

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
February 13, 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 December 12, 2023*
  
  - III. District Business**
    - a. Reed Island Spoil Site
      - i. Reed Island Nature Park*
      - ii. RIM Amendment #3*
    - b. Spoil Site Disposal Activity
      - i. Queens Harbour*
    - c. Marina – Next Steps:
      - 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 – up to 40,000 cubic yards
      - i. Pre-Dredge Survey*
    - f. Waterway Rules & Regulations
      - i. Dock Approvals*
      - ii. Bulkhead at the end of Portside Drive*
  
  - IV. Financial**
    - a. Property Taxes on the Marina
    - b. 2023 Tax Collections
    - c. Approval to disburse funds
  
  - V. District Schedule**
    - i. Next Scheduled Board Meeting – March 12, 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, February 13, 2024

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of supervisors was held on February 13, 2024. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Bob Birtalan, Wally Lovely, 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**

Approval of minutes from December 12, 2023 – A Motion was made to approve the meeting minutes; Motion Carried.

### **III. District Business**

Reed Island Nature Park- Nothing to Report.

RIM Amendment #3- The Third Amendment to the Reed Island Dredge material disposal license agreement is waiting signatures and execution from RIM. It is anticipated the Agreement will be signed in March.

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 the Top Dog Marine Construction bid for extending the Marina boat ramp, bulkhead replacement and dock work; Motion Carried. A motion was made to proceed with Phase I bulkheading for Reed Island Park and approve Top Dog's bid; Motion 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 is scheduled to be dredged from underneath the powerlines to the tee.

Waterway rules and regulations- Nothing to Report.

#### **IV. Financial**

The City of Jacksonville assessed property taxes to 5 of the 6 boat slips at the HWSD Marina. The Ad Valorem taxes have been paid for 2023.

2023 Tax collection- 91% or \$203,803.15 of the 2023 Non-Ad Valorem Assessment has been collected and 3.90% or \$19,696.85 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, Marina security System, Rock Haul bucket, JEA billing, Reed Island Park Signs, and Bobcat Upgrade (up to \$50,000) totaling \$79,218.20; Motion Carried.

Total available funds in the HWSD general fund as of January 31, 2024 is \$2,953,435.56. Total Projected Available funds after FY Operating and Project expenses is \$1,382,911.96.

#### **V. District Schedule**

Next scheduled Board Meeting- The next meeting is scheduled for March 12, 2024.

#### **VI. Other Business**

After discussion, A motion was made to approve trading in the Bobcat T66 and purchasing a new Bobcat T770 track loader to support obligations at the spoil site and Reed Island Park; Motion Carried.

#### **VII. Adjournment**

There were no comments or questions from the public. The meeting was adjourned at 6:59 PM.

Respectfully Submitted,



Caroline Birtalan  
Recording Secretary



Robert P. Birtalan  
Secretary / Treasurer

# HARBOUR WATERWAY SPECIAL DISTRICT

## 2023 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

1/31/2024

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b><u>OCTOBER</u></b>						
01 - 31	6,106.29	(270.58)	5,835.71	(116.71)	(87.54)	5,631.46
<b><u>NOVEMBER</u></b>						
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
<b><u>DECEMBER</u></b>						
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
<b><u>JANUARY</u></b>						
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
<b><u>February</u></b>						
1 - 28		-	-	-	-	-
<b><u>March</u></b>						
1 - 13		-	-	-	-	-
14 - 31		-	-	-	-	-
<b><u>April</u></b>						
1 - 15			-	-	-	-
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>						
	19,696.85					
<b>TOTAL DISTRIBUTIONS</b>	<b>203,803.15</b>	<b>(7,956.50)</b>	<b>195,846.65</b>	<b>(3,916.93)</b>	<b>(2,937.69)</b>	<b>\$ 188,992.03</b>
% Collected	91.2%	-3.90%		(0.020)	(0.015)	92.73%
<b>TOTAL TAX BILLED</b>	<b>223,500.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 9, 2024

