

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
April 9, 2024
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 13, 2024*

- III. District Business**
 - a. Reed Island Spoil Site
 - i. Reed Island Nature Park*
 - b. Spoil Site Disposal Activity
 - i. Queens Harbour & Fernandina Beach Marina*
 - c. Marina Renovation
 - i. Replace electrical service panel & upgrade security*
 - ii. Replace bulkhead, replace fixed dock, Marina Gate, and boat ramp extension*
 - d. Southern Bulkhead Replacement – live wall (Marl & Limestone – Fincantieri) or bulkhead 1,500 linear feet
 - e. Powerline Dredging Project – Contract executed with RIM to remove up to 40,000 cubic yards
 - i. Pre-Dredge Survey - Complete*
 - f. Waterway Rules & Regulations
 - i. Dock Approvals*
 - ii. Bulkhead at the end of Portside Drive*

- IV. Financial**
 - a. Annual Budget FY 2024-25, City Auditor approved budget
 - b. 2023 Tax Collections
 - c. Approval to disburse funds

- V. District Schedule**
 - i. Next Scheduled Board Meeting – May 14, 2024*

- 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, March 12, 2024

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on March 12, 2024. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Bob Birtalan, Wally Lovely, 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. Administrative

Approval of minutes from February 13, 2023 – A Motion was made to approve the meeting minutes; Motion Carried.

III. District Business

Reed Island Nature Park- After discussion, a motion was made to approve the Reed Island Park bulkhead project, Resolution 2024-04; Motion Carried.

RIM Amendment #3- The Third Amendment to the Reed Island Dredge material disposal license agreement has been fully executed.

Spoil Site Disposal Activity- Queens Harbour and Fernandina Beach Marina are scheduled for dredging and will dispose approximately 20,000 cubic yards of material.

HWSD Marina- After review and discussion, A motion was made to approve both Marina renovation projects, Resolution 2024-02 and Resolution 2024-03; both motions carried.

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 40,000 cubic yards need to be dredged underneath the powerlines to the tee.

Waterway rules and regulations- Nothing to Report.

IV. Financial

Annual Budget FY 2024-25- After review a motion was made to approve resolution 2024-01; Motion Carried.

2023 Gross Tax collection- 92.98% or \$207,803.15 of the 2023 Non-Ad Valorem Assessment has been collected and 7.02% or \$15,696.85 is remaining to be collected.

Approval to disburse funds- A motion was made to approve the disbursements for admin services, district manager billing, Truist payment and fees, legal services, payroll and withholding tax, landscape Services, Purchase of tree spade (up to \$38,500), Marina security System, JEA Billing, Reed Island Park Signs, Treespade attachment for the Bobcat T770, and QuickBooks renewal totaling \$65,256.18.; Motion Carried.

Total available funds in the HWSD general fund as of February 29, 2024 after cleared disbursements is \$ 2,951,558.44. Total Projected Available funds after FY Operating Expenses and Project expenses as of June 30, 2024 is \$2,023,713.06.

V. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for April 9, 2024.

