

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
March 10, 2015
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 February 10, 2015*

- III. District Business**
 - a. Appointment of vacant Board Seat 1 to finish out term for William Hibbard
 - b. Ordinance 2010-725-E Amendment - Status
 - c. Form 1 – Supervisor of Elections _ Due July 1st
 - d. Spoil Site Procurement – Reed Island

- IV. Financial**
 - a. 2014 Non-Ad Valorem Assessment
 - b. Principal & Interest Due May 1 on 2012 & 2013 Series Bonds
 - c. Annual Budget Due to City Council – March 31
 - d. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. April 14, 2015 – 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, MARCH 10, 2015

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on March 10, 2015. The meeting was called to order at 7:02 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef and Stanley Pipes. It was noted that there was a quorum present. Attorney Brenna Durden was present on behalf of HWSD Attorney Wayne Flowers. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from February 10, 2014 – Motion made to approve the minutes as written; motion passed.

District Business

Appointment of vacant Board Seat 1 to finish out term for William Hibbard – The public notice announcing the election of the board seat needs to run for at least ten days prior to the appointment. The ad will be published in time for the election to be held during the April meeting.

Ordinance 2010-725-E Amendment – The bill may be introduced at the City Council meeting as soon as March 11th. There is a question of which committees it will be heard in, if any.

Form 1 – Supervisor of Elections – Due July 1st – Board members may be subject to fines if the form is not filed on time.

Spoil Site Procurement – Reed Island – This issue remains on the table.

Financial

2014 Non-Ad Valorem Assessment – 91.6% of funds have been collected to date. 11 households have not yet paid. Penalties are imposed on outstanding balances beginning next month.

Principal & Interest Due May 1 on 2012 & 2013 Series Bonds – \$128,000 in principal plus \$9,757.40 in interest will be due.

Annual Budget Due to City Council – March 31 – The proposed budget was presented to the board. The general liability insurance came due twice in 2014/15, which won't be the case in 2015/16. There is money allotted for another marine survey. After expenses, the HWSD accounts should hold \$111,852 at the end of 2015/16. Motion made to approve Resolution 2015-05 as presented; motion carried.

Approval to disburse funds – Motion made to approve disbursements for meeting place, administrative and legal services for \$600.00; motion carried. The projected ending balance after disbursements and debt service is \$66,806.13.

District Schedule

Next Scheduled Board Meeting – The next meeting will be April 14, 2015 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – Nothing at this time.


Comments and Questions from the Audience

No comments.

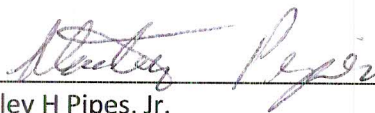
Adjournment

The meeting was adjourned at 7:14 PM. The next monthly Board of Supervisors meeting is scheduled for April 14, 2015.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2014 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/10/2015

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 7	6,504.04	(255.12)	6,248.92	(124.98)	(93.73)	6,030.21
8 - 18	40,000.00	(1,600.00)	38,400.00	(768.00)	(576.00)	37,056.00
19 - 30	99,000.00	(3,960.00)	95,040.00	(1,900.80)	(1,425.60)	91,713.60
DECEMBER						
1 - 9	16,111.85	(643.36)	15,468.49	(309.37)	(232.03)	14,927.09
10 - 17	2,000.00	(80.00)	1,920.00	(38.40)	(28.80)	1,852.80
18 - 26	4,285.04	(148.91)	4,136.13	(82.72)	(62.04)	3,991.37
27 - 31	4,000.00	(120.00)	3,880.00	(77.60)	(58.20)	3,744.20
JANUARY						
1 - 14	13,008.03	(315.12)	12,692.91	(253.86)	(190.39)	12,248.66
15 - 31	8,000.00	(160.00)	7,840.00	(156.80)	(117.60)	7,565.60
February						
1 - 18	4,111.85	(60.00)	4,051.85	(81.04)	(60.78)	3,910.03
19 - 28		-	-	-	-	-
March						
1 - 31		-	-	-	-	-
April						
1 - 17		-	-	-	-	-
18 - 30		-	-	-	-	-
May						
1 - 15		-	-	-	-	-
16 - 31		-	-	-	-	-
September						
1 - 30		-	-	-	-	-
<i>Unpaid Assessments</i>	17,979.19	(179.79)	17,799.40	(355.99)	(266.99)	(Projected) 17,176.42
TOTAL DISTRIBUTIONS	197,020.81	(7,342.51)	189,678.30	(3,793.57)	(2,845.17)	\$ 183,039.55
% Collected	91.6%					
TOTAL TAX BILLED	215,000.00					

