

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
January 11, 2022
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 14, 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.*
 - ii. Dock Approval – 11430 Starboard, Ron Jackson*

- 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. February 8, 2022*

- 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, January 11, 2021

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on January 11, 2021. The meeting was called to order at 6:00 pm. In attendance were Robert Birtalan, Rick Fornos, 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 December 14, 2021 – A Motion was made to approve the meeting minutes; Motion Carried.

III. District Business

Spoil Site Levee Maintenance Project – Approximately 85,000 cubic yards of material have been moved to the levees. The goal is to raise the levees to 45 feet requiring approximately 300,000 cubic yards.

Isle of Palms Dredging project- Still in progress but should be completed soon after small areas have been touched up.

JaxPort Buck Island project- It is estimated to result in up to 600,00 cubic yards of disposal material being deposited in HWSD's spoil site. The dredging pipe is installed and dredging is scheduled to begin within 30 days

HNPA Marina- Boat Slip Licenses will need to be modified to reflect a new start date once the parcel is transferred to HWSD. HNPA is reviewing the documents to move forward with the transfer.

Waterway Rules and Regulations- A complaint as well as a proposed settlement agreement were sent to Daniel Tye by Harbour Waterway's attorney Wayne Flowers to resolve the unpermitted dock building by Daniel Tye. Ron Jackson submitted a dock plan to the board for approval. After reviewing the plans, it was noted that the dock plan is within compliance of the rules and regulations. The Board approved ordering 10 "Slow No Wake" (18" x 24") signs for placement thru out the canal system.

Financial

2020 Tax Rebate checks have been distributed to all eligible homeowners. As of December 31, 2021, \$82,375 has been redeemed by members of the District.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, District Manager, Roll off truck battery, Sand blasting and painting of the flat bed for the roll off truck, ARC Surveying, Piling and day marker signs, and Marina Insurance, totaling \$23,145.43; Motion Carried.

Total Available Funds in the HWSD general fund as of December 31, 2021 is \$1,812,242.21. Projected Total Available Funds in the HWSD general fund as of June 30, 2022 after planned expenses and projects is \$1,933,876.07.

IV. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for February 8th, 2022.

V. Other Business

Legal and compliance issues- Nothing new to report.

VI. Comments and Questions

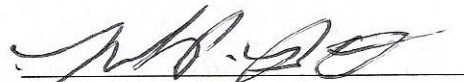
VII. Adjournment

The meeting was adjourned at 7:02 PM. The next monthly Board of Supervisors meeting is Scheduled for February 8th, 2022.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2021 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

1/11/2022

| DATE | GROSS TAX | EARLY PAYMENT DISCOUNT | NET TAX | TC FEE | PA FEE | DISTRIBUTION |
|----------------------------|-------------------|---------------------------|-------------------|-------------------|-------------------|----------------------|
| OCTOBER | | | | | | |
| 01 - 31 | 1,976.04 | (84.79) | 1,891.25 | (37.83) | (28.37) | 1,825.06 |
| NOVEMBER | | | | | | |
| 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 |
| DECEMBER | | | | | | |
| 1 - 16 | 20,629.26 | (798.89) | 19,830.37 | (396.61) | (297.46) | 19,136.31 |
| 17 - 31 | | - | - | - | - | - |
| 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> | | | | | | |
| | 21,314.15 | | | | | |
| TOTAL DISTRIBUTION: | 197,685.85 | (7,823.87) | 189,861.98 | (3,797.24) | (2,847.93) | \$ 183,216.81 |
| % Collected | 90.3% | -3.96% | | (0.020) | (0.015) | 92.68% |
| TOTAL TAX BILLED | 219,000.00 | | | | | |

