

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
February 8, 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 January 11, 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*
 - 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 – 11462 Starboard Dr., Glenn Morgan*
 - iii. Dock Approval – 4526 Harbour North Ct*

- 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. March 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, February 8, 2022

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on February 8, 2022. The meeting was called to order at 6:00 pm. In attendance were Robert Birtalan, Rick Fornos, Walley Lovely, David Prysock, and District Manager Stanley Pipes. It was noted that there was a quorum present. Harbour Waterway attorney Wayne Flowers was present by telephone. Caroline Birtalan was present as recording secretary.

II. Administrative

Approval of minutes from January 11, 2022 – A Motion was made to approve the meeting minutes; Motion Carried.

III. District Business

Spoil Site Levee Maintenance Project – Much progress has been made and the scheduled completion date is March 31st.

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

JaxPort Buck Island project- Production is up and running, roughly 40,000 cubic yards were billed for January and an estimated 100,000 will be billed for February. Up to 600,000 cubic yards of material is planned to be moved from Buck Island to Reed Island.

HNPA Marina- Within the next two weeks a draft of the HWSD Marina documents will be reviewed by both HWSD and HNPA.

Waterway Rules and Regulations- Daniel Tye requested that the two miss placed pilings be moved to his riparian boundary line, this would continue to be a violation of the rules and regulations. Wayne Flowers will proceed with filing suit against Daniel Tye. Glenn Morgan submitted a dock plan for review, everything presented is within compliance of the waterway rules A motion was made to approve the plan; Motion carried. David Swanson submitted a dock plan for review, everything presented is within compliance of the waterway rules. A motion was made to approve the dock plan. Motion Carried.

Financial

2020 Tax Rebate checks have been distributed to all homeowners. Six checks remain.

2021 Non- Ad Valorem Assessment- An additional \$4,000 has been received and 13,000 of the assessment is outstanding. 93.9% has been collected of the 2021 assessment.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, District Manager, Quick books renewal, Installation of channel marker pilings and signs, Sand blast and paint for roll off truck, and Marina Insurance, totaling \$18,480.73; Motion Carried.

Total Available Funds in the HWSD general fund as of January 31, 2022 is \$2,302,691.96 Projected Total Available Funds in the HWSD general fund as of June 30, 2022 after planned expenses and projects is \$1,936,187.30.

IV. District Schedule

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

V. Other Business

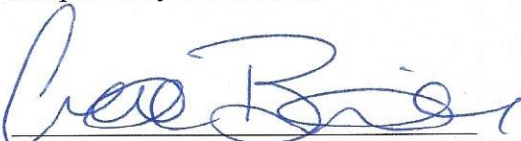
Legal and compliance issues- Nothing new to report.

VI. Comments and Questions


VII. Adjournment

The meeting was adjourned at 6:39 PM. The next monthly Board of Supervisors meeting is Scheduled for March 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

2/8/2022

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 - 16	20,629.26	(798.89)	19,830.37	(396.61)	(297.46)	19,136.31
17 - 31	4,000.00	(120.00)	3,880.00	(77.60)	(58.20)	3,744.20
<u>JANUARY</u>						
1 - 17	4,000.00	(120.00)	3,880.00	(77.60)	(58.20)	3,744.20
18 - 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>	13,314.15					
TOTAL DISTRIBUTIONS	205,685.85	(8,063.87)	197,621.98	(3,952.44)	(2,964.33)	\$ 190,705.21
% Collected	93.9%	-3.92%		(0.020)	(0.015)	92.72%
TOTAL TAX BILLED	219,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, February 8, 2022

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
12/31/2022		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 1,812,242.21
		TAX DEPOSITS	January 1 - 31	7,488.40
		RIM Amendment	License Payment #2	500,000.00
TOTAL GENERAL FUND BALANCE				\$ 2,319,730.61
CLEARED DISBURSEMENTS				
1/6/2022	Epay	Lewis Longman & Walker	Legal Services up to: (November Billing)	(950.00)
1/11/2022	1789	Stanley Pipes	District Manager 37.75 hrs. - (December Billing)	(3,093.22)
1/24/2022	Epay	Lewis Longman & Walker	Legal Services up to: (December Billing)	(425.00)
1/7/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - December	(2,352.10)
1/12/2022	1791	Stanley Pipes - District Expenses	Truck Battery, Channel Markers, Web Hosting & Garlon 3A	(1,193.33)
1/18/2022	1790	Caroline Birtalan	Administrative Services (December 14)	(150.00)
1/24/2022	1793	ARC Surveying	Drone flight to determine progress on levee project	(3,500.00)
Ongoing		2020 Tax Rebate Project	Rebate Checks	(5,375.00)
DISBURSEMENTS - SubTotal				(17,038.65)
1/31/2022		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 2,302,691.96
OUTSTANDING DISBURSEMENTS / DEPOSITS				
1/31/2022		2020 Tax Rebate Project	Outstanding Rebate Checks	(7,250.00)
1/11/2022	Debit	Stanley Pipes	District Manager 50 hrs. - (January Billing)	(5,000.00)
SubTotal				(12,250.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,290,441.96
REQUESTED DISBURSEMENTS				
2/8/2022		Caroline Birtalan	Administrative Services (January 11)	(150.00)
2/8/2022	Debit	Stanley Pipes	District Manager up to 50.00 hrs. - (February Billing)	(5,000.00)
2/8/2022	Epay	Lewis Longman & Walker	Legal Services up to: (January Billing)	(1,983.48)
2/8/2022		Stanley Pipes - District Expenses	QuickBooks Payroll Renewal, No Wake Signs & Bobcat Labor up to:	(1,402.07)
2/8/2022		St Johns Boat Company	Sand blast and paint Roll-off truck flat bed	(2,950.00)
2/8/2022		Kelly White & Associates Insurance	Insurance for Marina	(3,500.00)
2/8/2022		Top Dog Marine	Install Channel Marker Pilings & Signs:	(3,445.00)
SubTotal				(18,430.55)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,272,011.41
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:	(125,000.00)
TOTAL PLANNED PROJECTS:				\$ (1,030,000.00)
FORECAST NET REVENUE FROM 2021 ASSESSMENT				\$ 6,794.79
2021 Assessment Collected		\$	190,705	
BUDGETED OPERATING EXPENSES - February 1, 2021 thru June 30, 2022				(36,910.00)
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:				\$ (93,868.90)
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				\$ 1,936,187.30