTS				
4/30/2021	Stanley Pipes		District Manager 36.25 hrs. - (April Billing - Reed)	(2,802.69)
4/30/2021	Stanley Pipes		District Manager 23.0 hrs. - (April Billing - Gov't)	(1,871.05)
5/14/2021	1662	Caroline Birtalan	Administrative Services (May 11)	(150.00)
5/18/2021	Epay	Lewis Longman & Walker	Legal Services up to: (May Billing)	(2,050.00)
5/12/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - May	(1,606.32)
DISBURSEMENTS - SubTotal				(8,480.06)
5/31/2021	BB&T CHECKING ACCOUNT		TOTAL ENDING BALANCE	\$ 1,097,681.46
OUTSTANDING DISBURSEMENTS / DEPOSITS				
1/31/2021	2019 Tax Rebate Project		Outstanding Rebate Checks	(8,000.00)
5/31/2021	Stanley Pipes		District Manager 38.0 hrs. - (May Billing)	(3,800.00)
SubTotal				(11,800.00)
REQUESTED DISBURSEMENTS				
6/8/2021	Caroline Birtalan		Administrative Services (May 11)	(150.00)
6/8/2021	Debit	Stanley Pipes	District Manager up to 55.00 hrs. - (June Billing)	(5,500.00)
6/8/2021	Epay	Lewis Longman & Walker	Legal Services up to: (May Billing)	(875.00)
6/8/2021	Duval County Tax Collector - Zoning		Minor Change to Zoning PUD	(1,667.00)
6/8/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - May	(1,704.52)
6/8/2021	Stanley Pipes		Diesel Fuel - 27.0 gallons	(80.99)
SubTotal				(9,977.51)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 1,075,903.95
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	Marina Development Project		Repair floating docks, upgrade security and replace gate, replace electrical service, purchase boat slip license(s) up to:	(50,000.00)
TOTAL PLANNED PROJECTS:				\$ (120,000.00)
FORECAST NET REVENUE FROM 2020 ASSESSMENT				\$ 1,725.24
2020 Assessment Collected			\$ 206,275	
BUDGETED OPERATING EXPENSES - June 1, 2021 thru June 30, 2021				(9,977.51)
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:				\$ (9,977.51)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
ISLE OF PALMS		License Payment #2 - Due December 31, 2021		
REED ISLAND MANAGEMENT		License Payment #3 - Due May 1, 2022		
TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2021				\$ 947,651.68

STANLEY PIPES Reimbursement- May

5/19/2021	Gate	27.0 gallons Diesel
6/13/2021	ACE Hardware	Cinch pin & oil

80.99

11.59

92.58 CHECK 1665

HARBOUR WATERWAY SPECIAL DISTRICT

MEETING SCHEDULE : FY 2021 / 2022

Thursday, July 1, 2021	Beginning of 2020 / 2021 Fiscal Year	
Tuesday, July 13, 2021	Monthly Board of Supervisor Meeting Public Hearing - 2019 Non-Ad Valorem Assessment	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Saturday, July 31, 2021	Tax Roll Due to Property Appraiser	
Tuesday, August 10, 2021	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, September 7, 2021	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Thursday, September 30, 2021	Annual report of FY Minutes and annual audit due to City Council	
Tuesday, October 12, 2021	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Saturday, October 30, 2021	Property Appraiser will send tax roll to the Tax Collector File annual audit with the Florida State Auditor General	
Tuesday, November 9, 2021	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, December 7, 2021	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, January 11, 2022	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, February 8, 2022	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, March 8, 2022	Monthly Board of Supervisor Meeting Approve Annual Budget for Fiscal Year 2022 / 2023	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Thursday, March 31, 2022	Deadline to submit Annual Budget with City Council	
Tuesday, April 12, 2022	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Tuesday, May 10, 2022	Monthly Board of Supervisor Meeting	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Wednesday, June 1, 2022	Property Appraiser provides tax roll to the district	
Tuesday, June 7, 2022	Monthly Board of Supervisor Meeting Publish Meeting Schedule - FY 2022 / 2023	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm
Wednesday, June 15, 2022	Publish Notice of Public Hearing for 2022 non-Ad Valorem assessment	
Thursday, June 30, 2022	End of Fiscal Year	
Tuesday, July 12, 2022	Monthly Board of Supervisor Meeting Public Hearing - 2022 Non-Ad Valorem Assessment	Watson Realty 2490 Monument Rd. 6:00 pm to 8:00 pm