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 11, 2022

| Date | Num | Description | Memo | Amount |
|-------------------------------------------------------------------------|-------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|
| CURRENT ASSETS | | | | |
| 11/30/2021 | | TRUIST CHECKING ACCOUNT | BEGINNING BALANCE | \$ 1,547,185.57 |
| | | TAX DEPOSITS | December 1 - 31 | 156,912.05 |
| | | Isle of Palms | License Payment #2 | 197,916.67 |
| TOTAL GENERAL FUND BALANCE | | | | \$ 1,902,014.29 |
| CLEARED DISBURSEMENTS | | | | |
| 12/1/2021 | 1687 | Duval County Tax Collector | License Plate Renewal | (1,102.10) |
| 12/14/2021 | 1784 | Caroline Birtalan | Administrative Services (November 9) | (150.00) |
| 12/14/2021 | Debit | Stanley Pipes | District Manager up to 49.25 hrs. - (November Billing) | (3,920.23) |
| 12/14/2021 | Debit | USA IRS - Tax Payment | Payroll & Withholding Taxes - November | (1,667.22) |
| 12/14/2021 | 1787 | Stanley Pipes - District Expenses | Notary Fees, postage, air filters, supplies | (557.53) |
| Ongoing | | 2020 Tax Rebate Project | Rebate Checks | (82,375.00) |
| DISBURSEMENTS - SubTotal | | | | (89,772.08) |
| 12/31/2021 | | TRUIST CHECKING ACCOUNT | TOTAL GENERAL FUND ENDING BALANCE | \$ 1,812,242.21 |
| OUTSTANDING DISBURSEMENTS / DEPOSITS | | | | |
| 12/31/2021 | | 2020 Tax Rebate Project | Outstanding Rebate Checks | (26,625.00) |
| 1/6/2022 | Epay | Lewis Longman & Walker | Legal Services up to: (November Billing) | (950.00) |
| 1/11/2022 | Debit | Stanley Pipes | District Manager 37.75 hrs. - (December Billing) | (3,775.00) |
| 1/31/2022 | | Reed Island Management | RIM Amendment #2 - 2nd Installment | 500,000.00 |
| SubTotal | | | | 468,650.00 |
| TOTAL GENERAL FUND BALANCE - after Outstanding Items | | | | \$ 2,280,892.21 |
| REQUESTED DISBURSEMENTS | | | | |
| 1/11/2022 | | Caroline Birtalan | Administrative Services (December 14) | (150.00) |
| 1/11/2022 | Debit | Stanley Pipes | District Manager up to 50.00 hrs. - (January Billing) | (5,000.00) |
| 1/11/2022 | Epay | Lewis Longman & Walker | Legal Services up to: (December Billing) | (2,000.00) |
| 1/11/2022 | Debit | USA IRS - Tax Payment | Payroll & Withholding Taxes - December | (2,352.10) |
| 1/11/2022 | | Stanley Pipes - District Expenses | Truck Battery, Channel Markers, Web Hosting & Garlon 3A | (1,193.33) |
| 1/11/2022 | | ARC Surveying | Drone flight to determine progress on levee project | (3,500.00) |
| 1/11/2022 | | St Johns Boat Company | Sand blast and paint Roll-off truck flat bed | (2,950.00) |
| 1/11/2022 | | Kelly White & Associates Insurance | Insurance for Marina | (3,000.00) |
| 1/11/2022 | | | Pilings and No Wake sign - up to: | (3,000.00) |
| SubTotal | | | | (23,145.43) |
| TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS | | | | \$ 2,257,746.78 |
| 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) |
| TOTAL PLANNED PROJECTS: | | | | \$ (1,030,000.00) |
| FORECAST NET REVENUE FROM 2021 ASSESSMENT | | | | \$ 26,083.19 |
| 2021 Assessment Collected | | \$ | 183,217 | |
| BUDGETED OPERATING EXPENSES - January 1, 2021 thru June 30, 2022 | | | | (44,245.00) |
| 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: | | | | \$ (101,203.90) |
| TOTAL HWSD PROJECTED DISPOSABLE FUNDS | | | | |
| | | 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 | | | | \$ 1,933,876.07 |