

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
October 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. Approval of Minutes
 - i. Minutes from September 12, 2023*

 - III. District Business**
 - a. Reed Island Spoil Site
 - i. Reed Island Nature Park – Transfer Park Property (77.7 acres) to HWSD*
 - ii. RIM Amendment #3*
 - b. Spoil Site Disposal Activity
 - i. Fincantieri Ship Yard – Dredging Project*
 - c. Marina – Next Steps:
 - i. Replace Marina gate*
 - ii. Replace bulkhead, replace fixed dock, and extend the boat ramp*
 - iii. Replace electrical service panel & upgrade security*
 - d. Southern Bulkhead Replacement – live wall (Marl & Limestone) or bulkhead 1,500 linear feet
 - e. Powerline Dredging Project – up to 30,000 cubic yards
 - i. Pre-Dredge Survey*
 - f. Waterway Rules & Regulations
 - i. Dock Approvals – Joyce Hayes*
 - ii. Bulkhead at the end of Portside Dr.*

 - IV. Financial**
 - a. Property Taxes on the Marina
 - b. Approval to disburse funds

 - V. District Schedule**
 - i. Next Scheduled Board Meeting – October 10, 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, October 10, 2023

I. INTRODUCTION

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on October 10, 2023. The meeting was called to order at 6:15 pm. In attendance were Rick Fornos, Wally Lovely, Mike Brande, Bob Birtalan was present via phone, 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 October 10, 2023 – A Motion was made to approve the meeting minutes; Motion Carried.

III. DISTRICT BUSINESS

Reed Island Nature Park- All documentation for closing has been filed with the Clerk of Courts.

RIM Amendment #3- The Board reviewed the Third Amendment to the Reed Island Management License Agreement. After reviewing, questions were asked and answered.

Fincantieri Shipyard- No current update.

HWSD Marina- An additional quote for the Marina gate came in at \$37,000. 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- Joyce Hayes previously had a bulkhead sketch approved however, the current pilings being used for this construction project are not

the correct length as to the proposed plan.

IV. FINANCIAL

The City of Jacksonville accessed property taxes to the boat slips at the HWSD Marina. These taxes are being contested and the hearing is currently set for November 7th, 2023.

Approval to disburse funds- A motion was made to approve the disbursements for administrative services, legal services, district manager billing, Truist payment and fees, payroll and withholding tax, landscape Services, ramps for marina, annual dues, Drone Survey, and pre dredge surveying, totaling \$26,037.74; Motion Carried.

Total available funds in the HWSD general fund as of September 30, 2023 after disbursements is \$2,920,365.76. Total Projected Available funds after FY Operating and Project expenses is \$1,538,500.74 as of June 30, 2023.4

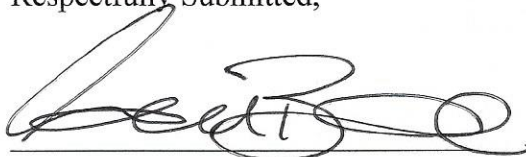
V. DISTRICT SCHEDULE

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

VI. ADJOURNMENT

The meeting was adjourned at 7:17 PM. The next monthly Board of Supervisors meeting is Scheduled for November 14th, 2023.

Respectfully Submitted,



Caroline B. Birtalan
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer



**2023 REAL ESTATE TAX NOTICE
NOTICE OF AD VALOREM TAXES & NON-AD VALOREM ASSESSMENTS
Jim Overton, Duval County Tax Collector**

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370 • (904) 255-5700, option 4 • www.duvaltc.com

Account Number: 160266-1150

Location Address: 4639 HARBOUR NORTH CT
JACKSONVILLE 32225

Legal Description:
32-1S-28E .44 PT NW1/4 RECD O/R
20379-503

HARBOUR WATERWAY SPECIAL DISTRICT
11554 STARBOARD DR
JACKSONVILLE FL 32225-1015



SCAN TO PAY
ONLINE

AD VALOREM TAXES ON REAL ESTATE

TAXING AUTHORITY	ASSESSED VALUE \$	EXEMPT VALUE \$	TAXABLE VALUE \$	TAXING DISTRICT	MILLAGE RATE	TAX AMOUNT \$	EXEMPTIONS APPLIED
CITY OF JACKSONVILLE	176566	0	176566	GS	11.3169	1,998.18	
ST JOHNS RIVER WTR MGMT DIST	176566	0	176566	GS	0.1793	31.66	
FL INLAND NAVIGATION SCHOOLS	176566	0	176566	GS	0.0288	5.09	
SCH DISCRETIONARY	176566	0	176566	GS	0.7480	132.07	
SCH CAPITAL OUTLAY	176566	0	176566	GS	1.5000	264.85	
SCHOOLS-LOCAL	176566	0	176566	GS	3.1830	562.01	
SCHOOLS-VTR APPRVD	176566	0	176566	GS	1.0000	176.57	

