

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
September 14, 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 August 10, 2021*
  
- III. District Business**
  - a. Reed Island Spoil Site
    - i. Minor Change to PUD - Approved*
  - b. Spoil Site Disposal Activity
    - i. Isle of Palms – Dredging Project*
    - ii. JaxPort Project*
  - c. HNPA Marina
  - d. Waterway Rules & Regulations
    - i. Robert Bailey – pilings placed over the riparian boundary in canal.*
  
- IV. Financial**
  - a. FY2020-21 Annual Audit
  - b. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. October 12, 2021*
  
- VI. Other Business**
  - a. Legal and Compliance Issues
  
- VII. Comments and Questions from Audience**
  
- VIII. Adjournment of HWSD Meeting**

**HARBOUR WATERWAY SPECIAL DISTRICT**  
***Meeting Minutes***

Tuesday, September 14, 2021

**I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on September 14, 2021. The meeting was called to order at 6:00 pm. In attendance were Robert Birtalan, Rick Fornos, Walley Lovely, Mark Todd, 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 August 10, 2021 – Motion made to approve the meeting minutes; Motion Carried.

**III. District Business**

Reed Island Spoil Site -The minor change to the PUD was submitted to COJ for approval and has now officially been approved.

Isle of Palms Dredging Project: Still in progress. Based off the Arc Surveying results, roughly 56,000 cubic yds have been removed from the IOPSD dredge project.

JaxPort- It is currently estimated that this project will reach 400,000 cubic yds.

HNPA Marina- All six boat slip owners have agreed to sign the new boat slip license agreement. The next steps are to solicit support from the resident members of Harbour North Units 1 – 5. Assuming a majority of Harbour North residents endorses the transfer of the Marina to HWSO, the Harbour North Park Association (HNPA) will call a general meeting of the HNPA to approve the move.

Waterway Rules and Regulations-

Daniel Tye has been notified of the misplaced pilings over the riparian boundary in the canal and no response has been received.

**Financial**

The annual audit for the District is currently underway.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, District Manager, Arc Surveying, diesel fuel, stamps, Marina insurance, channel marker pilings, and day markers, totaling \$25,832.25; Motion Carried.

Total Available Funds in the HWSD general fund as of August 31, 2021 is \$1,071,916.45. Total projected funds available in the HWSD general fund as of June 30, 2022, is \$1,468,155.79.

#### **IV. District Schedule**

Next scheduled Board Meeting- The next meeting is scheduled for October 12, 2021.

#### **V. Other Business**

Legal and compliance issues- Nothing new to report.

#### **VI. Comments and Questions**

#### **VII. Adjournment**

The meeting was adjourned at 6:58 PM. The next monthly Board of Supervisors meeting is Scheduled for October 12, 2021.

Respectfully Submitted,



Caroline B. Birtalan  
Recording Secretary



Robert P. Birtalan  
Secretary / Treasurer



BEFORE THE PLANNING COMMISSION  
OF THE CITY OF JACKSONVILLE

APPLICATION NO: MM-2021-11

IN RE: The Minor Modification Application of

**HARBOUR WATERWAY SPECIAL DISTRICT**

**ORDER APPROVING APPLICATION MM-2021-11  
FOR MINOR MODIFICATION TO APPROVED PUD**

This matter came to be heard upon the Application for Minor Modification to a Planned Unit Development for Ordinance 2017-799-E, filed by Harbour Waterway Special District, the owner of that certain real property located on west of terminus of Reed Island Drive, RE #160258-0002 and 160259-0000, seeking to revise the maximum height of the dredge/spoils material, in Land Use Category PBF.

Having duly considered both the testimonial and documentary evidence, presented at the public hearing on September 9, 2021, including the Report of the Planning and Development Department for Application for Minor Modification to a Planned Unit Development for Ordinance 2017-799-E, dated January 23, 2018, and all attachments thereto ("Staff Report"), a copy of which is attached hereto as **Exhibit "A"**, the Planning Commission of the City of Jacksonville hereby adopts and incorporates herein the recommendations of the Staff Report, and

**FINDS AND DETERMINES:**

1. That the applicant has complied with all requirements set forth in Section 656.341(f)(2), Zoning Code; and
2. That substantial competent evidence indicates that the application meets all applicable criteria to be granted a minor modification.

**NOW THEREFORE, it is ORDERED by the Planning Commission:**

That a minor modification be granted to revise the maximum height of the dredge/spoils material, as set forth in the Application for Minor Modification to a Planned Unit Development **MM-2021-11**, to allow a modification to PUD Ordinance 2017-799-E, a copy of which PUD Ordinance is attached to the Staff Report.

1. The Minor Modification granted herein shall **not** be construed as an exemption from any other applicable local, state or federal laws, regulations, requirements, permits or approvals. All other applicable local, state or federal permits or approvals shall be obtained before commencement of the development or use and issuance of this Minor Modification is based upon acknowledgement, representation and confirmation made by the applicant(s), owner(s), developer(s) and/or any authorized agent(s) or designee(s) that the subject business, development and/or use will be operated in strict

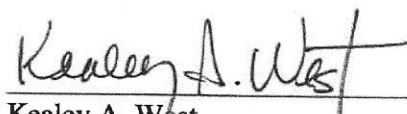
compliance with all laws. Issuance of this Minor Modification does not approve, promote or condone any practice or act that is prohibited or restricted by any federal, state or local laws.

