

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
January 14, 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 December 10, 2013*

- III. District Business**
 - a. 2013 non-Ad Valorem Tax - Update
 - b. 2014 non-Ad Valorem Tax Assessment – Changes?
 - c. FY 2014 / 2015 Budget due March 31
 - d. Channel Marker Signs & Pilings –
 - i. Phil Iselin – Pilings*
 - ii. First Sign – Channel Markers*
 - 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. February 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, JANUARY 14, 2014
MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on January 14, 2014. The meeting was called to order at 7:00 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Schleef, Paul Stroup, Robert Birtalan and Stanley Pipes. It was noted that there was a quorum present. Attorney Dan Richardson was present on behalf of HWSD Attorney Wayne Flowers. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from December 10, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax – To date 88% of the anticipated funds have been collected, for a total HWSD distribution of \$175,081.34. It is expected that there will be an increase over last year of around \$8,000. There are two properties in bankruptcy and payment is not expected from them. Two properties are on the installment payment plan.

2014 non-ad Valorem Tax Assessment – If the tax assessment for the easement properties is to be changed for the next year, the process would need to be started soon. After a brief discussion, the Board decided not to pursuing changes for FY 2014 / 2015.

FY 2014 / 2015 Budget due March 31 – Quickbooks has been purchased and loaded. Stanley Pipes has a meeting with the CPA next week. After that meeting, the financial statements for the annual audit will need to be uploaded to the Department of Financial Reporting website.

Channel Marker Signs & Pilings – The bid for \$6,300 has been finalized with Phil Iselin and an agreement will be signed this week. The signs have been received and are ready to be put in place. Work should begin the following week.

“Form 1” Due to Supervisor of Elections on or before June 30 - Penalties apply for submissions later than July 1st. The form can be completed online and mailed to the Supervisor of Elections.

Election Year for Board of Supervisors Seats 2 and 4 – Robert Schleef and Paul Stroup are up for re-election this year.

Financial

Approval to disburse funds for Legal and Administrative Services – Roy Miller's fee has been estimated he will have to be contracted to set up the new accounting system. Motion made to approve disbursements totaling \$8,525.00; motion passed. Cash flow for the rest of 2014 was discussed.

District Schedule

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

Other Business

Legal and Compliance Issues – An emailed Public Records request was received by Stanley Pipes on December 19 from AskForRecords@gmail.com. The email requested the email addresses of all the HWSD's employees. Attorney Wayne Flowers replied to the email that the HWSD has no employees. This same email request was received by other governmental entities under the counsel of Wayne Flowers. Neglect to respond to a public records request could result in the HWSD being sued under the Florida Public Records Act, resulting in damages and attorney's fees being owed. The request was sent to Stanley Pipes' email address that is registered with the Department of Community Affairs.

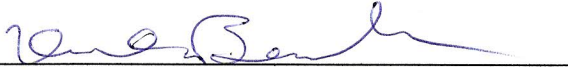
Comments and Questions from the Audience

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

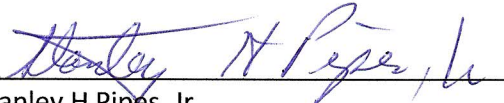
Adjournment

The meeting was adjourned at 7:26 PM. The next monthly board of supervisors meeting is scheduled for February 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

1/14/2014

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 - 14						
15 - 31						
<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>	26,044.44	(260.44)	25,784.00	(515.68)	(386.76)	24,881.56
TOTAL	188,955.56	(7,524.12)	181,431.44	(3,628.63)	(2,721.47)	\$ 175,081.34
% Collected	87.9%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 14, 2014

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
12/1/2013		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 156,869.34
		TOTAL DEPOSITS	Dec 1 - 31	30,922.40
TOTAL CURRENT ASSETS				\$ 187,791.74
DISBURSEMENTS				
12/10/2013	1054	Kathryn Boucher	HWSD - Administrative Services	c (100.00)
12/10/2013	1053	Resurrection Episcopal Church	HWSD - Meeting Place	c (75.00)
12/10/2013	1055	Lewis Longman & Walker	HWSD - Legal Services	c (250.00)
12/15/2013	1057	Mike Williams, CPA	QuickBooks	c (363.79)
1/5/2014	1059	First Sign	Channel Markers - (Starboard 10, 12, 14, 16, 18, 20 "Red Triangle & Port 15, 17, 19 "Green Square"	c (1,720.88)
12/10/2013	1056	Bergmann Associates	Consultant for Dredging Bid Package	(1,316.80)
APPROVED DISBURSEMENTS - SubTotal				(3,826.47)
1/14/2014	1060	Kathryn Boucher	HWSD - Administrative Services	(100.00)
1/14/2014	1061	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
1/14/2014	1062	Lewis Longman & Walker	HWSD - Legal Services	(350.00)
1/31/2014	TBD	Roy Miller, CPA	HWSD - Setup Accounting System & Reports in Quickbooks	(1,000.00)
1/31/2014	TBD	Phil Iselin, Marine Contractor	Install 14 Pilings and Channel Markers	(7,000.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (8,525.00)
PROJECTED DEBT SERVICE				
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 CURRENT ASSETS				
1/31/2014		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 27,925.47