

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

Tuesday  
March 14, 2023  
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 February 14, 2023*
  
  - III. District Business**
    - a. Reed Island Spoil Site
      - i. Reed Island Nature Park – Transfer Park Property (77.7 acres) to HWSD*
    - b. Spoil Site Disposal Activity
      - i. Isle of Palms – Dredging Project*
    - c. Marina – Next Steps:
      - i. Replace floating docks*
      - ii. Replace electrical service panel, replace fencing, & upgrade security / gate*
      - iii. Replace bulkhead and replace fixed dock next to boat ramp*
      - iv. Extend boat ramp*
    - d. Purchase of Parcel 160671-0080 – marsh property
    - e. Southern Bulkhead Replacement – live wall or bulkhead 1,500 linear feet
    - f. Powerline Dredging Project – up to 30,000 cubic yards
    - g. Waterway Rules & Regulations
      - i. Dock Approvals*
  
  - IV. Financial**
    - a. Approval to disburse funds
  
  - V. District Schedule**
    - i. Next Scheduled Board Meeting – April 11, 2023*
  
  - 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 14, 2023

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on February 14, 2023. The meeting was called to order at 6:01 pm. In attendance were Rick Fornos, Bob Birtalan, Wally Lovely, Michael Brande 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 January 10, 2022 – A Motion was made to approve the meeting minutes; Motion Carried.

### **III. District Business**

HWSD Marina- Boat slip license #2 was purchased by HWSD for \$30,000. The owners of boat slip license #6 were presented with an offer from HWSD to exchange slip licenses plus pay HWSD an additional one-time fee of \$6,000. The offer was accepted and HWSD now owns the license for boat slip #6.

Remaining updates and repairs include replacing floating dockS next to boat lifts, replacing the electrical panel, replacing fencing as required, upgrading security and the gate, replacing the bulkhead and capping the bulkhead with a fixed dock, and extending the boat ramp.

Southern Bulkhead- From the powerlines to the first house, the existing bulkhead needs to be repaired to prevent material from flowing from Mill Cove into the canal system. Several alternatives are being reviewed.

Powerline Dredging Project- An estimated 30,000 cubic yards are estimated to be dredged from the powerlines to Canal Markers 19 / 20.

Waterway rules and regulation- The previously requested One Minute Boat cover was not approved by the Board.

### **Financial**

The Board discussed and approved entering into an agreement with Howard & Company to perform HWSD's annual audits.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, district manager billing, legal services, payroll and withholding tax, Landscape Services, Floating dock materials, Fencing and Truist payment totaling \$21,972.19; Motion Carried.

Total available funds in the HWSD general fund after disbursements as of January 31, 2023 is \$3,072,903.04. Total Projected Available funds after FY Operating and Project expenses as of June 30, 2023, is \$1,025.234.05

#### **IV. District Business**

Next scheduled Board Meeting- The next meeting is scheduled for March 14, 2023.

#### **Adjournment**

The meeting was adjourned at 6:30 PM. The next monthly Board of Supervisors meeting is Scheduled for March 14, 2023.

Respectfully Submitted,

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Caroline B. Birtalan  
Recording Secretary

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Robert P. Birtalan  
Secretary / Treasurer

