

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
January 10, 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. Oath of Office – Board Seat 2
- b. Appointment of Board Seat 4 – Resolution 2023-01
- c. Election of Officers
- d. Approval of Minutes
  - i. Minutes from November 8, 2022*

**III. District Business**

- a. Robert Thaggard, HWSD Auditor
- b. Reed Island Spoil Site
  - i. Reed Island Nature Park – Transfer Park Property (77.7 acres) to HWSD*
- c. Spoil Site Disposal Activity
  - i. Isle of Palms – Dredging Project*
- d. Marina – Next Steps:
  - i. Replace floating dock next to boat ramp – Complete*
  - ii. Replace floating docks*
  - iii. Replace electrical service panel, move fencing, & upgrade security / gate*
  - iv. Replace bulkhead and replace fixed dock next to boat ramp*
  - v. Extend boat ramp*
- e. Southern Bulkhead Replacement – live wall or bulkhead 1,500 linear feet
- f. Powerline Dredging Project – up to 35,000 cubic yards
- g. Waterway Rules & Regulations
  - i. Review Marina Rules & Regulations*

**IV. Financial**

- a. Approval to disburse funds

**V. District Schedule**

- i. Next Scheduled Board Meeting - February 14, 2023*

**VI. Other Business**

- a. Legal and Compliance Issues

**VII. Comments and Questions from Audience**

**VIII. Adjournment of HWSD Meeting**

**HARBOUR WATERWAY SPECIAL DISTRICT  
RESOLUTION 2023- 01**

**BEFORE THE BOARD OF SUPERVISORS, A RESOLUTION TO APPOINT BOARD OF  
SUPERVISORS (SEAT 4) FOR THE DISTRICT; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

**WHEREAS**, the Board of Supervisors (the "Board"), the governing body of the District, is a five person board; and

**WHEREAS**, Board of Supervisors (Seat 4) is presently vacant.

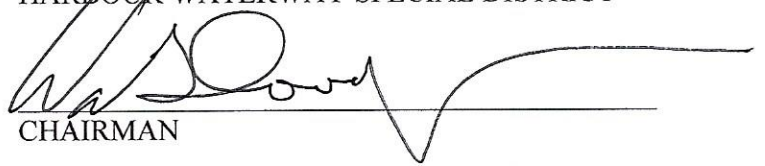
**NOW THEREFORE BE IT RESOLVED** by the Board of the District as follows:

**Section 1. Michael L. Brande** shall be appointed to the Board of Supervisors (Seat 4) to complete the term of Talmadge David Prysock; and

**Section 2. Effective Date.** This Resolution shall become effective upon the adoption by the Board.

**DULY ADOPTED AND APPROVED** this 10th day of January, 2023, by the Board of the District.

BOARD OF SUPERVISORS FOR THE  
HARBOUR WATERWAY SPECIAL DISTRICT

  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF THE BOARD

**HARBOUR WATERWAY SPECIAL DISTRICT  
RESOLUTION 2023-02**

**A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL  
COUNTY, FLORIDA, TO ELECT THE CHAIRMAN OF THE BOARD OF  
SUPERVISORS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

**WHEREAS**, the Board of Supervisors (the "Board"), the governing body of the District, is required to elect a Chairman of the Board of Supervisors to perform the duties of the office.

**NOW THEREFORE BE IT RESOLVED** by the Board of the District as follows:

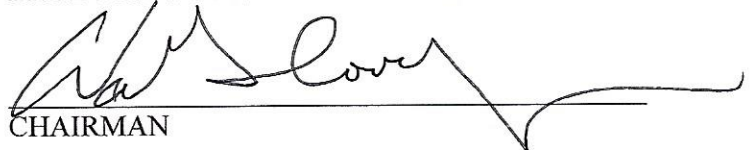
**Section 1. Wallace G. Lovely** is elected Chairman of the Board of Supervisors and shall perform the duties of the office as assigned; and

