

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
August 8, 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 July 11, 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*
 - ii. Fincantieri Ship Yard – Dredging Project*
 - c. Marina – Next Steps:
 - i. Replace bulkhead, replace fixed dock, and extend the boat ramp*
 - ii. Replace electrical service panel & upgrade security / gate*
 - d. Southern Bulkhead Replacement – live wall (Marl & Limestone) or bulkhead 1,500 linear feet
 - e. Powerline Dredging Project – up to 30,000 cubic yards
 - f. Waterway Rules & Regulations
 - i. Dock Approvals – 4447 Harbour Island, Mark Humphrey*

 - IV. Financial**
 - a. Approval to disburse funds

 - V. District Schedule**
 - i. Next Scheduled Board Meeting – September 12, 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, July 11, 2023

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on July 11, 2023. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Bob Birtalan, Wally Lovely, Mark Todd, Mike 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. FY 2023-24 Non- Ad Valorem Tax Assessment Public Hearing

The FY 2023-24 Public Hearing on the proposed non-Ad Valorem assessment was opened to the public for any questions, comments, or concerns. No concerns or questions were voiced by the public. The public hearing was closed.

III. Administrative

Approval of minutes from May 23, 2023 – A Motion was made to approve the meeting minutes; Motion Carried.

IV. District Business

Reed Island Nature Park- Ordinance 2023-351 was passed.

Isle of Palms- Progress is being made and the project is almost completed.

Fincantieri Shipyard- No current update.

HWSD Marina- Hayward Construction had an onsite visit to the marina to review the proposed bulkhead replacement and the extension of the boat ramp. Hayward Construction is preparing an estimate for the renovations. Remaining updates and repairs include replacing the electrical panel, 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 need to be dredged underneath the powerlines to Canal Markers 19 / 20.

Waterway rules and regulations- No news to report.

Financial

Non-Ad Valorem Assessment- Resolution 2023-07 (FY 2023-24 non-Ad Valorem Assessment) was reviewed and discussed by the Board. A motion was made to approve Resolution 2023-07; Motion Carried.

Resolution 2023-08, Information Security Policy- A security policy was discussed by the Board, and this will protect all saved confidential information. A motion was made to approve Resolution 2023-08; Motion Carried.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, district manager billing, payroll and withholding tax, Landscape Services, Ramps for Marina, and Truist payment and fees totaling \$17,323.50; Motion Carried.

Total available funds in the HWSD general fund after disbursements is \$2,948,437.34 as of June 30,2023. Total Projected Available funds after FY Operating and Project expenses is \$1,096.277.41.

V. District Business

Next scheduled Board Meeting- The next meeting is scheduled for August 8, 2023.

Adjournment

The meeting was adjourned at 7:02 PM. The next monthly Board of Supervisors meeting is Scheduled for August 8, 2023.

