

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
December 10, 2013
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 November 12, 2013*

- III. District Business**
 - a. 2013 non-Ad Valorem Tax
 - b. Channel Marker Signs & Pilings –
 - i. Phil Iselin – Pilings*
 - ii. First Sign – Channel Markers*

- IV. Financial**
 - a. Approval to disburse funds Channel Markers, Quick Books, Legal and Administrative Services

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. January 14, 2013 – 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, DECEMBER 10, 2013

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on December 10, 2013. The meeting was called to order at 7:00 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 November 12, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax – The tax collector has only paid the district what was received through November 22nd so far. \$79,207.20 has been funded to the BB&T account.

Channel Marker Signs & Pilings – Phil Iselin is currently doing work for home owners in the district. He submitted a bid of \$6,300 to replace 14 pilings and to install new Channel Marker signs and the 3'x4' No Wake signs. The signs are regulatory size. B&W Marine's standing bid charged more for fewer pilings and without the sign mounting included. An estimated bid was also collected from First Sign for ordering the remaining replacement Channel Daymarker signs for \$2,056.36. The total project would be about \$8,500. Stanley presented a site plan for the sign placement in the canal to the board. The existing pilings will be pulled up and disposed of. There was also a discussion of getting a bid from Phil Iselin for the rest of the tape placement. Motion was made to enter into an agreement with Phil Iselin Marine Contractor for up to \$7,000; motion passed.

Roger Harris informally contacted William Hibbard at a social function and claimed that the HWSD is responsible for a round 1' hole in his bulkhead. Due to the dock and boat lift pilings, it is almost impossible that the dredger's pipe could have caused the damage to the concrete bulkhead on his property. The marine survey marked a storm drain outfall on his property. The storm drain discharge pipe was replaced about 5 years ago. The board decided to take a look at the area.

Financial

Approval to disburse funds for Channel Markers, Quick Books, Legal and Administrative Services – Ed Morales of Bergman Associates did consulting for the board on the dredge bid package; a bill was received for \$1,300. The price for Quick Books has not been finalized yet. A motion was made to disburse funds totaling \$11,148.16; motion passed.

District Schedule

Next Scheduled Board Meeting – January 14, 2014 at Resurrection Episcopal Church

Other Business

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

A dinner was organized to celebrate the completion of the dredge project, on January 17th.

Comments and Questions from the Audience

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

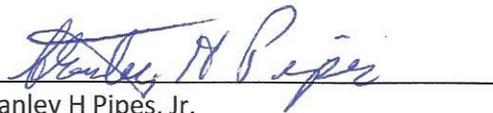
Adjournment

The meeting was adjourned at 7:28 PM. The next monthly board of supervisors meeting is scheduled for January 14, 2014.

Respectfully submitted,



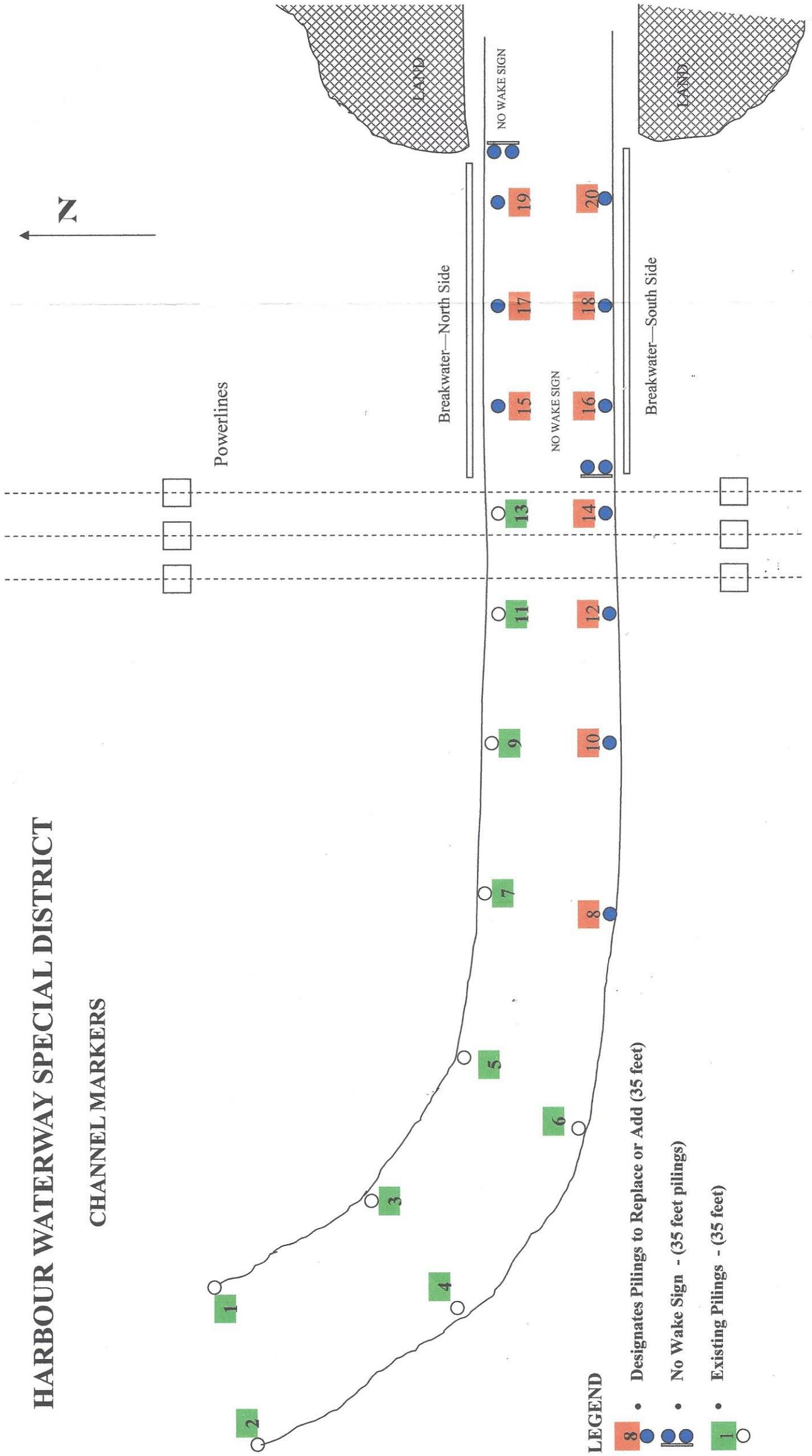
Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

CHANNEL MARKERS



HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, December 10, 2013

Date	Num	Description	Memo	Amount
12/10/2013	1054	Kathryn Boucher	HWSD - Administrative Services	(100.00)
12/10/2013	1053	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
12/10/2013	1055	Lewis Longman & Walker	HWSD - Legal Services	(250.00)
12/10/2013	1056	Bergmann Associates	Consultant for Dredging Bid Package	(1,316.80)
12/15/2013	TBD	Mike Williams, CPA	QuickBooks	(350.00)
1/5/2014	TBD	First Sign	Channel Markers - (Starboard 10, 12, 14, 16, 18, 20 "Red Triangle & Port 15, 17, 19 "Green Square"	(2,056.36)
1/10/2014	TBD	Phil Iselin, Marine Contractor	Pilings - 14	(7,000.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (11,148.16)
TOTAL HWSD ASSETS				
11/30/2013		BB&T CHECKING ACCOUNT		\$ 156,869.34
HWSD BALANCE AFTER DISBURSEMENTS				\$ 145,721.18