

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
December 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 November 09, 2021*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Spoil Site Levee Maintenance Project*
 - b. Spoil Site Disposal Activity
 - i. Isle of Palms – Dredging Project*
 - ii. JaxPort Project*
 - iii. SJLE Easement Violations*
 - c. HNPA Marina
 - i. Boat Slip Licenses*
 - ii. HNPA General Meeting -*
 - d. Waterway Rules & Regulations
 - i. Robert Bailey – pilings placed over the riparian boundary in canal.*

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

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. January 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, December 14, 2021

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on December 14, 2021. The meeting was called to order at 6:01 pm. In attendance were Robert Birtalan, Rick Fornos, Wally Lovely, 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 November 9, 2021 – Motion made to approve the meeting minutes; Motion Carried.

III. District Business

Spoil Site Levee Maintenance Project – Levee raising project is underway and is approximately 20 percent complete.

Isle of Palms Dredging project is Still in progress but should be completed in the near future after small areas have been touched up.

JaxPort Buck Island project is estimated to result in up to 600,000 cubic yards of disposal material being deposited in HWSO's spoil site. The dredging pipe has been put into place.

SJLE Easement Violations were discussed and explained to the board members.

HNPA Marine- No updated news.

Waterway Rules and Regulations- Final notice was sent to Daniel Tye concerning removal of out of compliance pilings prior to HWSO taking legal action.

IV. Financial

2020 Tax Rebate checks have been distributed to members of the District that qualify for the 2020 Tax Rebate.

2021 Non-Ad Valorem Assessment- an estimated 80% of this year's assessment has been collected.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, District Manager, Notary fees, tax, diesel fuel, piling and day marker signs and Marina Insurance, totaling \$19,302.75; Motion Carried.

Total Available Funds in the HWSD general fund as of November 30, 2021 is \$1,547,185.57. Projected Total Available Funds in the HWSD general fund as of June 30, 2022 after planned expenses and projects is \$1,934,640.84.

V. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for January 11, 2022.

VI. Other Business

Legal and compliance issues- Nothing new to report.

VII. Comments and Questions

VIII. Adjournment

The meeting was adjourned at 7:12 PM. The next monthly Board of Supervisors meeting is Scheduled for January 11, 2022.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT 2021 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

12/14/2021

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>OCTOBER</u>						
01 - 31	1,976.04	(84.79)	1,891.25	(37.83)	(28.37)	1,825.06
<u>NOVEMBER</u>						
01 - 15	26,407.56	(1,040.00)	25,367.56	(507.35)	(380.51)	24,479.70
16 - 21	24,672.99	(940.19)	23,732.80	(474.66)	(355.99)	22,902.15
22 - 22	89,250.00	(3,570.00)	85,680.00	(1,713.60)	(1,285.20)	82,681.20
23 - 30	34,750.00	(1,390.00)	33,360.00	(667.20)	(500.40)	32,192.40
<u>DECEMBER</u>						
1 - 8		-	-	-	-	-
09 - 17		-	-	-	-	-
18 - 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>	41,943.41					
TOTAL DISTRIBUTION:	177,056.59	(7,024.98)	170,031.61	(3,400.63)	(2,550.47)	\$ 164,080.50
% Collected	80.8%	-3.97%		(0.020)	(0.015)	92.67%
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, December 14, 2021

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
10/31/2021		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 1,030,161.11
		TAX DEPOSITS	November 1 - 30	26,304.75
		Tax Refund		189.00
		RIM Second Amendment Payment	1st of 3 payments	500,000.00
TOTAL GENERAL FUND BALANCE				\$ 1,556,654.86
CLEARED DISBURSEMENTS				
11/15/2021	1686	Stanley Pipes	District Manager 31.25 hrs. - (October Billing - Reed)	(2,450.94)
11/15/2021	1685	Stanley Pipes	District Manager 27.0 hrs. - (October Billing - Gov't)	(2,152.45)
11/9/2021	1684	Caroline Birtalan	Administrative Services (October 12)	(150.00)
11/9/2021	Epay	Lewis Longman & Walker	Legal Services up to: (October Billing)	(2,907.33)
11/3/2021	Debit	Deluxe Checks	Ordered new checks	(236.37)
11/9/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - October	(1,572.20)
DISBURSEMENTS - SubTotal				(9,469.29)
11/30/2021		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 1,547,185.57
OUTSTANDING DISBURSEMENTS / DEPOSITS				
21/1/2021		2019 Tax Rebate Project	Outstanding Rebate Checks	(3,000.00)
12/14/2021	Debit	Stanley Pipes	District Manager 49.25 hrs. - (November Billing)	(4,925.00)
1/31/2022		Reed Island Management	RIM Amendment #2 - 2nd Installment	500,000.00
SubTotal				492,075.00
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,039,260.57
REQUESTED DISBURSEMENTS				
12/14/2021		Caroline Birtalan	Administrative Services (November 9)	(150.00)
12/14/2021	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (December Billing)	(6,500.00)
12/14/2021	Epay	Lewis Longman & Walker	Legal Services up to: (November Billing)	(950.00)
12/14/2021	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - November	(1,667.22)
12/14/2021		Stanley Pipes - District Expenses	Notary Fees, postage, air filters, supplies	(557.53)
12/14/2021		ARC Surveying	Drone flight to determine progress on levee project	(3,500.00)
12/31/2021		Kelly White & Associates Insurance	Insurance for Marina	(3,000.00)
12/31/2021			Pilings and Day Marker signs #1 & #2 - up to:	(3,000.00)
SubTotal				(19,324.75)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,019,935.82
PLANNED PROJECT EXPENSES				
Ongoing		Parcel Owners	Marsh parcels adjacent to HWSD canals	(55,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(25,000.00)
		South Bulkhead Replacement	Replace south bulkhead out to power lines	(825,000.00)
Ongoing		Marina Development Project	Repair floating docks, upgrade security and replace gate, replace electrical service, purchase boat slip license:	(125,000.00)
12/31/2021		2020 Tax Rebate Project	Rebate Checks	(109,000.00)
TOTAL PLANNED PROJECTS:				\$ (1,139,000.00)
FORECAST NET REVENUE FROM 2021 ASSESSMENT				\$ 182,995.25
2021 Assessment Collected		\$	26,305	
BUDGETED OPERATING EXPENSES - December 1, 2021 thru June 30, 2022				(51,520.00)
2018 REVENUE NOTE - DEBT SERVICE				
5/1/2022		Interest Payment	Series 2018 Revenue Note	(15,103.88)
5/1/2022		Principal Payment	Series 2018 Revenue Note	(41,855.02)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (108,478.90)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
		ISLE OF PALMS	License Payment #2 - Due December 31, 2021	197,916.67
		REED ISLAND MANAGEMENT	License Amendment #2 - Due on March 31, 2022	500,000.00
		REED ISLAND MANAGEMENT	License Payment #3 - Due May 1, 2022	281,250.00
TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2022				\$ 1,934,618.84