

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
December 22, 2011
7:00 pm

Regency Public Library
9900 Regency Square Blvd
Jacksonville, FL. 32225

I. Introduction

- A. Call to Order
- B. Roll Call / Quorum
- C. Affidavit of Publication
- D. Oath of Office
- E. Open Board of Supervisor Seats
- F. Information on Special Districts and Public Official Responsibilities

II. Organizational Matters

- A. Election of Chairman – Resolution 2011-01
- B. Election of Vice Chairman – Resolution 2011-02
- C. Election of Secretary / Treasurer – Resolution 2011-03
- D. Election of Recording Secretary – Resolution 2011-04 (Postponed)

III. Retention of District Staff

- A. Consideration of Appointment of District Counsel
- B. Selection of Registered Agent and Office – Resolution 2011-05

IV. Designation of Meeting and Public Hearing Dates

- A. Designation of Monthly Meeting Dates, Time and Location
- B. Designation of Date of Public Hearing to Adopt Rules of Procedure in Accordance with Chapter 120.54, Florida Statutes
- C. Designation of Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non Ad-Valorem Assessments in Accordance with Chapter 197.3632, Florida Statutes

V. Other Organizational Matters

- A. Approval of Resolution 2011-06, Approving the Proposed Budget for Fiscal Year 2011 - 2012
- B. Selection of Qualified Public Depository for District Operating Account
- C. Authorization to Procure Directors and Officers Liability Insurance
- D. Consideration of Approval of Assessment Collection Agreement with Duval County Tax Collector & Property Appraiser
- E. Designation of Public Records Location

VI. Other Business

- A. Staff Reports
- B. Audience Comments
- C. Supervisor Requests

VII. Adjournment

HARBOUR WATERWAY SPECIAL DISTRICT
MINUTES FOR MEETING
THURSDAY, DECEMBER 22, 2011

I. Introduction

Call to Order

The Board of Supervisors of the Harbour Waterway Special District (HWSD) met at the Regency Public Library, on the above stated date. The meeting was called to order at 7:03 p.m. by Chairman, William Hibbard.

Roll/Quorum

The following supervisors were present: William Hibbard, Robert Birtalan and Stanley Pipes, Jr. Three of five Supervisors were present representing a quorum of the HWSD Board. Sandi Hibbard was present as acting recording Secretary. Others in attendance are listed on the sign-in sheet. Chairman, Hibbard turned the meeting over to Stanley Pipes to officiate.

Affidavit of Publication

Stanley Pipes acknowledged that the meeting had been properly noticed on December 12 in the Times Union, and provided the affidavit of publication.

Oath of Office

The Board of Supervisors individually took their oath in the presence of DeeAnn Koenig, a notary public. The oaths were signed respectively and notarized by DeeAnn Koenig.

Open Board of Supervisors Seat

Stanley announced that the Carol Jensen, Board of Supervisor Seat 2 and Joan Bailey, Board of Supervisor Seat 4 appointed by City Council have declined to accept their appointment. Those oaths will be postponed until the positions are filled. As advised by the attorney representing the HWSD, notice will be given of the vacancies and applicants will be allowed 30 days to provide the necessary paperwork. Following the application process, the Board of Supervisors will appoint the new Board of Supervisor Seats as provided in Ordinance 2010-725-E. A motion was made to appoint these supervisors at the January 26 meeting, subject to the approval process, The motion passed.

Information on Special Districts and Public Official Responsibilities

Stanley provided a number of documents to the Board of Supervisors as follows: A map of properties included in the taxing district; a spreadsheet showing the property owners at the time the taxing district was passed; a copy of the statutes which apply for the uniform collection of non ad-valorem taxes; ethnics summary of the Florida Sunshine Law; a statement of financial interest to be filed as soon as an updated form is available; and qualifying forms for the 2012 election which

must be filed with the Supervisor of Elections by June 4, 2012. Additional forms will be forwarded to the Supervisors.

II. Organizational Matters

Election of the Board of Supervisors Officers

The Officers were elected accordingly. Robert Birtalan made a motion to elect William K. Hibbard as Chairman, (Resolution 2011-01). The motion passed. William Hibbard made a motion to elect Robert B. Birtalan as Vice-Chairman (Resolution 2011-02). The motion passed. Robert Birtalan made a motion to elect Stanley H. Pipes, Jr. as Secretary/Treasurer (Resolution 2011-03). The motion passed. Resolution 2011-04 to elect the Recording Secretary was tabled.

III. Retention of District Staff

Consideration of Appointment of District Counsel

Wayne Flowers, of the law firm Lewis, Longman & Walker, has agreed to represent the HWSD as District Counsel. William Hibbard made a motion to approve him as District Counsel. The motion passed.

Selection of Registered Agent and District Office

Stanley Pipes has agreed to remain as registered agent. Robert Birtalan made a motion to approve Resolution 2011-05 naming Stanley as registered agent. The motion passed. Stanley's home address is the address of the HWSD and he has a dedicated phone line and answering machine for HWSD

IV. Designation of Meeting and Public Hearing Dates

Monthly Meeting Dates

A motion to approve the following list of meeting dates was made by William Hibbard. The motion passed.

Jan. 10, 2012 Regency Public Library
Jan. 26, 2012 Resurrection Episcopal Church
Feb. 07, 2012 Regency Public Library
Feb. 14, 2012 Regency Public Library
Mar. 13, 2012 Regency Public Library
Apr. 16, 2012 Regency Public Library
May 15, 2012 Regency Public Library
June 12, 2012 Regency Public Library
July 17, 2012 Regency Public Library
Aug. 14, 2012 Regency Public Library
Sep. 11, 2012 Regency Public Library
Oct. 16, 2012 Regency Public Library
Nov. 13, 2012 Regency Public Library
Dec. 18, 2012 Regency Public Library

- V. Designation of date of Public Hearing expressing the districts intent to utilize the Uniform Method of levying, collecting and enforcing Non Ad-Valorem Assessments in accordance with Chapter 197.3632, Florida Statues. The date of February 7, 2012 was approved as the date to conduct the public hearing, subject to the legal notice requirement of 4 weeks of advertised meeting notices, which was scheduled for Jan 3, Jan 10, Jan 17. and Jan 24.
- VI. Designation of tentative date for the adoption of Rules of Procedures in Accordance with Chapter 120.54, Florida statues
(Scheduled for Feb. 14)
- VII. Approval of Resolution 2011-06 Approving Proposed Budget for fiscal Year 2011-2012.
William Hibbard made a motion to approve and ratify the 2011 / 2012 budget, (Resolution 2011-06). The motion passed.
- VIII. Selection of Qualified Public Depository.
This was tabled for research.
- IX. Authorization to procure Directors and Officers Liability Insurance.
This was tabled for research.
- X. Consideration of approval of Assessment Collection Agreement with Duval County Tax Collector and Property Appraiser.
The agreement calls for a rate 2% for tax collector 1.5% for Property Appraiser. This was tabled until the Feb 7th meeting.
- XI. Designation of Public Records Location
Robert Birtalan made a motion to establish the District Office Location as the Public records Location for HWSD (11554 Starboard Drive, Jacksonville, FL. 32225). The motion passed.
- XII. Audience Comments.
There was a discussion on how the assessment level is set and collected.
- XIII Robert Birtalan made a motion to adjourn the meeting at 7:45 PM. The motion passed.

Respectfully submitted,

Sandi Hibbard

Sandi Hibbard
Acting Recording Secretary

Stanley H Pipes, Jr.

Stanley H Pipes, Jr.
Secretary / Treasurer