**HARBOUR WATERWAY SPECIAL DISTRICT
RESOLUTION 2015-05**

A RESOLUTION REQUESTING THE CITY COUNCIL OF JACKSONVILLE TO APPROVE THE ANNUAL BUDGET OF THE HARBOUR WATERWAY SPECIAL DISTRICT FOR THE 2015-2016 FISCAL YEAR; PROVIDING AN EFFECTIVE DATE OF MARCH 31, 2015.

WHEREAS, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

WHEREAS, the Board is required to annually submit its budget to the City of Jacksonville for final approval or rejections pursuant to Section 2(6) of Chapter 86-392; and

WHEREAS, the Board of District Supervisors (the "Board"), the governing body of the District, has reviewed and approved the budget attached as Exhibit "A" to this Resolution for the 2015-2016 fiscal year.

NOW THEREFORE BE IT RESOVED by the Board of the District as follows:

Section 1. The Board hereby approves the FY2015 -2016 District Budget attached as Exhibit "A" to this Resolution for submission to the Jacksonville City Council.

Section 2. Effective Date. This Resolution shall become effective on March 31, 2015.

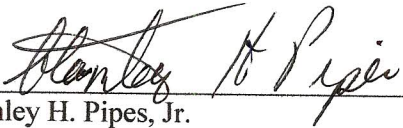
DULY ADOPTED AND APPROVED this 10th day of March, 2015, by the Board of the District.

BOARD OF SUPERVISORS FOR THE
HARBOUR WATERWAY SPECIAL DISTRICT



Robert P. Birtalan
Board Chair

Attest:



Stanley H. Pipes, Jr.
Board Secretary

**HARBOUR WATERWAY SPECIAL DISTRICT
Dependent Special District**

**Proposed Budget
Fiscal Year 2015 / 2016**

March 23, 2015

HARBOUR WATERWAY SPECIAL DISTRICT
Dependent Special District

11554 Starboard Drive, Jacksonville, Florida 32225-1015

March 23, 2015

Director / Council Secretary
Cheryl Brown
117 W. Duval Street, Suite 425
Jacksonville, FL. 32202

Office of the Council Auditor
Kirk Sherman
117 West Duval Street, Suite 200
Jacksonville, FL. 32202

Re: Harbour Waterway Special District Proposed Budget for Fiscal Year July 1,
2015 to June 30, 2016

Dear Ms. Brown and Mr. Sherman:

In accordance with Ordinance 2010 – 725 E, please find enclosed the District's proposed budget for Fiscal Year 2015 / 2016 for purposes of disclosure and information only. Should you have any questions regarding the enclosed, please contact me at (904) 642-0097.

