

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
September 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 August 13, 2013*

- III. District Business**
 - a. 2013 Dredging Project – *FINISHED!*

- IV. Financial**
 - a. Annual Audit – Roy Miller & Associates
 - b. Revenue Note Interest Payment Due in October
 - c. Approval to disburse funds for Liability Insurance, Legal and Administrative Services

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. *October 8, 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, SEPTEMBER 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 September 10, 2013. The meeting was called to order at 7:00 PM by Chairman William Hibbard. In attendance were William Hibbard, Robert Schleef, Robert Birtalan, and Stanley Pipes. It was noted that there was a quorum present. Attorney Wayne Flowers was present. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from August 13, 2013 – Motion made to approve the minutes as written; motion passed.

District Business

2013 Dredging Project Update – The project is finished. All dredging operation expenses have been paid. The completion email from JaxPort was presented to the board. It was suggested that the board write a letter of recommendation for Dredge America.

Financial

Annual Audit – Roy Miller & Associates – The audit is finished, but the final report has not yet been received by the board. James Long told Stanley Pipes that the report is in review and should be ready Friday. There was some confusion at Roy Miller regarding the project fund account. Once received, the audit will go to the City Council and to the State Auditor.

Revenue Note Interest Payment Due in October – Payment will be sent in October for the November 1st due date at a total of \$9,757.00.

Approval to disburse funds for Liability Insurance, Legal and Administrative Services – Liability Insurance has already been paid at \$4,126.00. Motion made to disburse funds totaling \$17,733.00; motion passed. \$11,824.94 remains in the HWSD account. It is expected that tax revenues will start coming in around mid-November.

District Schedule

Next Scheduled Board Meeting – October 8, 2013 at Resurrection Episcopal Church

Other Business

Legal and Compliance Issues – Nothing to report at this time. Wayne Flowers congratulated the board on the successful completion of the dredge project.

Comments and Questions from the Audience

No members of the general public were present at the meeting.

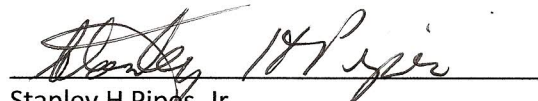
Adjournment

The meeting was adjourned at 7:12 PM. The next monthly board of supervisors meeting is scheduled for October 8, 2013.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, September 10, 2013

Date	Num	Description	Memo	Amount
8/25/2013	1041	Florida Municipal Insurance Trust	HWSD - General Liability Insurance	(4,126.00)
9/10/2013	1042	Kathryn Boucher	HWSD - Administrative Services	(100.00)
9/10/2013	1043	Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
9/10/2013	1044	Lewis Longman & Walker	HWSD - Legal Services	(675.00)
9/10/2013	1040	Roy Miller & Associates	FY 2012-2013 Annual Audit	(3,000.00)
10/10/2013	TBD	BB&T Interest on Revenue Notes	Series 2012 & Series 2013	(9,757.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (17,733.00)
<u>TOTAL HWSD ASSETS</u>				
8/25/2013		BB&T CHECKING ACCOUNT		\$ 29,557.94
8/25/2013		PROJECT FUND ACCOUNT		\$ -
TOTAL HWSD AVAILABLE FUNDS				\$ 29,557.94
HWSD BALANCE AFTER DISBURSEMENTS				\$ 11,824.94