

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
November 12, 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 October 8, 2013*

III. District Business

- a. 2013 non-Ad Valorem Tax

IV. Financial

- a. Annual Audit – Roy Miller & Associates
- b. Revenue Note Interest Payment - Paid
- c. Approval to disburse funds Quick Books, Legal and Administrative Services

V. District Schedule

- a. Next Scheduled Board Meeting
 - i. *December 10, 2013 – Resurrection Episcopal Church*

VI. Other Business

- a. Legal and Compliance Issues

VII. Comments and Questions from Audience

VIII. Adjournment of HWSO Meeting

HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, NOVEMBER 12, 2013

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on November 12, 2013. The meeting was called to order at 7:00 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Birtalan, 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 October 8, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 non-Ad Valorem Tax –The tax notice has been mailed. Collection should begin in the next couple of weeks, with about 75% of the payments being received in the first month.

Florida League of Cities Safety Program - There is an available program that may pay toward the new signage and potentially new poles, which may result in a reimbursement of \$2,500 for the work that the HWSD recently completed. This program is available each fiscal year.

Financial

Annual Audit – Roy Miller & Associates – The 2012 audit is complete. There were no exceptions noted. The audit must be filed with the city auditor, the city council, the State of Florida Auditor General, and the Florida Department of Financial Reporting. Electronic copies are required for the state agencies. Accrual based accounting was required. The board's accounting system will need to be updated from Quicken to Quick Books.

Revenue Note Interest Payment – The payment due on November first has been paid.

Approval to disburse funds for Quick Books, Legal and Administrative Services – Motion made to approve disbursement of \$3,450.00; motion passed. \$12,927.04 remains in the bank. By the end of the month, tax assessment funds will be deposited into the account.