VI. Other Business

VII. Adjournment

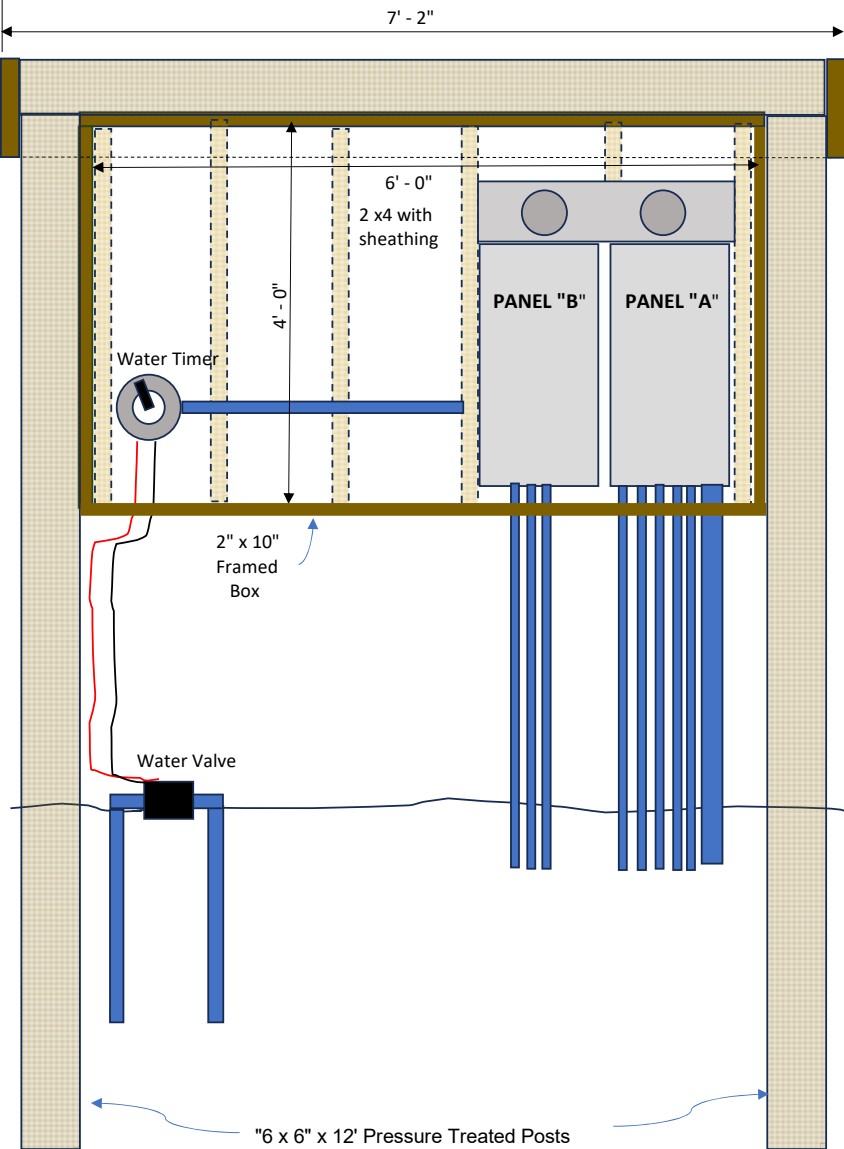
There were no comments or questions from the public. The meeting was adjourned at 6:42 PM.

Respectfully Submitted,

Caroline Birtalan
Recording Secretary

Robert P. Birtalan
Secretary / Treasurer

ELECTRICAL SERVICE PANEL HWSD MARINA - Canal Side



PANEL "A" - 200 amp 30 Circuit

- 5 - 30 amp 220v - CFCI Breaker Boat Lifts or
- match existing breaker for 110v boat lift motors
- 5 - 15 amp 110v - GFCI Breaker at Boat Lift - Receptacle

Note: Boat Lift wiring sized for 30 amp 220v service regardless of existing service

PANEL "B" - 200 amp 30 Circuit

- 1 - 30 amp 220v - GFCI Breaker Marine Pedestal
- 1 - 20 amp 110v - LED Exterior Lights (4)
- 1 - 15 amp 110v - Water Timer
- 1 - 20 amp 110v - Security Camera
- 1 - 30 amp 220v - Gate Motor & control

EXISTING SERVICE ENTRANCE - 400 amp 40 Circuit

- 1 - 30 amp 220v - not in service
- 1 - 20 amp 220v - Went to 3 pedestals (not used)
- 2 - 20 amp 120v - Boat Lifts
- 1 - 15 amp 120v - LED Exterior Light
- 1 - 20 amp 120v - Temporary Outlet

