

HARBOUR WATERWAY SPECIAL DISTRICT Agenda

Thursday
January 26, 2012
7:00 pm

Resurrection Episcopal Church
12355 Fort Caroline Rd.
Jacksonville, FL. 32225

I. Introduction

- a. Call to Order
- b. Roll Call / Quorum
- c. Introduction Legal Counsel – Wayne Flowers

II. Administrative

- a. Approval of Minutes
 - i. Minutes from January 10, 2012
- b. Affidavit of Publication
 - i. Schedule of Meetings for 2012
 - 1. Published 12/31/2011 Times-Union
 - ii. Notice of Intent to use Uniform Method of Collection
 - 1. Published Jan 3, 10, 17, & 24 - Financial News & Daily Record
- c. Update on Open Board of Supervisor Seats

III. Financial

- a. Report of Expenditures
- b. Discussion on General Liability, Errors & Omissions Insurance

IV. District Schedule

- a. 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
 - i. Hearing scheduled for 02-07-2012
- b. Publish and Mail Notice Designating the Date for a Public Hearing to Determine the 2012 Harbour Waterway Special District Non-Ad Valorem Assessment.
 - i. Scheduled for 02-10-2012
- c. Date of Public Hearing to Adopt Rules of Procedure in Accordance with Chapter 120.54, Florida Statutes
 - i. Hearing scheduled for 03-13-2012
- d. Designation of Date of Public Hearing to Adopt Resolution for the Harbour Waterway Special District Non-Ad Valorem Assessment for 2012.
 - i. Hearing scheduled for 03-13-2012
- e. Deadline to File 2012 / 2013 Budget with City of Jacksonville
 - i. March 31, 2012
- f. End of Fiscal Year for the District
 - i. June 30, 2012

First Part HEARINGS
2nd MOVE TO ADOPT
APPROVE COURT

HARBOUR WATERWAY SPECIAL DISTRICT
MEETING MINUTES
THURSDAY, JANUARY 26, 2012

Introduction

Call to Order

The Board of Supervisors of the Harbour Waterway Special District (HWSD) met at the Resurrection Episcopal Church, on the above stated date. The meeting was called to order at 7:04 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.

Administrative

Stanley Pipes introduced Wayne Flowers, attorney for the HWSD.

The minutes of the January 10, 2012 meeting were approved with no changes.

Stanley Pipes presented the affidavit of publication, from the Financial News and Daily Record, for the notice of the HWSD's intent to use the Uniform Method of Levy. The ad ran on Jan. 3, Jan. 10, Jan.17, and Jan. 24, 2012.

William Hibbard made a motion to appoint Paul Stroup to fill the position of Supervisor Seat 2 of the HWSD. The motion passed unanimously. Paul 'E. Stroup, Jr. was sworn into office by Wayne Flowers, attorney at law.

Report of expenditures was presented showing no changes from the previous report. It was noted that the total expenditures from the HWA was \$7078.08.

A bid was received for general liability insurance from the League of Cities in the amount of \$4108.00. A discussion pursued over the unprotected liability of the breakwater and whether the breakwater easement should be transferred from the HWA to the HWSD. Wayne Flowers suggested that having the easement under the HWSD would provide for a limit of liability due to the fact that the HWSD is a government agency. Stanley Pipes and Paul Stroup were tasked to look into what it would take to move the easement to the HWSD. A motion was made by Stanley Pipes to purchase the general liability insurance from Florida Mutual Insurance Trust in the amount of \$4108.00. The motion passed unanimously.

District schedule:

Next Feb 7, 2012:

Public hearing for Uniform Method of levying.

Address the contract with the Tax Appraiser and Tax Collector to collect the non-ad valorem assessments. Review contract with the Jacksonville Port Authority to utilize Bartram Island as a spoil site.

Feb 10, 2012:

Publish and Mail Notice, Designating the date of Mar 13, 2012 for a Public hearing to determine the 2012 HWSD Non-Ad Valorem Assessment.

Mar. 13, 2012:

Public hearing for setting the 2012 HWSD Non-Ad Valorem Assessment.

Mar. 31, 2012:

Dead line for filing 2012/2013 budget to the City of Jacksonville.

Jun. 30 2012:

End of Fiscal Year.

Tax Collector & Property Appraiser Agreement:

Stanley Pipes pointed out, and a discussion pursued, that the contract did not have a clause covering when the assessments would be dispersed. The city attorney indicated the maximum time was prescribed by statutes.

Spoil Site:

Discussion by Stanley Pipes that the Port Authority will be meeting on Jan 27 to determine the cost per cubic yard for the Bartram Island site.

Legal and Compliance :

Wayne Flowers reviewed the following issues.

The Florida Sunshine laws.

Public Record Laws.

Ethics and Conflict of interests

Fact finding meetings.

Public Notice: Email, WEB site, News Paper. Common Signage.

Attending meeting via teleconferencing.

Paul Stroup Possible spoil site

Discussion of site by power lines. Paul Stroup to investigate issues involved in using the site. Stanley Pipes to pursue the availability of property.

Meeting Adjourned at 8:25 PM

Respectfully submitted,

Sandi Hibbard
Acting Recording Secretary

Stanley H Pipes, Jr.
Secretary / Treasurer