

**HARBOUR WATERWAY**  
**SPECIAL DISTRICT**  
*Agenda*

Tuesday  
April 12, 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 March 8, 2022*
  
- III. District Business**
  - a. Reed Island Spoil Site
    - i. Spoil Site Levee Maintenance Project*
    - ii. Sovereign Submerged Land Easement*
  - 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.*
  
- IV. Financial**
  - a. 2020 Tax Rebate
  - b. 2021 non-Ad Valorem Assessment
  - c. FY 2022/23 / Final Annual Budget
  - d. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. May 10, 2022*
  
- VI. Other Business**
  - a. Legal and Compliance Issues
  
- VII. Comments and Questions from Audience**
  
- VIII. Adjournment of HWSO Meeting**

# HARBOUR WATERWAY SPECIAL DISTRICT

## *Meeting Minutes*

Tuesday, April 12, 2021

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on April 12, 2022. The meeting was called to order at 6:03 pm. In attendance were Robert Birtalan, Rick Fornos, Mark Todd 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 March 8, 2021 – A Motion was made to approve the meeting minutes; Motion Carried.

### **III. District Business**

Spoil Site Levee Maintenance Project – It is estimated that there are 30 days remaining until completion.

Sovereign Submerged Land Easement-An updated survey will be completed within the next several months.

Isle of Palms Dredging project- Primary sections of the dredge are finished.

JaxPort Buck Island project- Production is running smoothly, approximately 100,000 cubic yards are scheduled to be pumped to HWSD's spoil site per month. Up to 600,000 cubic yards of material will be moved from Buck Island to Reed Island.

HNPA Marina- Boat slip licenses have been finalized. Final documents to complete the transfer of the property to HWSD are being reviewed by HWSD and Wayne Flowers.

Waterway Rules and Regulations- The pilings placed over the riparian line will be removed at the earliest convenience by Top Dog Marine.

St Johns Landing Estates (SJLE) – SJLE is investigating several alternatives to open their canal system into the St. Johns River. HWSD is providing assistance and support to achieve extending their canal system. No final agreements or plans have been made at this time.

## **Financial**

2020 Tax Rebate checks have been distributed. Currently \$5,250 remains outstanding.

2021 Non- Ad Valorem Assessment- 91.4% has been collected of the 2021 assessment. There is \$19,684 remaining to be collected.

The Board reviewed and discussed the final budget presented to the City of Jacksonville.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, district manager billing, legal services, payroll tax, web hosting, sand blasting and painting for roll off truck flatbed, marina insurance, submerged land easement survey, revenue note payment, totaling \$86,378.82; Motion Carried.

Total Available Funds in the HWSD general fund as of March 31, 2022 is \$2,788,498.05 Projected Total Available Funds in the HWSD general fund as of June 30, 2022 after planned expenses and projects is \$1,463,395.70.

## **IV. District Schedule**

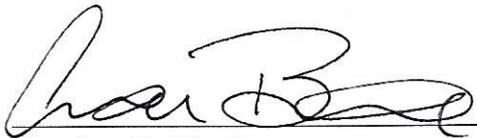
Next scheduled Board Meeting- The next meeting is scheduled for May 10, 2022.

## **V. Other Business**

## **VI. Adjournment**

The meeting was adjourned at 7:43 PM. The next monthly Board of Supervisors meeting is Scheduled for May 10, 2022.