AD VALOREM TOTALS

17.9560 3,170.43

NON-AD VALOREM ASSESSMENTS ON SERVICES

REMARKS:

LEVYING AUTHORITY	AMOUNT \$
HARBOUR WATERWAY	0.00

NON-AD VALOREM TOTALS

IF PAID BY:	NOV 30 2023	DEC 31 2023	JAN 31 2024	FEB 29 2024	MAR 31 2024	APR 30 2024
	4% DISCOUNT AMOUNT	3% DISCOUNT AMOUNT	2% DISCOUNT AMOUNT	1% DISCOUNT AMOUNT	0% DISCOUNT AMOUNT	DELINQUENT AMOUNT
PLEASE PAY ONE AMOUNT:	\$ 3,043.61	\$ 3,075.32	\$ 3,107.02	\$ 3,138.73	\$ 3,170.43	\$ 3,298.54

Retain this portion for your records.

Return lower portion with your payment.

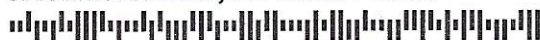
**PLEASE MAKE CHECKS PAYABLE TO:
DUVAL COUNTY TAX COLLECTOR**

DUVAL COUNTY 2023 REAL ESTATE TAX NOTICE

Account Number: 160266-1150

Owner Name: HARBOUR WATERWAY SPECIAL DISTRICT
Location Address: 4639 HARBOUR NORTH CT
JACKSONVILLE 32225
Alternate Key: 1283368

**JIM OVERTON, TAX COLLECTOR
PO BOX 44009
JACKSONVILLE, FL 32231-4009**



IF PAID BY:	PLEASE PAY ONE AMOUNT:
<input type="checkbox"/> NOV 30 2023 (4% Discount)	\$ 3,043.61
<input type="checkbox"/> DEC 31 2023 (3% Discount)	\$ 3,075.32
<input type="checkbox"/> JAN 31 2024 (2% Discount)	\$ 3,107.02
<input type="checkbox"/> FEB 29 2024 (1% Discount)	\$ 3,138.73
<input type="checkbox"/> MAR 31 2024 (Full Amount)	\$ 3,170.43
<input type="checkbox"/> APR 30 2024* (Delinquent Amount)	\$ 3,298.54
*INCLUDES INTEREST & FEES	
TO ENSURE PROPER CREDIT FOR ONLINE BILL PAYMENT, INCLUDE YOUR ACCOUNT NUMBER	
160266-1150	

Retain This Portion For Your Records. Receipts Available Online.