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
11/30/2023		<b>TRUIST CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 2,985,748.38</b>
		TAX DEPOSITS	December 1 - 31	40,926.13
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 3,026,674.51</b>
<b>CLEARED DISBURSEMENTS</b>				
12/14/2023	Trans	Truist Credit Card	Payment - Billing Cycle Date	(277.28)
12/19/2023	2137	Caroline Birtalan	Administrative Services (November 11 )	(150.00)
12/26/2023	Epay	Lewis Longman & Walker	Legal Services up to: (November Billing)	(2,950.00)
12/6/2023	Debit	Stanley Pipes	District Manager 48.75 hrs. - (November Billing)	(3,960.06)
12/15/2023	Debit	Truist Bank	Truist Merchant Services - Fees	(75.90)
12/8/2023	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - October	(1,801.54)
12/11/2023	Epay	JEA - Marina	Monthly Bill - (11/23/2023)	(54.00)
12/29/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date 01-10-2024	(524.40)
12/29/2024	2023	James Doherty	Landscape Service - Marina, Marsh, & Entrance (October)	(270.00)
12/29/2024	2136	James Doherty	Landscape Service - Marina, Marsh, & Entrance (November)	(270.00)
12/29/2024	2140	Tax Collector - Property Taxes	Marina - 160266-1150	(3,075.32)
12/29/2024	2140	Tax Collector - Property Taxes	Marsh Parcel - 160671-0080	(5.49)
Ongoing		2022 Tax Rebate Program	Rebate Checks	(60,625.00)
<b>DISBURSEMENTS - SubTotal</b>				<b>(74,038.99)</b>
12/31/2023		<b>TRUIST CHECKING ACCOUNT</b>	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 2,952,635.52</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
1/3/2024	Deposit	TRUIST CHECKING ACCOUNT	Adjustment for check 1902	1,000.00
1/5/2024	Debit	Stanley Pipes	District Manager up to 45.75hrs. - (December Billing)	(4,575.00)
Ongoing		2022 non-Ad Valorem Rebate Program	Rebate 50% of the 2022 non- Ad Valorem assessment	(6,875.00)
SubTotal				<b>(10,450.00)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				<b>\$ 2,942,185.52</b>
<b>REQUESTED DISBURSEMENTS</b>				
1/8/2024	2142	Caroline Birtalan	Administrative Services (December 12 )	(150.00)
1/5/2024	Debit	Stanley Pipes	District Manager up to 60.00 hrs. - (January Billing)	(6,000.00)
1/15/2024	Debit	Truist Bank	Truist Merchant Services - Fees	(75.90)
1/15/2024	Epay	Lewis Longman & Walker	Legal Services up to: (December Billing)	(660.00)
1/15/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date 01-10-2024	(68.41)
1/5/2024	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - December	(1,287.88)
1/5/2024	2143	James Doherty	Landscape Service - Marina, Marsh, & Entrance (December)	(270.00)
1/5/2024	2144	Stanley Pipes	McAfee renewal license	(149.99)
1/10/2024	Epay	JEA - Marina	Monthly Bill - (12/23/2023)	(40.56)
		Reolink Camera System or equivalent	Security Camera System - Marina & Spoil Site up to:	(15,000.00)
SubTotal				<b>(23,702.74)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 2,918,482.78</b>
<b>PLANNED PROJECT EXPENSES</b>				
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)
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	(40,000.00)
		Decks & Dock Lumber Co.	Ramps for Marina	(5,000.00)
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 40,000 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
<b>TOTAL PLANNED PROJECTS:</b>				<b>\$ (1,354,000.00)</b>
<b>FORECAST NET REVENUE FROM 2023 ASSESSMENT</b>				<b>\$ 24,614.41</b>
2023 Assessment Collected		\$	180,886	
<b>BUDGETED OPERATING EXPENSES - February 1, 2024 thru June 30, 2024</b>				<b>(49,310.00)</b>
<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>				<b>\$ (49,310.00)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
<b>TOTAL PROJECTED AVAILABLE FUNDS after FY Operating &amp; Project Expenses</b>				<b>\$ 1,539,787.19</b>