HARBOUR WATERWAY SPECIAL DISTRICT

2023 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/31/2024

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>OCTOBER</u>						
01 - 31	6,106.29	(270.58)	5,835.71	(116.71)	(87.54)	5,631.46
<u>NOVEMBER</u>						
01 - 7	6,000.00	(240.00)	5,760.00	(115.20)	(86.40)	5,558.40
08 - 14	10,000.00	(400.00)	9,600.00	(192.00)	(144.00)	9,264.00
15 - 21	31,750.00	(1,270.00)	30,480.00	(609.60)	(457.20)	29,413.20
22 - 27	97,250.00	(3,890.00)	93,360.00	(1,867.20)	(1,400.40)	90,092.40
28 - 30	29,000.00	(1,160.00)	27,840.00	(556.80)	(417.60)	26,865.60
<u>DECEMBER</u>						
1 - 12	11,062.38	(371.88)	10,690.50	(213.81)	(160.36)	10,316.33
13 - 18	4,000.00	(120.00)	3,880.00	(77.60)	(58.20)	3,744.20
19 - 31	6,000.00	(180.00)	5,820.00	(116.40)	(87.30)	5,616.30
<u>JANUARY</u>						
1 - 16	134.48	(4.04)	130.44	(2.61)	(1.95)	125.88
17 - 31	2,500.00	(50.00)	2,450.00	(49.00)	(36.75)	2,364.25
<u>February</u>						
1 - 28	4,000.00	(40.00)	3,960.00	(79.20)	(59.40)	3,821.40
<u>March</u>						
1 - 15	N/A	-	-	-	-	-
16 - 31	2,134.47	-	2,134.47	(42.69)	(32.02)	2,059.77
<u>April</u>						
1 - 15			-	-	-	-
16 - 30			-	-	-	-
<u>May</u>						
1 - 31						
<u>June</u>						
1 - 30			-	-	-	-
<u>July - August</u>						
1 - 31						
<u>September</u>						
1 - 30						
<i>Unpaid Assessments</i>						
	13,562.38	6.1%				
TOTAL DISTRIBUTIONS	209,937.62	(7,996.50)	201,941.12	(4,038.82)	(3,029.11)	\$ 194,873.20
% Collected	93.9%	-3.81%		(0.020)	(0.015)	92.82%
TOTAL TAX BILLED	223,500.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, April 9, 2024

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
2/29/2024		TRUIST CHECKING ACCOUNT	BEGINNING BALANCE	\$ 2,951,558.44
		TAX DEPOSITS	March 1 - 31	4,846.59
		INTEREST INCOME	March	9,415.74
		MARINA BOAT SLIP LICENSE FEES	Boat Slip License Annual fees	2,730.00
TOTAL GENERAL FUND BALANCE				\$ 2,968,550.77
CLEARED DISBURSEMENTS				
3/4/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date	(5.50)
3/15/2024	2153	Caroline Birtalan	Administrative Services (February 13)	(150.00)
3/13/2024	2155	Wayne Flowers	Legal Services up to: (February Billing)	(1,045.00)
3/5/2024	Debit	Stanley Pipes	District Manager up to hrs. - (February Billing)	(3,725.27)
3/15/2024	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
3/7/2024	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - January	(1,227.04)
3/21/2024	Debit	Truist Bank	Services Charges	(60.00)
3/27/2024	2154	James Doherty	Landscape Service - Marina, Marsh, & Entrance (February)	(270.00)
3/14/2024	2156	Bobcat of Jacksonville	Purchase of Bobcat T770 with trade-in of the T66	(46,003.39)
3/22/2024	2157	TopDog Marine	Marina and Reed Island Park - Initial Payment	(63,365.40)
Ongoing		2022 Tax Rebate Program	Rebate Checks	-
DISBURSEMENTS - SubTotal				(115,912.50)
3/31/2024		TRUIST CHECKING ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	\$ 2,852,638.27
OUTSTANDING DISBURSEMENTS / DEPOSITS				
	Debit	Stanley Pipes	District Manager up to 52.25 hrs. - (March Billing)	(5,225.00)
4/4/2024	2163	James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
Ongoing	Debit	2022 non-Ad Valorem Rebate Program	Rebate 50% of the 2022 non- Ad Valorem assessment	(3,500.00)
SubTotal				(8,995.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				\$ 2,843,643.27
REQUESTED DISBURSEMENTS				
4/4/2024	2162	Caroline Birtalan	Administrative Services (March 12)	(150.00)
4/9/2024	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (April Billing)	(6,500.00)
4/9/2024	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
4/9/2024		Wayne E. Flowers	Legal Services up to: (March Billing)	(770.00)
4/9/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date 04-10-2024	(4,483.73)
4/9/2024	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - February	(1,280.46)
4/9/2024		James Doherty	Landscape Service - Marina, Marsh, & Entrance (April)	(270.00)
4/9/2024		Bobcat of Jacksonville	Purchase of 44" Treespade	(38,500.00)
4/9/2024		Bobcat of Jacksonville	Purchase counter weights for T770 - up to:	(5,000.00)
4/9/2024	Debit	FL Unemployment Insurance	Florida Unemployment Insurance	(189.00)
4/9/2024	Debit	Federal 940	Federal Unemployment Insurance	(42.00)
4/15/2024		Building material	Purchase material for Electrical Panel structure-up to:	(2,000.00)
4/25/2024	Debit	Interest Payment	Series 2018 Revenue Note	(11,252.17)
4/25/2024	Debit	Principal Payment	Series 2018 Revenue Note	(45,706.73)
		Reolink Camera System or equivalent	Security Camera System - Marina & Spoil Site up to:	(15,000.00)
SubTotal				(131,204.99)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				\$ 2,712,438.28
CURRENT PROJECT EXPENSES				
3/30/2024	1	Marina Development Project	(1) Replace electrical service; (2) Replace bulkhead; (3) Extend Boat Ramp; (4) Marina Gate & Control system	(356,798.64)
3/31/2024	2	hWSD Powerline Dredging Project	Remove up to 40,000 cubic yards from powerlines to the first house	
6/30/2024	3	Reed Island Park	Develop Dock & Bulkheads	(290,429.10)
TOTAL PLANNED PROJECTS:				\$ (647,227.74)
FORECAST NET REVENUE FROM 2023 ASSESSMENT				\$ 11,781.40
2023 Assessment Collected		\$	193,839	
BUDGETED OPERATING EXPENSES - April 1, 2024 thru June 30, 2024				(19,700.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				\$ (19,700.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,057,291.94