Return With Your Payment

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, October 10, 2023

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
8/31/2023		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 2,950,061.22
		TAX DEPOSITS	September 1 - 30	-
TOTAL GENERAL FUND BALANCE				\$ 2,950,061.22
CLEARED DISBURSEMENTS				
9/8/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date	(482.97)
9/14/2023	2010	Caroline Birtalan	Administrative Services (July 11)	(150.00)
9/26/2023	Epay	Lewis Longman & Walker	Legal Services up to: (August Billing)	(1,731.00)
9/7/2023	Debit	Stanley Pipes	District Manager up to 61.0 hrs. - (August Billing)	(4,846.35)
9/11/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - August	(2,469.04)
9/15/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
9/19/2023	2009	James Doherty	Landscape Service - Marina, Marsh, & Entrance (August)	(270.00)
9/7/2023	Wire	Lewis Longman & Walker, Trust	Settlement for Park Property	(513.20)
9/19/2023	2012	Florida Municipal Insurance Trust	General Liability, Auto, Property & Workers Comp Insur.	(10,422.00)
9/12/2023	2011	Florida Association of Special Districts	Annual Dues	(2,000.00)
9/19/2023	2013	Howard & Company	FY 2022-23 Annual Audit	(6,750.00)
Ongoing		2022 Tax Rebate Program	Rebate Checks	-
DISBURSEMENTS - SubTotal				(29,695.46)
9/30/2023		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 2,920,365.76
OUTSTANDING DISBURSEMENTS / DEPOSITS				
Epay	Debit	JEA - Marina	Monthly Bill - (08/23/2023)	(45.60)
Epay	Debit	JEA - Marina	Monthly Bill - (09/25/2023)	(50.56)
10/3/2023	2017	James Doherty	Landscape Service - Marina, Marsh, & Entrance (September)	(270.00)
10/5/2023	Debit	Stanley Pipes	District Manager up to 55.25 hrs. - (September Billing)	(5,525.00)
SubTotal				(5,891.16)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,914,474.60
REQUESTED DISBURSEMENTS				
10/10/2023	1016	Caroline Birtalan	Administrative Services (September 12)	(150.00)
10/31/2023	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (October Billing)	(6,500.00)
10/15/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
10/5/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - September	(1,720.30)
10/15/2023	Epay	Lewis Longman & Walker	Legal Services up to: (September Billing)	(2,000.00)
10/5/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date 10-10-2023	(61.54)
11/2/2023		James Doherty	Landscape Service - Marina, Marsh, & Entrance (October)	(270.00)
10/10/2023	2018	Dept of Economic Opportunity	Annual Membership Fee	(175.00)
10/15/2023		ARC Surveying	Pre-Dredge Survey	(6,250.00)
11/1/2023		ARC Surveying	Drone Survey of Spoil Site - Pre-Construction	(3,850.00)
10/10/2023		Decks & Dock Lumber Co.	Ramps for Marina	(5,000.00)
SubTotal				(26,037.74)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,888,436.86
PLANNED PROJECT EXPENSES				
Ongoing		Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(150,000.00)
Ongoing		Equipment Rentals / Labor/ Supplies	COJ Park Development: up to	(30,000.00)
12/1/2023		2022 non-Ad Valorem Rebate Program	Rebate 50% of the 2022 non- Ad Valorem assessment	(107,500.00)
3/30/2024	1	Marina Development Project	(1) Upgrade security and replace gate, replace electrical service; (2) Replace bulkhead; (3) Extend Boat Ramp	(219,000.00)
			Marina Gate & control system	(37,500.00)
1/31/2024	2	South Bulkhead Replacement - 1300 ft	Replace bulkhead out to power lines - live wall or bulkhead	(910,000.00)
12/31/2023	3	Powerline Dredging Project	Remove up to 30,000 cubic yards from powerlines to the first house	-
10/1/2023	4	Reed Island Park	HWSD acquires 77.7 acre park from COJ & manage park	(850,000.00)
6/30/2024	5	Reed Island Park	Sell (4) four river front lots	850,000.00
TOTAL PLANNED PROJECTS:				\$ (1,454,000.00)
FORECAST NET REVENUE FROM 2023 ASSESSMENT				\$ 205,500.00
2023 Assessment Collected				\$ -
BUDGETED OPERATING EXPENSES - October 1, 2023 thru June 30, 2024				(101,959.93)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (101,959.93)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 1,537,976.93

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Tuesday, October 10, 2023

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
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)
8/11/2023	Truist Checking Account	Credit Card Payment		319.21	319.21	-
8/20/2023	Home Depot	Cable lock for Marina	(19.11)		(19.11)	(19.11)
8/28/2023	Sam's Club	HP 952XL ink cartridges - (2)	(232.16)		(232.16)	(251.27)
8/29/2023	Gate	Diesel Fuel		(175.00)	(175.00)	(426.27)
8/29/2023	Gate	Diesel Fuel		(56.70)	(56.70)	(482.97)
9/10/2023	Truist Checking Account	Credit Card Payment	251.27	231.70	482.97	-
9/17/2023	Autozone	Grease		(30.06)	(30.06)	(30.06)
9/17/2023	Autozone	Grease		(15.03)	(15.03)	(45.09)
9/28/2023	IONOS	Domain Name	(2.50)		(2.50)	(47.59)
9/30/2023	Home Depot	Glue	(13.95)		(13.95)	(61.54)
10/10/2023		OUTSTANDING BALANCE				\$ (61.54)