Sincerely,



Stanley H. Pipes, Jr.
Supervisor and Secretary/Treasurer

Enclosures

HARBOUR WATERWAY SPECIAL DISTRICT
FISCAL YEAR 2015 - 2016 BUDGET
CASH FLOW ANALYSIS

31-Mar-15

DESCRIPTION	ACTUAL FY 2013/14	ACTUAL FY 2014/15 (See Note 3)	PROPOSED FY 2015/16 BUDGET	VARIANCE
OPERATING REVENUES				
Carry Forward Surplus	\$ 344,685	\$ 57,197	\$ 85,258	\$ 28,062
Net Assessments	\$ 199,570	\$ 199,466	\$ 198,500	\$ (966)
Total Revenues	\$ 544,254	\$ 256,662	\$ 283,758	\$ 27,096
EXPENDITURES				
Professional Services				
Legal Services	\$ 6,138	\$ 4,975	\$ 7,500	\$ 2,525
Administrative Services	\$ 1,100	\$ 1,100	\$ 1,200	\$ 100
Accounting & Audit Services	\$ 2,864	\$ 3,125	\$ 3,500	\$ 375
Administrative				
Office Supplies & Postage	\$ 175	\$ 200	\$ 240	\$ 40
Rental - Meeting Room	\$ 900	\$ 900	\$ 1,200	\$ 300
Communication Services - Web Hosting	\$ 300	\$ 240	\$ 300	\$ 60
Legal & Promotional Advertising	\$ 160	\$ 150	\$ 250	\$ 100
Other Administrative Expenses	\$ 126	\$ 50	\$ 180	\$ 130
Insurance - General Liability	\$ 4,271	\$ 8,270	\$ 4,300	\$ (3,970)
Publications and Memberships	\$ 740	\$ 925	\$ 1,200	\$ 275
Interest Expense on Revenue Notes (See Note 2)	\$ 19,515	\$ 15,819	\$ 12,037	\$ (3,782)
Revenue Note Principal Payments	\$ 128,000	\$ 131,000	\$ 135,000	\$ 4,000
Total Expenditures	\$ 164,289	\$ 166,754	\$ 166,907	\$ 153
Canal Maintenance & Dredging Operations				
Dredging / Marine Contractor	\$ 308,431	\$ -	\$ 50,000	\$ 50,000
Marine Surveyor	\$ 5,000	\$ 4,650	\$ 5,000	\$ 350
Marine Engineering Consultant	\$ 1,317	\$ -	\$ 5,000	\$ 5,000
Navigational Aids & Markers	\$ 8,021	\$ -	\$ 1,000	\$ 1,000
Total Canal Maintenance & Dredging Operations	\$ 322,769	\$ 4,650	\$ 61,000	\$ 56,350
TOTAL EXPENDITURES	\$ 487,057	\$ 171,404	\$ 227,907	\$ 56,503
EXCESS REVENUES / (EXPENDITURES)	\$ 57,197	\$ 85,258	\$ 55,851	\$ (29,407)

NOTES:

	Num	2013 / 2014 Actual	2014 / 2015 Projected	2015 / 2016 Projected
1 Non Ad-Valorem Assessment				
Residential Parcels	105	\$ 210,000	\$ 210,000	\$ 210,000
Marina - (Tax Exempt Organization)	1	\$ -	\$ -	\$ -
Easements	7	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL GROSS ASSESSMENTS	113	\$ 215,000	\$ 215,000	\$ 215,000
Less Early Payment Discount (avg 3.58%)		\$ (7,692)	\$ (7,800)	\$ (7,800)
Less PA and TC Discount (3.5%)		\$ (7,238)	\$ (7,235)	\$ (7,200)
Less Provision for Parcels in Default		\$ (500)	\$ (500)	\$ (1,500)
TOTAL NET NON AD-VALOREM ASSESSMENTS		\$ 199,570	\$ 199,466	\$ 198,500

2 Series 2012 Revenue Note -\$350,000 at 2.80%
Series 2013 Revenue Note -\$326,000 at 2.98%

3 Actual expenses and revenue thru March 31, 2015, forecast April thru June.

HARBOUR WATERWAY SPECIAL DISTRICT AMORTIZATION SCHEDULE

Principal Balance \$ 350,000 COUPON 2.800% Issue Date: 12-Dec-12
 Principal Balance \$ 326,000 COUPON 2.980% Issue Date: 15-Feb-13

