

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
April 08, 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 March 11, 2014*

- III. District Business**
 - a. 2013 non-Ad Valorem Tax – Update
 - b. Approval of Resolution 2014-02, Contract with Roy Miller for Audit Services
 - c. Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction
 - d. Spoil Site Procurement – Reed Island
 - e. “Form 1” Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions.
 - f. 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. *May 13, 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, APRIL 8, 2014

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on April 8, 2014. The meeting was called to order at 7:01 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Schleef and Stanley Pipes. It was noted that there was a quorum present. HWSD Attorney Wayne Flowers was present. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from March 11, 2014 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax – \$4,144 was collected for the month of March, with 2 parcels paid. The remaining installment payments should be received mid-April. 98.3% of all taxes due have been collected.

Approval of Resolution 2014-02, Contract with Roy Miller for Audit Services – Roy Miller sends an annual agreement for the board to sign. The terms have not changed since the previous year. Motion made to approve the contract as written; motion passed.

Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction – Attorney Wayne Flowers drafted a preliminary amendment, which he presented to the board. The amendment expands the powers to adopt rules and regulations regarding activities and construction in the canal. With this approach, there will not be a need to amend the ordinance every time that a rule needs to be changed in the future. Wayne Flowers spoke with city attorney Jodie Brooks again, but there has not been any change in status as of yet. Once the board approves the draft amendment, Wayne Flowers suggested that the board seeks the support of city councilperson Clay Yarborough before presenting the amendment to Jodie Brooks, who will get it on the City Council docket. Once the amendment is introduced to City Council, the approval process will take a minimum of six weeks.

Spoil Site Procurement – Reed Island – This will need to be addressed in the future

“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 – William Hibbard will be resigning from the board once he sells his house. He has identified a resident named Mike Levi who could possibly be appointed to fulfill William's remaining term.

Financial

FY 2014 / 2015 Annual Budget – the budget was submitted to the city. There seems to be no problems.

Approval to disburse funds for Legal and Administrative Services – Debt service is coming due on May 1st. The projected ending balance after disbursements and debt service is \$41,674.96. Motion made to approve disbursement of \$138,182.40; motion passed.

District Schedule

Next Scheduled Board Meeting – May 13, 2014 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – The legislature has several bills that could possibly involve special districts, but nothing has changed as of yet.

Comments and Questions from the Audience

No comments.

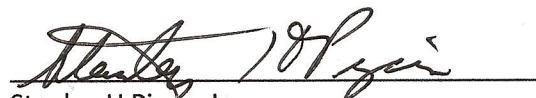
Adjournment

The meeting was adjourned at 7:18 PM. The next monthly board of supervisors meeting is scheduled for May 13, 2014.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2013 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

4/8/2014

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
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
DECEMBER						
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
JANUARY						
(Installment Payment 3)	512.69	(35.38)	477.31	(9.55)	(7.16)	460.60
1 - 10	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
11 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
February						
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
March						
1 - 31	4,000.00	144.06	4,144.06	(82.88)	(62.16)	3,999.02
April						
(Installment Payment 4)	512.69	(35.38)	477.31	(9.55)	(7.16)	460.60
1 - 30						(Projected)
May						
1 - 31						
September						
1 - 30	2,000.00	90.00	2,090.00	(41.80)	(31.35)	2,016.85
						(Projected)
Unpaid Assessments	3,644.06	(36.44)	3,607.62	(72.15)	(54.11)	3,481.35
TOTAL DISTRIBUTIONS	211,355.94	(7,583.32)	203,772.62	(4,075.45)	(3,056.59)	\$ 196,640.58
% Collected	98.3%					
TOTAL TAX BILLED	215,000.00					

RESOLUTION NO. 2014-02

A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL COUNTY, FLORIDA, APPROVING EXECUTION OF A CONTRACT WITH ROY MILLER & ASSOCIATES, TO PROVIDE AUDITING SERVICES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Harbour Waterway Special District ("HWSD"), was established through City of Jacksonville Ordinance No. 2010-725-E ("Ordinance") and given responsibility therein for maintenance of the system of canals located within the boundaries of the HWSD ; and

WHEREAS, Section 6 of the Ordinance requires that an audit of the HWSD's finances be conducted annually; and

WHEREAS, Roy Miller & Associates ("Miller") is a Certified Public Accounting firm experienced in conducting audits of local governmental bodies and is familiar with the reporting requirements for such audits as specified by federal and state law ; and

WHEREAS, Miller has presented a proposal, attached as Exhibit "A" hereto, to the HWSD to perform the annual audit work required by the HWSD to comply with the Ordinance.


NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the HWSD:

Section 1. The Miller proposal attached as Exhibit "A" is accepted by the Board.

Section 2. The Chairman of the Board is hereby authorized to execute a contract with Miller for the services described in Miller's proposal on the terms specified in Miller's proposal.

Section 3. This Resolution shall become effective upon adoption.

Passed and Adopted this 8th day of April, 2014.



William Hibbard
Board Chair

Attest:



Board Secretary

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, April 08, 2014

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
2/28/2014		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 185,855.37
		TOTAL DEPOSITS	March 1 - 31	5,732.10
TOTAL CURRENT ASSETS				\$ 191,587.47
CLEARED DISBURSEMENTS				
3/11/2014	1065	Kathryn Boucher	HWSD - Administrative Services	(100.00)
3/11/2014	1066	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
3/11/2014	1064	Lewis Longman & Walker	HWSD - Legal Services	(1,130.00)
3/11/2014	1071	Stanley Pipes	Legal Notices, Office Supplies, & Printing	(222.86)
2/11/2014	1070	Florida Municipal Insurance Trust	HWSD - Insurance (Adjusted Premium)	(145.00)
CLEARED DISBURSEMENTS - SubTotal				(1,672.86)
TOTAL ENDING BALANCE				\$ 189,914.61
OUTSTANDING DISBURSEMENTS				
3/11/2014	1072	William K. Hibbard	Web Hosting - 4-3-2013 thru 7-2-2014	(299.85)
OUTSTANDING DISBURSEMENTS				\$ (299.85)
REQUESTED DISBURSEMENTS				
4/8/2014	1074	Kathryn Boucher	HWSD - Administrative Services	(100.00)
4/8/2014	1073	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
4/8/2014	1075	Lewis Longman & Walker	HWSD - Legal Services	(250.00)
5/1/2014	Debit	Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
5/1/2014	Debit	Revenue Notes - Principal Payment	Series 2012 & 2013	(128,000.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (138,182.40)
PROJECTED DEBT SERVICE				
11/1/2014		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
PROJECTED DEBT SERVICE EXPENSE:				\$ (9,757.40)
TOTAL HWSD DISPOSABLE FUNDS				
		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 41,674.96