**Section 2.** The term shall commence on the Effective Date and terminate on December 31, 2024; and

**Section 3. Effective Date.** This Resolution shall become effective upon the adoption by the Board.

**DULY ADOPTED AND APPROVED** this 10th day of January, 2023, by the Board of the District.

BOARD OF SUPERVISORS FOR THE  
HARBOUR WATERWAY SPECIAL DISTRICT

  
CHAIRMAN

ATTEST:

  
SECRETARY OF THE BOARD

**HARBOUR WATERWAY SPECIAL DISTRICT  
RESOLUTION 2023-03**

**A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL  
COUNTY, FLORIDA, TO ELECT THE VICE - CHAIRMAN OF THE BOARD OF  
SUPERVISORS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

**WHEREAS**, the Board of Supervisors (the "Board"), the governing body of the District, is required to elect a Vice-Chairman of the Board of Supervisors to perform the duties of the office.

**NOW THEREFORE BE IT RESOLVED** by the Board of the District as follows:

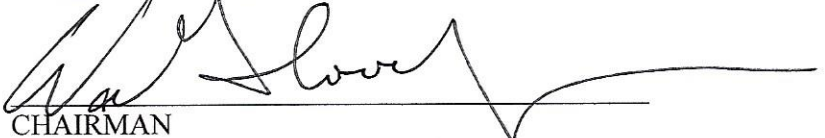
**Section 1.** **Ricardo Fornos** is elected Vice-Chairman of the Board of Supervisors and shall perform the duties of the office as assigned; and

**Section 2.** The term shall commence on the Effective Date and terminate on December 31, 2024; and

**Section 3.** Effective Date. This Resolution shall become effective upon the adoption by the Board.

**DULY ADOPTED AND APPROVED** this 10th day of January, 2023, by the Board of the District.

BOARD OF SUPERVISORS FOR THE  
HARBOUR WATERWAY SPECIAL DISTRICT

  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF THE BOARD

**HARBOUR WATERWAY SPECIAL DISTRICT  
RESOLUTION 2023-04**

**A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL  
COUNTY, FLORIDA, TO ELECT THE SECRETARY / TREASURER OF THE BOARD  
OF SUPERVISORS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

**WHEREAS**, the Board of Supervisors (the "Board"), the governing body of the District, is required to elect a Secretary / Treasurer of the Board of Supervisors to perform the duties of the office.

**NOW THEREFORE BE IT RESOLVED** by the Board of the District as follows:

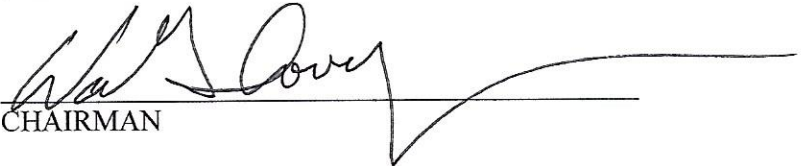
**Section 1.** Robert P. Birtalan is elected Secretary / Treasurer of the Board of Supervisors and shall perform the duties of the office as assigned; and

**Section 2.** The term shall commence on the Effective Date and terminate on December 31, 2024; and

**Section 3.** Effective Date. This Resolution shall become effective upon the adoption by the Board.

**DULY ADOPTED AND APPROVED** this 10th day of January, 2023 by the Board of the District.

BOARD OF SUPERVISORS FOR THE  
HARBOUR WATERWAY SPECIAL DISTRICT

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF THE BOARD

# HARBOUR WATERWAY SPECIAL DISTRICT

## ***Meeting Minutes***

Tuesday, January 10, 2023

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on January 10, 2023. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Bob Birtalan, Walley Lovely, Michael Brande, 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**

David Prysock submitted his resignation for Board Seat 4 effective January 10, 2023.

Resolution 2023-01 Appointment of Board Seat 4: A motion was made to appoint Michael Brande to the Board of Supervisors Seat 4; Motion carried.

The Oath of Office was administered for Michael Brande and Walley Lovely.

Resolution 2023-02: A motion was made to elect Walley Lovely as the Chairman of the Board of Supervisors; Motion Carried.