Respectfully Submitted,



Caroline B. Birtalan  
Recording Secretary



Robert P. Birtalan  
Secretary / Treasurer

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

3/1/2022

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b><u>OCTOBER</u></b>						
01 - 31	1,976.04	(84.79)	1,891.25	(37.83)	(28.37)	1,825.06
<b><u>NOVEMBER</u></b>						
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
<b><u>DECEMBER</u></b>						
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
<b><u>JANUARY</u></b>						
1 - 17	4,000.00	(120.00)	3,880.00	(77.60)	(58.20)	3,744.20
18 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
<b><u>February</u></b>						
1 - 28	N/A					
<b><u>March</u></b>						
1 - 16	629.27	-	629.27	(12.59)	(9.44)	607.25
17 - 31		-	-	-	-	-
<b><u>April</u></b>						
1 - 15		-	-	-	-	-
16 - 30		-	-	-	-	-
<b><u>May</u></b>						
1 - 16						
17 - 31						
<b><u>June</u></b>						
1 - 30		-	-	-	-	-
<b><u>July - August</u></b>						
1 - 31						
<b><u>September</u></b>						
1 - 30						
<i>Unpaid Assessments</i>						
	19,684.88					
<b>TOTAL DISTRIBUTIONS</b>	<b>210,315.12</b>	<b>(8,143.87)</b>	<b>202,171.25</b>	<b>(4,043.43)</b>	<b>(3,032.57)</b>	<b>\$ 195,095.26</b>
<b>% Collected</b>	<b>91.4%</b>	<b>-3.87%</b>		<b>(0.020)</b>	<b>(0.015)</b>	<b>92.76%</b>
<b>TOTAL TAX BILLED</b>	<b>230,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, March 8, 2022

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
2/28/2022		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 2,294,661.59
		TAX DEPOSITS	March 1 - 31	607.24
		RIM Amendment	License Payment #3 for Amendment #2	500,000.00
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 2,795,268.83</b>
<b>CLEARED DISBURSEMENTS</b>				
3/9/2022	1799	Caroline Birtalan	Administrative Services (January 11 )	(150.00)
3/9/2022	Debit	Stanley Pipes	District Manager up to 45.75 hrs. - (February Billing)	(3,740.02)
3/22/2022	Epay	Lewis Longman & Walker	Legal Services: (February Billing)	(600.00)
3/11/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - February	(1,280.76)
Ongoing	1703	2020 Tax Rebate Project	Rebate Checks	(1,000.00)
<b>DISBURSEMENTS - SubTotal</b>				<b>(6,770.78)</b>
3/31/2022		TRUIST CHECKING ACCOUNT	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 2,788,498.05</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
3/31/2022		2020 Tax Rebate Project	Outstanding Rebate Checks	(5,250.00)
4/12/2022	Debit	Stanley Pipes	District Manager 38.75 hrs. - (March Billing)	(3,875.00)
				-
<b>SubTotal</b>				<b>(9,125.00)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				<b>\$ 2,779,373.05</b>
<b>REQUESTED DISBURSEMENTS</b>				
4/12/2022		Caroline Birtalan	Administrative Services (March 9 )	(150.00)
4/12/2022	Debit	Stanley Pipes	District Manager up to 50.00 hrs. - (April Billing)	(5,000.00)
4/12/2022	Epay	Lewis Longman & Walker	Legal Services up to: (March Billing)	(1,450.00)
4/12/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - March	(1,184.95)
4/12/2022		Stanley Pipes - District Expenses	Web Hosting - April 3 thru July 2; Diesel fuel	(184.97)
4/12/2022		St Johns Boat Company	Sand blast and paint Roll-off truck flat bed	(2,950.00)
4/12/2022		Kelly White & Associates Insurance	Insurance for Marina	(3,500.00)
4/12/2022		ARC Surveying	Sovereign Submerged Land Easement Survey up to:	(15,000.00)
4/25/2022		Truist Government Services	2018 Revenue Note Payment	(56,958.90)
				-
<b>SubTotal</b>				<b>(86,378.82)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 2,692,994.23</b>
<b>PLANNED PROJECT EXPENSES</b>				
Ongoing		Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(400,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(25,000.00)
		South Bulkhead Replacement	Replace south bulkhead out to power lines	(950,000.00)
Ongoing		Marina Development Project	Repair floating docks, upgrade security and replace gate, replace electrical service:	(125,000.00)
<b>TOTAL PLANNED PROJECTS:</b>				<b>\$ (1,500,000.00)</b>
<b>FORECAST NET REVENUE FROM 2021 ASSESSMENT</b>				<b>\$ 10,953.75</b>
2021 Assessment Collected		\$	195,095	
<b>BUDGETED OPERATING EXPENSES - April 1, 2021 thru June 30, 2022</b>				<b>(22,802.28)</b>
<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>				<b>\$ (22,802.28)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
		REED ISLAND MANAGEMENT	License Payment #3 - Due May 7, 2022	281,250.00
<b>TOTAL PROJECTED AVAILABLE FUNDS as of June 30, 2022</b>				<b>\$ 1,462,395.70</b>