# HARBOUR WATERWAY SPECIAL DISTRICT

## 2022 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/14/2023

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b><u>OCTOBER</u></b>						
01 - 31	2,233.87	(87.60)	2,146.27	(42.93)	(32.19)	2,071.15
<b><u>NOVEMBER</u></b>						
01 - 13	16,000.00	(640.00)	15,360.00	(307.20)	(230.40)	14,822.40
14 - 20	27,000.00	(1,080.00)	25,920.00	(518.40)	(388.80)	25,012.80
21 - 28	109,250.00	(4,370.00)	104,880.00	(2,097.60)	(1,573.20)	101,209.20
29 - 30	23,750.00	(950.00)	22,800.00	(456.00)	(342.00)	22,002.00
<b><u>DECEMBER</u></b>						
1 - 13	20,627.67	(818.84)	19,808.83	(396.18)	(297.13)	19,115.52
14 - 31	8,000.00	(260.00)	7,740.00	(154.80)	(116.10)	7,469.10
<b><u>JANUARY</u></b>						
1 - 18	1,000.00	(20.00)	980.00	(19.60)	(14.70)	945.70
19 - 31	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
<b><u>February</u></b>						
1 - 28	2,500.00	(25.00)	2,475.00	(49.50)	(37.13)	2,388.38
<b><u>March</u></b>						
1 - 16		-	-	-	-	-
17 - 31						
<b><u>April</u></b>						
1 - 17						
16 - 30						
<b><u>May</u></b>						
1 - 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>						
	17,638.46					
<b>TOTAL DISTRIBUTIONS</b>	<b>212,361.54</b>	<b>(8,291.44)</b>	<b>204,070.10</b>	<b>(4,081.40)</b>	<b>(3,061.05)</b>	<b>\$ 196,927.65</b>
<b>% Collected</b>	<b>92.3%</b>	<b>-3.90%</b>		<b>(0.020)</b>	<b>(0.015)</b>	<b>92.73%</b>
<b>TOTAL TAX BILLED</b>	<b>230,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, March 14, 2023

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
1/31/2023		<b>TRUIST CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 3,072,903.04</b>
		TAX DEPOSITS	February 1-28	1,891.40
		Boat Slip License Fees		2,250.00
		Sale of Boat Slip License #2		6,000.00
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 3,083,044.44</b>
<b>CLEARED DISBURSEMENTS</b>				
2/10/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date	(1,296.37)
2/16/2023	1978	Caroline Birtalan	Administrative Services (January 10 )	(150.00)
2/3/2023	Epay	Lewis Longman & Walker	Legal Services up to: (December Billing)	(375.00)
2/6/2023	Debit	Stanley Pipes	District Manager 80.50 hrs. - (January Billing)	(5,914.17)
2/9/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - January	(1,880.82)
2/15/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
2/15/2023	Debit	JEA - Marina	Monthly Bill - (12/23/2022)	(31.97)
2/16/2023	1973	Decks & Dock Lumber Co.	Floating Dock material for Marina	(2,894.40)
2/13/2023	1976	KB Dock Repairs	Inspect and service Boat Lift in Slip #2	(225.00)
2/28/2023	Epay	Lewis Longman & Walker	Legal Services up to: (January Billing)	(875.00)
2/27/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date	(251.97)
Ongoing		2020 Tax Rebate Project	Rebate Checks	-
<b>DISBURSEMENTS - SubTotal</b>				<b>(13,955.60)</b>
2/28/2023		<b>TRUIST CHECKING ACCOUNT</b>	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 3,069,088.84</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
3/5/2023	Debit	Stanley Pipes	District Manager 79.0 hrs. - (February Billing)	(7,900.00)
3/8/2023	Debit	JEA - Marina	Monthly Bill - (02/27/2023)	(25.86)
2/3/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (January)	(270.00)
3/1/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (February)	(270.00)
<b>SubTotal</b>				<b>(8,465.86)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				<b>\$ 3,060,622.98</b>
<b>REQUESTED DISBURSEMENTS</b>				
3/14/2023		Caroline Birtalan	Administrative Services (February 14 )	(150.00)
3/14/2023	Debit	Stanley Pipes	District Manager up to 75.00 hrs. - (March Billing)	(7,500.00)
3/14/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - February	(2,751.66)
3/14/2023	Epay	Lewis Longman & Walker	Legal Services up to: (February Billing)	(2,193.00)
3/14/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
3/14/2023		Decks & Dock Lumber Co.	Floating dock material & two ramps for Marina	(5,000.00)
3/14/2023		JAX AA Fencing	Fencing for Marina	(5,000.00)
3/14/2023	Wire	Whatever Holdings	Purchase of Marsh property -parcel 160671-0080	(9,090.77)
3/14/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date 3-10-2023	(100.00)
3/14/2023		Intuit Quickbooks Software	Renew Quickbooks software license	(1,500.00)
<b>SubTotal</b>				<b>(33,555.43)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 3,027,067.55</b>
<b>PLANNED PROJECT EXPENSES</b>				
Ongoing		Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(350,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(25,000.00)
1/15/2023	1	Marina Development Project	(1) Replace floating docks, upgrade security and replace gate, replace electrical service; (2) Replace bulkhead; (3) Extend Boat Ramp	(155,000.00)
3/15/2023	2	South Bulkhead Replacement - 1300 ft	Replace bulkhead out to power lines - live wall or bulkhead	(910,000.00)
6/15/2023	3	Powerline Dredging Project	Remove up to 35,000 cubic yards from powerlines to the first house	(420,000.00)
11/15/2022	4	Reed Island Park	HWSD acquires 77.7 acre park from COJ & manage park	(850,000.00)
3/15/2023	5	Reed Island Park	Sell (4) four river front lots	800,000.00
<b>TOTAL PLANNED PROJECTS:</b>				<b>\$ (1,910,000.00)</b>
<b>FORECAST NET REVENUE FROM 2022 ASSESSMENT</b>				<b>\$ 18,072.36</b>
2022 Assessment Collected		\$	196,928	
<b>BUDGETED OPERATING EXPENSES - March 1, 2023 thru June 30, 2023</b>				<b>(62,043.39)</b>
<b>2018 REVENUE NOTE - DEBT SERVICE</b>				
5/1/2023		Interest Payment	Series 2018 Revenue Note	(13,220.00)
5/1/2023		Principal Payment	Series 2018 Revenue Note	(43,738.00)
<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>				<b>\$ (119,001.39)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
<b>TOTAL PROJECTED AVAILABLE FUNDS after FY Operating &amp; Project Expenses</b>				<b>\$ 1,016,138.52</b>

