

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.

District Schedule

Next Scheduled Board Meeting – December 10, 2013 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – At the end of the calendar year, there should be discussion of whether the assessment amounts will be changed. The public hearing and approval process will take several months if a change is pursued.

William Hibbard requested the electronic file of the audit to post online.

The future of Reed Island needs to be discussed soon, in a public meeting with notice.

Comments and Questions from the Audience

No members of the general public were present.

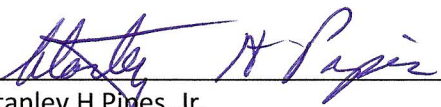
Adjournment

The meeting was adjourned at 7:13 PM. The next monthly board of supervisors meeting is scheduled for December 10, 2013.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, November 12, 2013

Date	Num	Description	Memo	Amount
10/8/2013	1048	Florida Dept of Economic Development	HWSD - Professional Dues	(175.00)
11/8/2013	1049	Roy Miller & Associates	FY 2012-2013 Annual Audit	(2,500.00)
11/12/2013	1050	Kathryn Boucher	HWSD - Administrative Services	(100.00)
11/12/2013	1051	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
11/12/2013	1052	Lewis Longman & Walker	HWSD - Legal Services	(250.00)
11/25/2013	TBD	Office Depot	QuickBooks	(350.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (3,450.00)
<u>TOTAL HWSD ASSETS</u>				
10/31/2013		BB&T CHECKING ACCOUNT		\$ 16,377.04
HWSD BALANCE AFTER DISBURSEMENTS				\$ 12,927.04