Resolution 2023-03: A motion was made to elect Ricardo Fornos as Vice-Chairman of the Board of Supervisors; Motion Carried.

Resolution 2023-04: A motion was made to elect Robert Birtalan as the Secretary / Treasurer of the Board of Supervisors; motion Carried.

Approval of minutes from November 8, 2022 – A Motion was made to approve the meeting minutes; Motion Carried.

### **III. District Business**

Robert Thaggard, HWSO auditor announced his retirement and presented a colleague, John Howard, for future audits. A motion was made to approve John Howard as the new auditor following the proposal review by Wayne Flowers.

HNPA Marina - Remaining repairs include replacing the floating dock between the boat lifts, replacing the electrical panel, relocating the fence, upgrading security and the gate, installing fixed docks 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 35,000 cubic yards needs to be dredged underneath the powerlines to Canal Markers 19 / 20.

Waterway rules and regulation- A homeowner requested a new type of boat cover for approval, the board will review more in-depth information regarding the boat cover before making a final decision.

### **Financial**

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, and Truist payment totaling \$9,260.21; Motion Carried.

Total Available Funds in the HWSO general fund as of December 31, 2022 is \$3,111,726.06. Total Projected Available funds after FY Operating and Project expenses as of June 30, 2023, is \$1,032.113.73

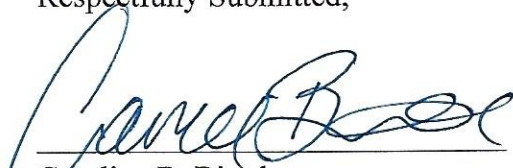
### **IV. District Business**

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

### **Adjournment**

The meeting was adjourned at 7:00 PM. The next monthly Board of Supervisors meeting is Scheduled for February 14, 2023.

Respectfully Submitted,

  
Caroline B. Birtalan  
Recording Secretary

  
Robert P. Birtalan  
Secretary / Treasurer

**HARBOUR WATERWAY SPECIAL DISTRICT**

Motion to Disburse Funds:

Tuesday, January 10, 2023

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
11/30/2022		<b>TRUIST CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 2,846,262.83</b>
		TAX DEPOSITS	December 1 - 31	142,326.72
		TAX CERTIFICATE REDEMPTION	Marsh Property	576.36
		ISLE OF PALMS	License Payment #3 - Final	197,916.66
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 3,187,082.57</b>
<b>CLEARED DISBURSEMENTS</b>				
12/2/2022	Trans	Truist Credit Card	Payment - Billing Cycle Date	(98.40)
12/20/2022	1965	Caroline Birtalan	Administrative Services (November 8 )	(150.00)
12/13/2022	Debit	Stanley Pipes	District Manager 62.25 hrs. - (November Billing)	(4,794.25)
12/2/2022	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - September	(1,905.24)
12/15/2022	Debit	Truist Bank	Truist Merchant Services - Setup	(349.90)
12/13/2022	Debit	JEA - Marina	Monthly Bill - (11/23/2022)	(58.62)
12/13/2022	1963	Duval County Tax Collector	Roll-Off Truck - Tag Renewal	(1,116.63)
12/27/2022	Trans	Truist Credit Card	Payment - Billing Cycle Date	(6,450.99)
11/8/2022	1844	James Doherty	Landscape Service - Marina, Marsh, & Entrance (October)	(270.00)
12/13/2022	1964	James Doherty	Landscape Service - Marina, Marsh, & Entrance (November)	(270.00)
12/13/2022	Epay	Lewis Longman & Walker	Legal Services up to: (October Billing)	(825.00)
12/21/2022	Epay	Lewis Longman & Walker	Legal Services up to: (November Billing)	(1,325.00)
12/2/2022	1966	Stanley Pipes	Home Depot - SS Bolts	(117.48)
Ongoing		2020 Tax Rebate Project	Rebate Checks	(57,625.00)
<b>DISBURSEMENTS - SubTotal</b>				<b>(75,356.51)</b>
12/31/2022		<b>TRUIST CHECKING ACCOUNT</b>	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 3,111,726.06</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
12/13/2022	Debit	Stanley Pipes	District Manager 60.25 hrs. - (December Billing)	(6,025.00)
12/13/2022	Debit	JEA - Marina	Monthly Bill - (12/27/2022)	(31.52)
1/1/2023	1967	James Doherty	Landscape Service - Marina, Marsh, & Entrance (December)	(270.00)
12/13/2022	1965	Caroline Birtalan	Administrative Services (November 8 )	(150.00)
				-
<b>SubTotal</b>				<b>(6,476.52)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				<b>\$ 3,105,249.54</b>
<b>REQUESTED DISBURSEMENTS</b>				
1/10/2023	1968	Caroline Birtalan	Administrative Services (December 13 )	(150.00)
1/10/2023	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (January Billing)	(6,500.00)
1/10/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - December	(1,905.24)
1/10/2023	Epay	Lewis Longman & Walker	Legal Services up to: (December Billing)	(375.00)
2/1/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (January)	(270.00)
1/10/2023				-
1/10/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date 1-10-2023	(59.97)
<b>SubTotal</b>				<b>(9,260.21)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 3,095,989.33</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	(200,000.00)
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>\$ (1,955,000.00)</b>
<b>FORECAST NET REVENUE FROM 2022 ASSESSMENT</b>				<b>\$ 30,766.93</b>
2022 Assessment Collected		\$	184,233	
<b>BUDGETED OPERATING EXPENSES - January 1, 2023 thru June 30, 2023</b>				<b>(82,684.53)</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>\$ (139,642.53)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
<b>TOTAL PROJECTED AVAILABLE FUNDS after FY Operating &amp; Project Expenses</b>				<b>\$ 1,032,113.73</b>