# HARBOUR WATERWAY SPECIAL DISTRICT

## CREDIT CARD TRANSACTIONS - STANLEY PIPES

Tuesday, March 14, 2023

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
<b>POSTED TRANSACTIONS</b>						
<b>1/9/2023</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (59.97)</b>	<b>\$ (59.97)</b>
1/16/2023	Bolt Depot	75 - SS Carriage bolts, nuts & flat washers	(268.25)		(268.25)	(328.22)
1/17/2023	Amazon	6 - Galv. Inside Corner Brackets	(185.38)		(185.38)	(513.60)
1/18/2023	Northern Tool	2 - 2" Slings & 1 - 3" Sling for Bobcat	(89.97)		(89.97)	(603.57)
1/19/2023	Amazon	8 - Galv. Inside Corner Brackets	(423.90)		(423.90)	(1,027.47)
1/22/2023	Truist Checking Account	<b>Credit Card Payment</b>	<b>1,027.47</b>		<b>1,027.47</b>	-
1/22/2023	Intuit Quickbooks	Payroll software renewal	(474.00)		(474.00)	(474.00)
1/24/2023	Bolt Depot	16 - SS Hex Bolts 5"	(78.41)		(78.41)	(552.41)
1/30/2023	Bolt Depot	124 - SS Carriage bolts, nuts & flat washers	(366.36)		(366.36)	(918.77)
2/6/2023	Decks & Docks	Floating Dock Material - 2 SS piling guide hoops	(377.60)		(377.60)	(1,296.37)
<b>2/9/2023</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (1,296.37)</b>	<b>\$ (1,296.37)</b>
2/10/2023	Truist Checking Account	<b>Credit Card Payment</b>	<b>1,296.37</b>		<b>1,296.37</b>	-
2/19/2023	Gate	Diesel Fuel		(175.00)	(175.00)	(175.00)
2/19/2023	Gate	Diesel Fuel		(76.97)	(76.97)	(251.97)
1/22/2023	Truist Checking Account	<b>Credit Card Payment</b>		<b>251.97</b>	<b>251.97</b>	-
3/5/2023	Lowes	SS 1/2" Flat Washers	11.56		11.56	11.56
<b>3/14/2023</b>		<b>OUTSTANDING BALANCE</b>				<b>\$ 11.56</b>