

**HARBOUR WATERWAY  
SPECIAL DISTRICT**  
*Agenda*

Tuesday  
May 13, 2014  
7:00 pm

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

- I. Introduction**
  - a. Call to Order
  - b. Roll Call / Quorum
  
- II. Administrative**
  - a. Approval of Minutes
    - i. *Minutes from April 08, 2014*
  
- III. District Business**
  - a. 2013 non-Ad Valorem Tax – Update
  - b. Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction
  - c. Spoil Site Procurement – Reed Island
  - d. “Form 1” Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions.
  - e. Election Year for Board of Supervisors Seats 2 and 4.
  
- IV. Financial**
  - a. Approval to disburse funds Legal and Administrative Services
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. *June 10, 2014 – Resurrection Episcopal Church*
  
- VI. Other Business**
  - a. Legal and Compliance Issues
  
- VII. Comments and Questions from Audience**
  
- VIII. Adjournment of HWSD Meeting**

# HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, MAY 13, 2014

MEETING MINUTES

## Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on May 13, 2014. The meeting was called to order at 7:01 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Birtalan, Robert Schleef and Stanley Pipes. It was noted that there was a quorum present. Attorney Howard Caplan was present on behalf of HWSD Attorney Wayne Flowers. Kathryn Boucher was present as recording secretary.

## Administrative

Approval of Minutes from April 8, 2014 – Motion made to approve the minutes as written; motion passed.

## District Business

2013 non-Ad Valorem Tax – 98.8% of the total assessment has been collected, for a total of \$197,581.82 after all fees and discounts. The 2 remaining unpaid properties are in default.

Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction – The HWSD will have a meeting with City Councilman Clay Yarborough once city attorney Jodie Brooks gives her comments on the amendment.

Spoil Site Procurement – Reed Island – This issue remains on the table.

“Form 1” Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions.

Election Year for Board of Supervisors Seats 2 and 4 – The requirements for the 2 seats were presented to the board. The required notices are running in the paper on May 19<sup>th</sup> and 26<sup>th</sup>.

## Financial

Approval to disburse funds for Legal and Administrative Services – \$128,000.00 was paid May 1<sup>st</sup> as the first principle payment on the revenue notes. The projected ending balance after disbursements and debt service is \$48,142.67. Motion made to disburse funds of \$950.00; motion passed.

District Schedule

Next Scheduled Board Meeting – June 10, 2014 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – The legislature passed a sweeping rewrite of the chapter that addresses special districts. There is now a requirement that all special districts have their own website with specific information, including the purpose of the special district, fiscal year, charter, and relevant links to public information. Compliance is required by October, 2015.

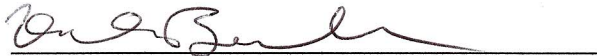
Comments and Questions from the Audience

No comments.

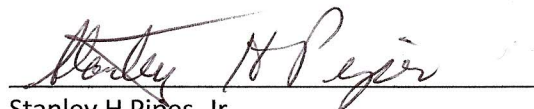
Adjournment

The meeting was adjourned at 7:11 PM. The next monthly board of supervisors meeting is scheduled for June 10, 2014.

Respectfully submitted,



Kathryn Boucher  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer

# HARBOUR WATERWAY SPECIAL DISTRICT 2013 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

4/30/2014

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b>NOVEMBER</b>						
1 - 6	12,000.00	(480.00)	11,520.00	(230.40)	(172.80)	11,116.80
7 - 18	25,000.00	(1,000.00)	24,000.00	(480.00)	(360.00)	23,160.00
19 - 23	48,500.00	(1,940.00)	46,560.00	(931.20)	(698.40)	44,930.40
24 - 30	69,500.00	(2,780.00)	66,720.00	(1,334.40)	(1,000.80)	64,384.80
<b>DECEMBER</b>						
1 - 9	24,000.00	(960.00)	23,040.00	(460.80)	(345.60)	22,233.60
(Installment Payment 1 & 2)	1,186.50	(62.30)	1,124.20	(22.48)	(16.86)	1,084.85
10 - 31	8,144.06	(264.32)	7,879.74	(157.59)	(118.20)	7,603.95
<b>JANUARY</b>						
(Installment Payment 3)	512.69	(15.38)	497.31	(9.95)	(7.46)	479.90
1 - 10	4,000.00	(100.00)	3,900.00	(78.00)	(58.50)	3,763.50
11 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
<b>February</b>						
1 - 14	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
15 - 28	6,000.00	(60.00)	5,940.00	(118.80)	(89.10)	5,732.10
<b>March</b>						
1 - 31	4,000.00		4,000.00	(80.00)	(60.00)	3,860.00
(Adjustment)	144.06		144.06	(2.88)	(2.16)	139.02
<b>April</b>						
(Installment Payment 4)	512.69		512.69	(10.25)	(7.69)	494.75
1 - 17	2,000.00		2,000.00	(40.00)	(30.00)	1,930.00
18 - 31	1,000.00	30.00	1,030.00	(20.60)	(15.45)	993.95
<b>May</b>						
1 - 31						
<b>September</b>						
1 - 30						
<i>Unpaid Assessments</i>	2,500.00	(25.00)	2,475.00	(49.50)	(37.13)	2,388.38
<b>TOTAL DISTRIBUTIONS</b>	<b>212,500.00</b>	<b>(7,752.00)</b>	<b>204,748.00</b>	<b>(4,094.96)</b>	<b>(3,071.22)</b>	<b>\$ 197,581.82</b>
<b>% Collected</b>	<b>98.8%</b>					
<b>TOTAL TAX BILLED</b>	<b>215,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, May 13, 2014

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
3/31/2014		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 189,914.61
		TOTAL DEPOSITS	April 1 - 30	7,417.72
<b>TOTAL CURRENT ASSETS</b>				<b>\$ 197,332.33</b>
<b>CLEARED DISBURSEMENTS</b>				
3/11/2014	1072	William K. Hibbard	Web Hosting - 4-3-2013 thru 7-2-2014	(299.85)
4/8/2014	1073	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
4/8/2014	1074	Kathyrn Boucher	HWSD - Administrative Services	(100.00)
4/8/2014	1075	Lewis Longman & Walker	HWSD - Legal Services	(250.00)
5/1/2014	Debit	Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.41)
5/1/2014	Debit	Revenue Notes - Principal Payment	Series 2012 & 2013	(128,000.00)
<b>CLEARED DISBURSEMENTS - SubTotal</b>				<b>(138,482.26)</b>
<b>TOTAL ENDING BALANCE</b>				<b>\$ 58,850.07</b>
<b>OUTSTANDING DISBURSEMENTS</b>				
<b>OUTSTANDING DISBURSEMENTS</b>				
<b>REQUESTED DISBURSEMENTS</b>				
5/13/2014	1077	Kathyrn Boucher	HWSD - Administrative Services	(100.00)
5/13/2014	1078	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
5/13/2014	1076	Lewis Longman & Walker	HWSD - Legal Services	(775.00)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (950.00)</b>
<b>PROJECTED DEBT SERVICE</b>				
11/1/2014		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
<b>PROJECTED DEBT SERVICE EXPENSE:</b>				<b>\$ (9,757.40)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>				
BB&T CHECKING ACCOUNT		ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE		<b>\$ 48,142.67</b>