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, February 13, 2024

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
12/31/2023		<b>TRUIST CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 2,952,635.52</b>
		TAX DEPOSITS	January 1 - 31	5,742.17
		INTEREST INCOME	January	488.62
		MARINA BOAT SLIP LICENSE FEES	Three of Five Slips have paid	4,095.00
		MISCELLANEOUS	Adjustments & refund FL. Dept. of Revenue	589.00
		TRUIST CHECKING ACCOUNT	Adjustment for check 1902	1,000.00
<b>TOTAL GENERAL FUND BALANCE</b>				<b>\$ 2,964,550.31</b>
<b>CLEARED DISBURSEMENTS</b>				
1/16/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date	(68.41)
1/24/2024	2142	Caroline Birtalan	Administrative Services (December 12 )	(150.00)
1/29/2024	Epay	Lewis Longman & Walker	Legal Services up to: (November Billing)	(660.00)
1/3/2024	Debit	Stanley Pipes	District Manager 45.75 hrs. - (December Billing)	(3,652.01)
1/16/2024	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
1/8/2024	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - November	(1,287.88)
1/9/2024	Epay	JEA - Marina	Monthly Bill - (11/23/2023)	(40.56)
1/18/2024	Trans	Miscellaneous	Transfers & adjustments	(400.00)
1/18/2024	2143	James Doherty	Landscape Service - Marina, Marsh, & Entrance (December)	(270.00)
1/5/2024	2144	Stanley Pipes	McAfee renewal license	(149.99)
Ongoing		2022 Tax Rebate Program	Rebate Checks	(4,375.00)
<b>DISBURSEMENTS - SubTotal</b>				<b>(11,114.75)</b>
1/31/2024		<b>TRUIST CHECKING ACCOUNT</b>	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>\$ 2,953,435.56</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
	Debit	Stanley Pipes	District Manager up to 48.50 hrs. - (January Billing)	(4,850.00)
Ongoing		2022 non-Ad Valorem Rebate Program	Rebate 50% of the 2022 non- Ad Valorem assessment	(2,500.00)
				<b>SubTotal</b>
				<b>(7,350.00)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				<b>\$ 2,946,085.56</b>
<b>REQUESTED DISBURSEMENTS</b>				
2/6/2024	2147	Caroline Birtalan	Administrative Services (January 9)	(150.00)
2/13/2024	Debit	Stanley Pipes	District Manager up to 60.00 hrs. - (February Billing)	(6,000.00)
2/13/2024	Debit	Truist Bank	Truist Merchant Services - Fees	(60.90)
2/13/2024	2150	Wayne E. Flowers	Legal Services up to: (January Billing)	(550.00)
2/13/2024	Trans	Truist Credit Card	Payment - Billing Cycle Date 02-10-2024	(330.24)
2/13/2024	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - December	(1,272.98)
2/6/2024	2148	James Doherty	Landscape Service - Marina, Marsh, & Entrance (January)	(270.00)
2/13/2024	2149	QuickAttach	Rock Haul Bucket with Grapple	(4,484.00)
2/13/2024	Epay	JEA - Marina	Monthly Bill - (01/26/2024)	(100.08)
2/14/2024		Bobcat of Jacksonville	Purchase of Bobcat T770 with trade-in of the T66 - up to:	(46,003.39)
2/13/2024		Buchanan Signs	Reed Island Park Signs - up to \$1000	(1,000.00)
2/13/2024		Reolink Camera System or equivalent	Security Camera System - Marina & Spoil Site up to:	(15,000.00)
				<b>SubTotal</b>
				<b>(75,221.59)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				<b>\$ 2,870,863.97</b>
<b>PLANNED PROJECT EXPENSES</b>				
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)
3/30/2024	1	Marina Development Project	(1) Replace electrical service; (2) Replace bulkhead; (3) Extend Boat Ramp; Marina Gate & Control system	(375,000.00)
1/31/2024	2	South Bulkhead Replacement - 1300 ft	Replace bulkhead out to power lines - live wall or bulkhead	(910,000.00)
3/31/2024	3	Powerline Dredging Project	Remove up to 40,000 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 river front lots	850,000.00
<b>TOTAL PLANNED PROJECTS:</b>				<b>\$ (1,465,000.00)</b>
<b>FORECAST NET REVENUE FROM 2023 ASSESSMENT</b>				<b>\$ 16,507.99</b>
2023 Assessment Collected			\$ 188,992	
<b>BUDGETED OPERATING EXPENSES - March 1, 2024 thru June 30, 2024</b>				<b>(39,460.00)</b>
<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>				<b>\$ (39,460.00)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
<b>TOTAL PROJECTED AVAILABLE FUNDS after FY Operating &amp; Project Expenses</b>				<b>\$ 1,382,911.96</b>

# HARBOUR WATERWAY SPECIAL DISTRICT

## CREDIT CARD TRANSACTIONS - STANLEY PIPES

Tuesday, January 9, 2024

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance	
<b>POSTED TRANSACTIONS</b>							
<b>12/9/2023</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (277.28)</b>	<b>\$ (277.28)</b>	
12/14/2023	Truist Checking Account	<b>Credit Card Payment</b>	<b>277.28</b>		<b>277.28</b>	-	
12/20/2023	Home Depot	Lights for Marina (2 LED lights)	(290.45)		(290.45)	(290.45)	
12/21/2023	Home Depot	SS screws & fittings for lights at the Marina	(19.14)		(19.14)	(309.59)	
12/26/2023	Gate	Diesel Fuel		(175.00)	(175.00)	(484.59)	
12/26/2023	Gate	Diesel Fuel		(39.81)	(39.81)	(524.40)	
12/29/2023	Truist Checking Account	<b>Credit Card Payment</b>	<b>309.59</b>	<b>214.81</b>	<b>524.40</b>	-	
12/28/2023	IONOS	Website Email	(2.50)		(2.50)	(2.50)	
12/29/2023	USPS	Mail Documents to SBA	(5.94)		(5.94)	(8.44)	
1/4/2024	IONOS	Web Hosting	(59.97)		(59.97)	(68.41)	
<b>1/9/2024</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (68.41)</b>	<b>\$ (68.41)</b>	
1/16/2024	Truist Checking Account	<b>Credit Card Payment</b>	<b>68.41</b>	-	<b>68.41</b>	-	
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)	
<b>2/9/2024</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (330.24)</b>	<b>\$ (330.24)</b>	
2/10/2024	Truist Checking Account	<b>Credit Card Payment</b>	<b>330.24</b>	-	<b>330.24</b>	-	
<b>2/13/2024</b>	<b>OUTSTANDING BALANCE</b>					<b>\$</b>	<b>-</b>