		PAYMENT DATE	INTEREST	PAID PRINCIPAL	TOTAL LOAN PAYMENTS	OUTSTANDING BALANCE
FISCAL YEAR	1	12-Dec-12	-	-	-	\$ 676,000.00
2012 / 2013	2	01-May-13	(\$5,834.79)	-	(5,834.79)	676,000.00
FISCAL YEAR	3	01-Nov-13	(\$9,757.40)	-	(9,757.40)	676,000.00
2013 / 2014	4	01-May-14	(\$9,757.40)	(\$128,000.00)	(137,757.40)	548,000.00
FISCAL YEAR	5	01-Nov-14	(\$7,909.60)	-	(7,909.60)	548,000.00
2014 / 2015	6	01-May-15	(\$7,909.60)	(\$131,000.00)	(138,909.60)	417,000.00
FISCAL YEAR	12	01-Nov-15	(\$6,018.90)	-	(6,018.90)	417,000.00
2015 / 2016	13	01-May-16	(\$6,018.90)	(\$135,000.00)	(141,018.90)	282,000.00
FISCAL YEAR	16	01-Nov-16	(\$4,070.40)	-	(4,070.40)	282,000.00
2016 / 2017	17	01-May-17	(\$4,070.40)	(\$139,000.00)	(143,070.40)	143,000.00
FISCAL YEAR	20	01-Nov-17	(\$2,064.10)	-	(2,064.10)	143,000.00
2017 / 2018	21	01-May-18	(\$2,064.10)	(\$143,000.00)	(145,064.10)	-
			(65,475.59)	\$ (676,000.00)	\$ (741,475.59)	

**HARBOUR WATERWAY SPECIAL DISTRICT
BUDGET SUPPLEMENT
FISCAL YEAR 2015/2016**

REVENUES

325.200 Special Assessments

The District will continue to levy a non ad-valorem assessment in the gross amount of \$215,000 on all taxable parcels within the District to fund General Operating Expenditures. From the Gross Amount of the non ad-valorem assessment the following amounts are deducted: (1) Duval County offers an early payment discount which averaged 3.58% for FY 2014 / 2015; (2) The Duval County Tax Collector and Property Assessor charges a fee for services rendered in the amount of 2.0% and 1.5%, respectively; and (3) a provision for non-collectible taxes due to parcels in bankruptcy or default. The parcel designated as the Marina within the District is a tax exempt entity.

Revenue Notes

The HWSD issued two Revenue Notes totaling \$676,000, which were purchased by BB&T to assist in funding the 2013 Dredging Project. The total fees and legal expenses associated with issuing the Revenue Notes totaled \$25,500.

361.100 Interest Income

Excess Funds will be invested in a non-interest bearing checking account at BB&T, Branch Banking & Trust Company.

Carry Forward Surplus

Excess Funds from prior years. The Carry Forward Surplus from FY 2014/2015 is projected to be \$85,258.

EXPENDITURES

PROFESSIONAL:

537.311 Legal Services

The District's legal counsel, Lewis, Longman, & Walker, will provide general legal services to the District, including attendance of monthly meetings, review of agreements, contracts, and resolutions.

537.312 Administrative Services

Other Administrative Expenses include fees charged to the HWSD to record, document, and publish all Board of Supervisor meetings and public hearings held by the District.

537.32 Accounting and Audit Services

The District is required by Florida Statutes to conduct an independent audit of its financial records by an Independent Certified Public Accounting Firm. The District has contracted with Roy Miller & Associates to conduct the annual financial audit.

ADMINISTRATIVE:

537.41 Communication Services

Communication Services include fees required to host, develop, and maintain the HWSD.org website which provides online access to the District's official documents, including meeting minutes, agendas, reports, resolutions, etc.

537.42 Postage & Freight Services

Postage includes mailing of notices to the District, overnight deliveries, correspondence, etc.

537.44 Rentals and Leases

Rentals are fees associated with renting public meeting rooms to hold public hearings, committee meetings, and general meetings as required by the District.

537.45 Insurance – General Liability

The District's General Liability & Public Officials Errors and Omission Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT) a service provided by the Florida League of Cities, Inc.

