

HARBOUR WATERWAY SPECIAL DISTRICT

Agenda

Tuesday
February 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 January 14, 2013*

- III. District Business**
 - a. 2013 non-Ad Valorem Tax - Update
 - b. FY 2014 / 2015 Budget due March 31
 - c. Channel Marker Signs & Pilings –
 - i. Phil Iselin – Pilings
 - ii. First Sign – Channel Markers
 - d. Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction
 - e. Spoil Site Procurement – Reed Island
 - f. “Form 1” Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions.
 - g. 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. *March 11, 2014 – Resurrection Episcopal Church*

- VI. Other Business**
 - a. Legal and Compliance Issues
 - i. Public Records Request

- VII. Comments and Questions from Audience**

- VIII. Adjournment of HWSD Meeting**

HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, FEBRUARY 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 February 11, 2014. The meeting was called to order at 7:02 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Schleef, Paul Stroup 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 January 14, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax – 91.8% of funds have been collected from the tax collector. Projected collections show 6 households outstanding. 2 properties are on the installment plan with the final payment due March 31st. 3 properties are still in default.

FY 2014 / 2015 Budget due March 31 – The budget will be presented in the March meeting. Debt service and the usual monthly expenses are all that is expected.

Channel Marker Signs & Pilings – Phil Iselin said that some of the pilings being pulled out are 40 feet long. The No Wake and Manatee signs still need to be placed. No payment has been made yet. The board plans on paying the suppliers directly or obtaining a release from the vendor.

Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction – The board wants to amend the ordinance to create covenants & restrictions that will protect the right of way of the canal. Restrictions are in place to keep docks within 11 feet of the bulkhead, but bulkheads are encroaching farther into the canal. Navigability of the canal during dredges is a concern. The existing HWA Covenants & Restrictions do not provide adequate protection for the district's interests. Attorney Wayne Flowers will set up a meeting for himself and Stanley Pipes to meet with the city attorney Jody Brooks to discuss an amendment. The next question would be what function the HWA should play following strengthened HWSD authority.

Spoil Site Procurement – Reed Island – The board will begin the process by getting in contact with Clay Yarborough. His term will expire in 2015.

“Form 1” Due to Supervisor of Elections on or before June 30

Election Year for Board of Supervisors Seats 2 and 4 – The board is required to advertise the election. The HWSD contact at the supervisor of elections office has been in touch with the board to send information packets to Paul Stroup and Robert Schleaf.

Financial

Approval to disburse funds for Legal and Administrative Services – Current balance in HWSD accounts is \$187,068.67. Motion made to disburse funds totaling \$7,032.50; motion passed.

All financial reports have been filed. Stanley Pipes worked with the CPA Roy Miller to get everything completed.

District Schedule

Next Scheduled Board Meeting – March 11, 2014 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – The state legislature will be in session next month. Nothing is on the horizon for Special Districts. Stanley Pipes sent an email to the board on the FASD conference in Fort Meyers.

Comments and Questions from the Audience

There were no members of the general public present at the meeting.

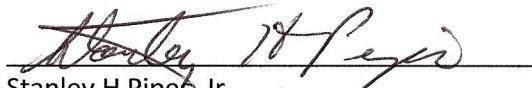
Adjournment

The meeting was adjourned at 7:30 PM. The next monthly board of supervisors meeting is scheduled for March 11, 2014.

Respectfully submitted,



Kathryn Boucher
Recording Secretary


Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2013 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

2/11/2014

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>JULY</u>						
(Installment Payment 1)	625.00	(37.50)	587.50	(11.75)	(8.81)	566.94
<u>NOVEMBER</u>						
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
<u>DECEMBER</u>						
1 - 9	24,000.00	(960.00)	23,040.00	(460.80)	(345.60)	22,233.60
(Installment Payment 2 & 3)	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
<u>JANUARY</u>						
1 - 10	4,512.69	(115.38)	4,397.31	(87.95)	(65.96)	4,243.40
11 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
<u>February</u>						
1 - 28						
<u>March</u>						
1 - 31						
<u>April</u>						
1 - 15						
(Installment Payment 4)						
16 - 30						
<u>May</u>						
1 - 31						
<u>June</u>						
1 - 30						
<i>Unpaid Assessments</i>	17,531.75	(175.32)	17,356.43	(347.13)	(260.35)	16,748.96
TOTAL	197,468.25	(7,719.50)	189,748.75	(3,794.98)	(2,846.23)	\$ 183,107.54
% Collected	91.8%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, February 11, 2014

Date	Num	Description	Memo	Amount
<u>CURRENT ASSETS</u>				
12/31/2013		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 187,316.74
		TOTAL DEPOSITS	Jan 1 - 31	4,243.40
TOTAL CURRENT ASSETS				\$ 191,560.14
<u>DISBURSEMENTS</u>				
12/10/2013	1056	Bergmann Associates	Consultant for Dredging Bid Package	c (1,316.80)
12/15/2013	1057	Mike Williams, CPA	QuickBooks	c (363.79)
1/3/2014	1058	FL Association of Special Districts	Annual Membership Dues	c (565.00)
			Channel Markers - (Starboard 10, 12, 14, 16, 18, 20 "Red Triangle	
1/5/2014	1059	First Sign	& Port 15, 17, 19 "Green Square"	c (1,720.88)
1/14/2014	1060	Kathryn Boucher	HWSD - Administrative Services	c (100.00)
1/14/2014	1061	Resurrection Episcopal Church	HWSD - Meeting Place	c (75.00)
1/14/2014	1062	Lewis Longman & Walker	HWSD - Legal Services	c (350.00)
CLEARED DISBURSEMENTS - SubTotal				(4,491.47)
TOTAL ENDING BALANCE				\$ 187,068.67
<u>REQUESTED DISBURSEMENTS</u>				
2/15/2014	TBD	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)
TOTAL REQUESTED DISBURSEMENT:				\$ (7,032.50)
<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)
TOTAL HWSD DISPOSABLE FUNDS				
2/28/2014		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 32,521.37