

**HARBOUR WATERWAY**  
**SPECIAL DISTRICT**  
*Agenda*

Tuesday  
April 14, 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 March 10, 2015*
  
- III. District Business**
  - a. Appointment of vacant Board Seat 1 to finish out term for William Hibbard
  - b. Ordinance 2015-233 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 – Sent
  - d. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. May 12, 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, APRIL 14, 2015

MEETING MINUTES

### Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on April 14, 2015. The meeting was called to order at 7:03 PM by Robert Birtalan. In attendance were Robert Birtalan, Paul Stroup and Stanley Pipes. It was noted that there was a quorum present. Attorney Howard Caplan was present on behalf of HWSD Attorney Wayne Flowers. Kathryn Boucher was present as recording secretary.

### Administrative

Approval of Minutes from March 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 – Motion made to approve Resolution 2015-06, appointing Lindsey Brock to fill Board of Supervisors Seat 1; motion passed.

Ordinance 2015-233 “Amendment” – The ordinance is up for review by the Jacksonville Waterways Commission on April 15. Stanley Pipes will attend the meeting as well as City Attorney Jodie Brooks, who helped draft the amendment. On May 5, the ordinance is scheduled to be reviewed by Finance Committee and the Recreation, Community Development, Public Health & Safety Committee, Stanley Pipes and Jodie Brooks will attend those meetings as well. If the ordinance is approved by the committees, the ordinance will be submitted for approval to the City Council on May 12.

Form 1 – Supervisor of Elections – Due July 1<sup>st</sup>

Spoil Site Procurement – Reed Island – This issue will be picked up following the upcoming city council elections.

### Financial

2014 Non-Ad Valorem Assessment – 94.4% of the assessment funds have been collected to date for a total distribution of \$188,829.54. Six properties remain outstanding.

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

Annual Budget Due to City Council – The budget has been submitted. No response has been received yet.

Approval to disburse funds – The legal notice for the open board position was published. Motion made to approve disbursements for administrative and legal services, plus the required debt service, for a total of \$138,371.15; motion passed.

#### District Schedule

Next Scheduled Board Meeting – The next meeting will be May 12, 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 7:17 PM. The next monthly Board of Supervisors meeting is scheduled for May 12, 2015.

Respectfully submitted,



Kathryn Boucher  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer

**HARBOUR WATERWAY SPECIAL DISTRICT**  
**RESOLUTION 2015-06 BEFORE THE BOARD OF SUPERVISORS**

**RESOLUTION TO APPOINT BOARD OF SUPERVISORS (SEAT 1) FOR  
THE DISTRICT; PROVIDING AN EFFECTIVE DATE.**

**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 of Supervisors (the "Board"), the governing body of the District, is a five person board; and

**WHEREAS**, Board of Supervisors (Seat 1) is presently vacant.

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

**Section 1.** Lindsey C. Brock III shall be appointed to the Board of Supervisors (Seat 1) to complete the term of William K. Hibbard ; and

**Section 2.** Effective Date. This Resolution shall become effective upon the adoption by the Board.

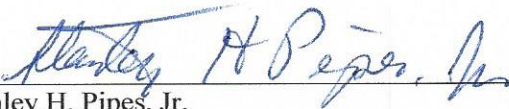
**DULY ADOPTED AND APPROVED** this 14th day of April, 2015, by the Board of the District.

BOARD OF SUPERVISORS FOR THE  
HARBOUR WATERWAY SPECIAL DISTRICT

ATTEST:



Robert P. Birtalan  
CHAIRMAN



Stanley H. Pipes, Jr.  
SECRETARY OF THE BOARD

# HARBOUR WATERWAY SPECIAL DISTRICT 2014 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

4/14/2015

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b>NOVEMBER</b>						
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
<b>DECEMBER</b>						
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
<b>JANUARY</b>						
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
<b>February</b>						
1 - 18	4,111.85	(60.00)	4,051.85	(81.04)	(60.78)	3,910.03
19 - 28		-	-	-	-	-
<b>March</b>						
1 - 17	2,000.00	-	2,000.00	(40.00)	(30.00)	1,930.00
18 - 31	4,000.00	-	4,000.00	(80.00)	(60.00)	3,859.99
<b>April</b>						
1 - 17		-	-	-	-	-
18 - 30		-	-	-	-	-
<b>May</b>						
1 - 15		-	-	-	-	-
16 - 31		-	-	-	-	-
<b>September</b>						
1 - 30		-	-	-	-	-
Unpaid Assessments	11,979.19	(119.79)	11,859.40	(237.19)	(177.89)	(Projected) 11,444.32
<b>TOTAL DISTRIBUTIONS</b>	<b>203,020.81</b>	<b>(7,342.51)</b>	<b>195,678.30</b>	<b>(3,913.57)</b>	<b>(2,935.17)</b>	<b>\$ 188,829.54</b>
% Collected	94.4%					
<b>TOTAL TAX BILLED</b>	<b>215,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, April 14, 2015

Date	Num	Description	Memo	Amount
<b><u>CURRENT ASSETS</u></b>				
2/28/2015		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 219,046.93
		TOTAL DEPOSITS	March 1 - 31	1,930.00
<b>TOTAL CURRENT ASSETS</b>				<b>\$ 220,976.93</b>
<b><u>DISBURSEMENTS</u></b>				
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)	(475.00)
2/28/2015		Bank Charge		-
<b>DISBURSEMENTS - SubTotal</b>				<b>(650.00)</b>
3/31/2015			<b>TOTAL ENDING BALANCE</b>	<b>\$ 220,326.93</b>
<b><u>OUTSTANDING DISBURSEMENTS</u></b>				
<b><u>REQUESTED DISBURSEMENTS</u></b>				
4/14/2015		Resurrection Episcopal Church	HWSD - Meeting Place	(75.00)
4/14/2015		Kathryn Boucher	HWSD - Administrative Services (February)	(100.00)
4/14/2015		Lewis Longman & Walker	HWSD - Legal Services (February)	(425.00)
5/8/2015		Stanley Pipes	HWSD - Legal Notice & Navigational Sign (Day Marker #10)	(185.24)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (785.24)</b>
<b><u>PROJECTED DEBT SERVICE</u></b>				
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)
<b>PROJECTED DEBT SERVICE EXPENSE:</b>				<b>\$ (147,514.80)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>				
		<b>BB&amp;T CHECKING ACCOUNT</b>	<b>ENDING BALANCE after DISBURSEMENTS &amp; DEBT SERVICE</b>	<b>\$ 72,026.89</b>