

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
March 11, 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 February 11, 2014*

- III. District Business**
 - a. 2013 non-Ad Valorem Tax – Update
 - b. Approval of Resolution 2014-01, “FY 2014 / 2015 Annual Budget” due March 31
 - 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. *April 8, 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, MARCH 11, 2014

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on March 11, 2014. The meeting was called to order at 7:03 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Schleef, Robert Birtalan 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 February 11, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax – To date 98.3% of funds have been collected, for a total distribution of \$196,501.56 to the HWSD from the tax collector. Three (3) properties expected to pay in March, plus two (2) properties are scheduled to make their final installment payment. Three properties remain in default.

Approval of Resolution 2014-01, "FY 2014 / 2015 Annual Budget" due March 31 – The proposed budget has to be submitted to City Council every year. Stanley Pipes presented the budget to the board: \$52,652.96 in cash is projected at the end of the current Fiscal Year, to carry into 2014 / 2015. An estimated \$197,500 is forecasted for the 2014 assessment. Interest owed on the revenue notes will be lower than the previous year. \$7,500 is budgeted for a marine survey to determine how much silting has occurred. The 2014/2015 Fiscal Year is projected to end with \$74,269 after all expenses. General ledger accounts have changed to accommodate the chart of accounts from the Department of Financial Reporting, and the switch to accrual accounting. Outstanding liabilities are separated into Current (within 12 months) and Long Term. Motion made to approve resolution 2014-01, requesting that the City Council approve the annual budget; motion passed.

Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction – Stanley Pipes and Wayne Flowers (general counsel for the HWSD) met with the city attorney (Jodie Brooks) in charge of special districts to discuss adding the covenants & restrictions to the ordinance. Wayne Flowers will follow up with Jodie Brooks this week. There seems to be no problems in proceeding. Each of the neighborhood associations has to agree to delegate the authority to enforce the Covenants &

Restrictions to the HWSD. The HWSD currently has the authority to conduct the dredge, but not to police right of way issues. Some concerns during the previous dredge that necessitate a change in the ordinance include a tree falling in the canal, boats not being moved out of the way of the dredge, and a barge being brought into the canal to work on a dock.

Spoil Site Procurement – Reed Island – A permanent spoil site needs to be secured for future dredges, since the previous site will no longer be available.

“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

Financial

Approval to disburse funds for Legal and Administrative Services – Expenses incurred by William Hibbard and Stanley Pipes for the last several months are included. The total requested disbursement for the month is \$1,827.71. The ending balance after disbursements and projected debt service is \$36,367.86. Motion made to approve disbursement; motion passed.

District Schedule

Next Scheduled Board Meeting – April 8, 2014 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – Nothing to report at this time.

Comments and Questions from the Audience

No comments.

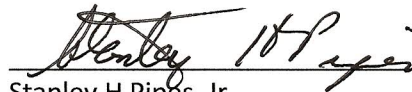
Adjournment

The meeting was adjourned at 7:29 PM. The next monthly board of supervisors meeting is scheduled for April 8, 2014.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2013 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/10/2014

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	-	4,000.00	(80.00)	(60.00)	3,860.00
April						
(Installment Payment 4)	512.69	(35.38)	477.31	(9.55)	(7.16)	460.60
1 - 30						(Projected)
May						
1 - 31						(Projected)
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	(7,727.38)	203,628.56	(4,072.57)	(3,054.43)	\$ 196,501.56
% Collected	98.3%					
TOTAL TAX BILLED	215,000.00					

**HARBOUR WATERWAY SPECIAL DISTRICT
RESOLUTION 2014-01**

A RESOLUTION REQUESTING THE CITY COUNCIL OF JACKSONVILLE TO APPROVE THE ANNUAL BUDGET OF THE HARBOUR WATERWAY SPECIAL DISTRICT FOR THE 2014-2015 FISCAL YEAR; PROVIDING AN EFFECTIVE DATE OF MARCH 31, 2014.

WHEREAS, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

WHEREAS, the Board is required to annually submit its budget to the City of Jacksonville for final approval or rejections pursuant to Section 2(6) of Chapter 86-392; and

WHEREAS, the Board of District Supervisors (the "Board"), the governing body of the District, has reviewed and approved the budget attached as Exhibit "A" to this Resolution for the 2014-2015 fiscal year.

NOW THEREFORE BE IT RESOVED by the Board of the District as follows:

Section 1. The Board hereby approves the FY 2014 -2015 District Budget attached as Exhibit "A" to this Resolution for submission to the Jacksonville City Council.

Section 2. Effective Date. This Resolution shall become effective on March 31, 2014.

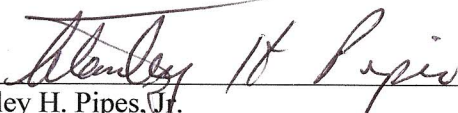
DULY ADOPTED AND APPROVED this 11th day of March, 2014, by the Board of the District.

BOARD OF SUPERVISORS FOR THE
HARBOUR WATERWAY SPECIAL DISTRICT



William Hibbard
Board Chair

Attest:



Stanley H. Pipes, Jr.
Board Secretary

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, March 11, 2014

Date	Num	Description	Memo	Amount
<u>CURRENT ASSETS</u>				
1/31/2014		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 187,068.67
		TOTAL DEPOSITS	Feb 1 - 28	5,674.20
TOTAL CURRENT ASSETS				\$ 192,742.87
<u>DISBURSEMENTS</u>				
2/15/2014	1063	Phil Iselin, Marine Contractor	Install 14 Pilings and Channel Markers	(6,300.00)
2/11/2014	1067	Kathryn Boucher	HWSD - Administrative Services	(100.00)
2/11/2014	1068	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
2/11/2014	1069	Lewis Longman & Walker	HWSD - Legal Services	(412.50)
2/11/2014	1070	Florida Municipal Insurance Trust	HWSD - Insurance (Adjusted Premium)	(145.00)
CLEARED DISBURSEMENTS - SubTotal				(7,032.50)
TOTAL ENDING BALANCE				\$ 185,710.37
<u>REQUESTED DISBURSEMENTS</u>				
3/11/2014	1072	William K. Hibbard	Web Hosting - 4-3-2013 thru 7-2-2014	(299.85)
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)
TOTAL REQUESTED DISBURSEMENT:				\$ (1,827.71)
<u>PROJECTED DEBT SERVICE</u>				
5/1/2014		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
5/1/2014		Revenue Notes - Principal Payment	Series 2012 & 2013	(128,000.00)
11/1/2014		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
PROJECTED DEBT SERVICE EXPENSE:				\$ (147,514.80)
<u>TOTAL HWSD DISPOSABLE FUNDS</u>				
3/31/2014		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 36,367.86