537.47 Printing and Binding

Printing and Binding include fees to print and bind the District's official documents, including meeting minutes, agendas, reports, resolutions, contracts, etc.

537.48 Promotional & Legal Advertising

The District is required to advertise monthly Board of Supervisor Meetings, public hearings, and any services required to be advertised for public bidding, i.e. dredging contracts and other advertising that may be required in a newspaper of general circulation.

537.49 Other Current Charges

This item includes any expenses not included in other categories including Bank Fees & Charges

537.51 Office Supplies

This item includes any supplies required during the fiscal year, i.e. paper, file folders, labels, etc.

537.54 Publications & Memberships

Other Expenses include membership fees, dues and registrations for government agencies, i.e. Florida Department of Economic Development.

537.72 Debit Service Interest Expense

Interest charges on the Revenue Notes secured for the HWSD 2013 Dredging Project, for budget purposes the projected maximum outstanding balance for 2015/2016 FY is \$417,000. Semi-annual interest payments equal to a total of \$12,038 for 2015/2016 FY are scheduled. (See Amortization Schedule)

203.900 Revenue Notes & Loans Payable

Principal Payments on the revenue notes are on a (5) five year term with the first annual payment due on May 1, 2014. Refer to the Amortization Schedule for future payment schedule.

CANAL MAINTENANCE & DREDGING OPERATIONS:

537.301 Dredging / Marine Contractor

The HWSD 2013 Dredging Project began on February 1, 2013 and was completed on August 10, 2013. The District has no current plans to perform dredging operations during FY 2015 – 2016. The District has plans to perform maintenance on the existing 2,500 feet breakwater structure at the mouth of the canal system as required.

537.302 Marine Surveyor

The District contracts with marine surveyors to determine the amount of silting occurring in the canal system and approach channels.

537.303 Dredging Permits

In order to perform dredging operations, the District is required to secure permits from the U.S. Army Corp of Engineers and the Florida Department of Environmental Protections.

537.304 Spoil Site Fees

During dredging operations, silt is removed from the channel bottom and pumped to an upland spoil site. Fees to deposit the spoil are included in this item.

537.305 Navigational Aids & Markers

The HWSD maintains channel markers along our approach channel to mark the dredged channel for boaters.

537.306 Dredging / Marine Engineering Consultant

The District utilizes consultants to advise the Board on dredging services, dredging technology, and marine construction for bulkheads and breakwaters.

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, March 10, 2015

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
1/30/2015		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 208,171.30
		TOTAL DEPOSITS	February 1 - 28	11,475.63
TOTAL CURRENT ASSETS				\$ 219,646.93
DISBURSEMENTS				
2/10/2015		Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
2/10/2015		Kathryn Boucher	HWSD - Administrative Services (January)	(100.00)
2/10/2015		Lewis Longman & Walker	HWSD - Legal Services (January)	(425.00)
2/28/2015		Bank Charge		-
DISBURSEMENTS - SubTotal				(600.00)
2/28/2015 TOTAL ENDING BALANCE				\$ 219,046.93
OUTSTANDING DISBURSEMENTS				
2/10/2015		Florida Municipal Insurance Trust	HWSD- Liability Insurance	(4,126.00)
REQUESTED DISBURSEMENTS				
3/10/2015		Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
3/10/2015		Kathryn Boucher	HWSD - Administrative Services (February)	(100.00)
3/10/2015		Lewis Longman & Walker	HWSD - Legal Services (February)	(425.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (600.00)
PROJECTED DEBT SERVICE				
5/1/2015		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
5/1/2015		Revenue Notes - Principal Payment	Series 2012 & 2013	(128,000.00)
11/1/2015		Revenue Notes - Interest Payment	Series 2012 & 2013	(9,757.40)
PROJECTED DEBT SERVICE EXPENSE:				\$ (147,514.80)
TOTAL HWSD DISPOSABLE FUNDS				
		BB&T CHECKING ACCOUNT	ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 66,806.13