2. The approval granted herein shall not interfere with or abrogate or annul any easement, covenant or other agreement between any parties. In the event that the provisions of this Order impose a greater restriction upon the use, structures or development of the property than are imposed or required by other ordinances, rules, regulations or by easements, covenants or agreements, the provisions of this Order shall control.

Executed this 9th day of September, 2021.

  
~~Joshua Garrison~~ Alex Moldovan  
Chairman, Planning Commission

FORM APPROVED:

  
Kealey A. West  
Assistant General Counsel

  
David Hacker, DANIEL BLANCHARD  
Secretary, Planning Commission

Copies to:

Brenna Durden, Esquire  
Lewis Longman Walker  
245 Riverside Avenue, Suite 510  
Jacksonville, FL 32202  
*Applicant/Agent*

Harbour Waterway Special District  
11554 Starboard Drive  
Jacksonville, FL 32225  
*Owner*

**NOTICE: This Order does not become final until the expiration of the twenty-one (21) day appeal period provided in the Zoning Code. Any work commenced during this appeal period is done at the risk of the applicant, and a building permit will only be issued after an Acknowledgement of the appeal period has been obtained from the Zoning Counter and returned to same executed properly by the applicant(s) or their agent(s).**



# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, September 14, 2021

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
7/31/2021		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 1,088,539.42
		TAX DEPOSITS	August 1 - 31, 2021	-
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 1,088,539.42</b>
<b>CLEARED DISBURSEMENTS</b>				
8/13/2021	Debit	Stanley Pipes	District Manager 16.75 hrs. - (July Billing - Reed)	(1,395.86)
8/12/2021	Debit	Stanley Pipes	District Manager 44.50 hrs. - (July Billing - Gov't)	(3,373.58)
8/10/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - June	(1,530.08)
7/13/2021	1667	Caroline Birtalan	Administrative Services (June 8)	(150.00)
7/13/2021	Epay	Lewis Longman & Walker	Legal Services up to: (June Billing)	(2,400.00)
8/10/2021	1667	Caroline Birtalan	Administrative Services (July 13 )	(150.00)
8/23/2021	Epay	Lewis Longman & Walker	Legal Services up to: (July Billing)	(3,491.96)
8/27/2021	1669	Arc Surveying	Spoil site laser scan of JEA Tower	(3,200.00)
8/11/2021	1668	Stanley Pipes - District Expenses 2019 Tax Rebate Project	Public Notices; Web Hosting; IRS Form 2290 filing; Rebate Check	(931.49)
<b>DISBURSEMENTS - SubTotal</b>				<b>(16,622.97)</b>
8/31/2021		TRUIST CHECKING ACCOUNT	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 1,071,916.45</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
8/31/2021		2019 Tax Rebate Project	Outstanding Rebate Checks	(3,000.00)
8/31/2021	Debit	Stanley Pipes	District Manager 58.50 hrs. - (August Billing)	(5,850.00)
8/10/2021	1670	Bobcat - Quick Attach Attachments	Xtenda-Reach Teleboom	(2,882.18)
<b>SubTotal</b>				<b>(11,732.18)</b>
<b>REQUESTED DISBURSEMENTS</b>				
9/14/2021		Caroline Birtalan	Administrative Services (August 10 )	(150.00)
9/14/2021	Debit	Stanley Pipes	District Manager up to 50.00 hrs. - (September Billing)	(5,000.00)
9/14/2021	Epay	Lewis Longman & Walker	Legal Services up to: (August Billing)	(1,925.00)
9/14/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - August	(1,824.12)
9/14/2021		Stanley Pipes - District Expenses	Diesel Fuel; stamps	(139.13)
9/14/2021		Florida Municipal Insurance Trust	General Liability, Auto, Property & Workers Comp Insurance	(10,244.00)
10/31/2021		Kelly White & Associates Insurance	Insurance for Marina	(3,000.00)
		Florida Association of Special Districts	Annual Membership Dues	(750.00)
			Pilings and Day Marker signs #1 & #2 - up to:	(2,800.00)
<b>SubTotal</b>				<b>(25,832.25)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 1,034,352.02</b>
<b>PLANNED PROJECT EXPENSES</b>				
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 electric	(50,000.00)
<b>TOTAL PLANNED PROJECTS:</b>				<b>\$ (120,000.00)</b>
<b>FORECAST NET REVENUE FROM 2021 ASSESSMENT</b>				<b>\$ 209,300.00</b>
2020 Assessment Collected		\$	209,759	
<b>BUDGETED OPERATING EXPENSES - September 1, 2021 thru June 30, 2022</b>				<b>(77,704.00)</b>
<b>2018 REVENUE NOTE - DEBT SERVICE</b>				
5/1/2022		Interest Payment	Series 2018 Revenue Note	(15,103.88)
5/1/2022		Principal Payment	Series 2018 Revenue Note	(41,855.02)
<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>				<b>\$ (134,662.90)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
		ISLE OF PALMS	License Payment #2 - Due December 31, 2021	197,916.67
		REED ISLAND MANAGEMENT	License Payment #3 - Due May 1, 2022	281,250.00
<b>TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2022</b>				<b>\$ 1,468,155.79</b>