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Tuesday, April 9, 2024

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance	
POSTED TRANSACTIONS							
1/9/2024	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (68.41)	\$ (68.41)	
1/16/2024	Truist Checking Account	Credit Card Payment	68.41	-	68.41	-	
1/17/2024	USPS	Mail Annual Audit to Auditor General	(2.79)		(2.79)	(2.79)	
1/25/2024	Clark Equipment	Annual Renewal fee for monitoring Bobcat	(200.00)		(200.00)	(202.79)	
1/28/2024	IONOS	Website Email	(2.50)		(2.50)	(205.29)	
1/30/2024	Bobcat of Jacksonville	Replacement mower blades	(124.95)		(124.95)	(330.24)	
2/9/2024	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (330.24)	\$ (330.24)	
2/10/2024	Truist Checking Account	Credit Card Payment	330.24	-	330.24	-	
2/22/2024	City of Jacksonville	Parking - Clerk of Courts	(3.00)		(3.00)	(3.00)	
2/28/2024	IONOS	Website Email	(2.50)		(2.50)	(5.50)	
3/3/2024	Truist Checking Account	Credit Card Payment	5.50	-	5.50	-	
3/28/2024	IONOS	Website Email	(2.50)		(2.50)	(2.50)	
3/29/2024	Bobcat of Jacksonville	DEF Fluid and Air Filter for T770		(144.30)	(144.30)	(146.80)	
3/29/2024	JEA	Monthly Utilites - (2/26/2024)	(75.74)		(75.74)	(222.54)	
3/29/2024	JEA	Monthly Utilites - (3/25/2024)	(55.19)		(55.19)	(277.73)	
4/2/2024	Buchanan Sign & Flage	Reed Island Park (4)		(2,284.00)	(2,284.00)	(2,561.73)	
4/4/2024	Intuit QuickBooks	Quickbooks Software Renewal - Enterprise	(1,922.00)		(1,922.00)	(4,483.73)	
3/9/2024	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (4,483.73)	\$ (4,483.73)	
4/15/2024	Truist Checking Account	Credit Card Payment	2,055.43	2,428.30	4,483.73	-	
4/15/2024	OUTSTANDING BALANCE					\$	-