Respectfully Submitted,

Caroline B. Birtalan
Recording Secretary

Robert P. Birtalan
Secretary / Treasurer

4447 Harbour Island



HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, August 8, 2023

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
6/30/2023		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 2,967,555.60
		TAX DEPOSITS	July 1 - 31	-
TOTAL GENERAL FUND BALANCE				\$ 2,967,555.60
CLEARED DISBURSEMENTS				
7/21/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date	(285.59)
7/18/2023	2001	Caroline Birtalan	Administrative Services (May 9)	(150.00)
7/12/2023	Epay	Lewis Longman & Walker	Legal Services up to: (May Billing)	(925.00)
7/11/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - June	(3,527.06)
7/17/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(91.51)
7/28/2023	2000	James Doherty	Landscape Service - Marina, Marsh, & Entrance (June)	(270.00)
7/24/2023	2002	Kelly White & Associates	Marina Insurance Renewal	(2,625.00)
7/7/2023	EFTPS	US Treasurer	2290 Heavy Vehicle Tax - 2023	(550.00)
7/5/2023	Debit	JEA - Marina	Monthly Bill - (06/27/2023)	(49.76)
Ongoing		2021 Tax Rebate Program	Rebate Checks	-
DISBURSEMENTS - SubTotal				(8,473.92)
7/31/2023		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 2,959,081.68
OUTSTANDING DISBURSEMENTS / DEPOSITS				
	Debit	JEA - Marina	Monthly Bill - (07/26/2023)	(44.87)
		James Doherty	Landscape Service - Marina, Marsh, & Entrance (July)	(270.00)
	Epay	Lewis Longman & Walker	Legal Services up to: (June Billing)	(1,137.00)
	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (July Billing)	(6,500.00)
SubTotal				(7,951.87)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,951,129.81
REQUESTED DISBURSEMENTS				
8/8/2023	2004	Caroline Birtalan	Administrative Services (July 11)	(150.00)
8/8/2023	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (August Billing)	(6,500.00)
8/8/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(91.51)
8/8/2023	Epay	Lewis Longman & Walker	Legal Services up to: (July Billing)	(2,500.00)
8/8/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date 8-10-2023	(319.21)
8/8/2023	Wire	Lewis Longman & Walker, Trust	Settlement for Park Property	(513.20)
8/8/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (August)	(270.00)
8/8/2023		Decks & Dock Lumber Co.	Ramps for Marina	(5,000.00)
SubTotal				(15,343.92)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,935,785.89
PLANNED PROJECT EXPENSES				
Ongoing		Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(300,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(30,000.00)
6/30/2023	1	Marina Development Project	(1) Upgrade security and replace gate, replace electrical service; (2) Replace bulkhead; (3) Extend Boat Ramp	(239,000.00)
9/15/2023	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 30,000 cubic yards from powerlines to the first house	(450,000.00)
6/30/2023	4	Reed Island Park	HWSD acquires 77.7 acre park from COJ & manage park	(850,000.00)
12/31/2023	5	Reed Island Park	Sell (4) four river front lots	850,000.00
TOTAL PLANNED PROJECTS:				\$ (1,929,000.00)
FORECAST NET REVENUE FROM 2023 ASSESSMENT				\$ 205,500.00
2023 Assessment Collected				\$ -
BUDGETED OPERATING EXPENSES - September 1, 2023 thru June 30, 2024				(118,809.93)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (118,809.93)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 1,093,475.96

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Friday, June 30, 2023

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
6/10/2023	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (165.79)	\$ (165.79)
6/14/2023	City of Jacksonville	Parking	(10.00)		(10.00)	(175.79)
6/21/2023	City of Jacksonville	Parking	(10.00)		(10.00)	(185.79)
6/22/2023	City of Jacksonville	Parking	(9.00)		(9.00)	(194.79)
6/27/2023	Truist Checking Account	Credit Card Payment	194.79		194.79	-
6/28/2023	City of Jacksonville	Parking	(10.00)		(10.00)	(10.00)
6/29/2023	Sam's Club	HP 952XL ink cartridges	(199.91)		(199.91)	(209.91)
7/2/2023	Truist Checking Account	Credit Card Payment	209.91		209.91	-
7/6/2023	www.1 and 1.com	Website Hosting	(74.97)		(74.97)	(74.97)
7/7/2023	Express Truck Tax	2290 Heavy Truck Tax		(21.39)	(21.39)	(96.36)
7/8/2023	Gate	Diesel Fuel		(175.00)	(175.00)	(271.36)
7/8/2023	Gate	Diesel Fuel		(14.23)	(14.23)	(285.59)
7/11/2023	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (285.59)	\$ (285.59)
7/23/2023	Truist Checking Account	Credit Card Payment	74.97	210.62	285.59	-
7/24/2023	Northern Tool	Shackles to repair mower & chainsaw chains (2)		(106.30)	(106.30)	(106.30)
7/27/2023	Bobcat	Cables for the finish mower		(212.91)	(212.91)	(319.21)
8/8/2023		OUTSTANDING BALANCE				\$ (319.21)