# HARBOUR WATERWAY SPECIAL DISTRICT

## CREDIT CARD TRANSACTIONS - STANLEY PIPES

Tuesday, January 10, 2023

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
<b>POSTED TRANSACTIONS</b>						
<b>11/9/2022</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			\$ -	
11/24/2022	Duval County Tax Collector	Property Tax - Marsh property	(14.40)		(14.40)	(14.40)
11/29/2022	USPS	Stamps - Rebate Checks	(84.00)		(84.00)	(98.40)
12/1/2022	Truist Checking Account	<b>Credit Card Payment</b>	<b>98.40</b>		<b>98.40</b>	-
<b>12/9/2022</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			\$ -	
12/9/2022	Decks & Docks	Floating Dock Material	(4,965.60)		(4,965.60)	(4,965.60)
12/12/2022	Lowes	SS Carriage Head bolts & 3" SS screws	(410.50)		(410.50)	(5,376.10)
12/14/2022	Amazon	(12) Galvanized inside Corner Braces	(517.65)		(517.65)	(5,893.75)
12/15/2022	Turner Ace Hardware	SS 1/2" Nuts	(16.13)		(16.13)	(5,909.88)
12/16/2022	Amazon	SS 1/2" Flat Washers	(29.90)		(29.90)	(5,939.78)
12/18/2022	Turner Ace Hardware	SS 1/2" bolts	(24.47)		(24.47)	(5,964.25)
12/19/2022	Turner Ace Hardware	SS Nuts & Bolts -	(104.05)		(104.05)	(6,068.30)
12/19/2022	Turner Ace Hardware	SS Nuts & Bolts - (Credit)	99.55		99.55	(5,968.75)
12/19/2022	Bolt Depot	SS 1/2" Nuts & Bolts	(293.67)		(293.67)	(6,262.42)
12/20/2022	Homedepot	PVC pipe - water & conduit	(188.57)		(188.57)	(6,450.99)
12/28/2022	Truist Checking Account	<b>Credit Card Payment</b>	<b>6,450.99</b>		<b>6,450.99</b>	-
1/4/2023	IONOS	Website Hosting	(59.97)		(59.97)	(59.97)
<b>1/10/2023</b>		<b>OUTSTANDING BALANCE</b>			\$ -	<b>(59.97)</b>