

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
August 12, 2014
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 July 15, 2014*

III. District Business

- a. Election of Chairman to replace vacant position
- b. Appointment of vacant Board Seat 1 to finish out term for William Hibbard
- c. 2014 non-Ad Valorem Tax – Due to Property Appraiser July 25
- d. Annual Audit begins July 1
- e. “Form 1” Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions.
- f. Election Year for Board of Supervisors Seats 2 and 4.
- g. Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction
- h. Spoil Site Procurement – Reed Island

IV. Financial

- a. Approval to disburse funds Legal and Administrative Services

V. District Schedule

- a. Next Scheduled Board Meeting
 - i. September 9, 2014 – 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, AUGUST 12, 2014

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on August 12, 2014. The meeting was called to order at 7:00 PM by Robert Birtalan. In attendance were Paul Stroup, Robert Birtalan, Robert Schleef and Stanley Pipes. It was noted that there was a quorum present. HWSD Wayne Flowers was present. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from July 15, 2014 – Motion made to approve the minutes as written; motion passed.

District Business

Election of Chairman to replace vacant position – Stanley Pipes moved that Robert Birtalan be elected as chairman of the HWSD, since William Hibbard has resigned from the position. Motion made to elect Robert Birtalan as chairman; motion carried.

Appointment of vacant Board Seat 1 to finish out term for William Hibbard – A notice must be published announcing the open seat. The notice will be published, with candidates being invited to the next board meeting. The appointment will finish out William Hibbard's term, which runs for another two years.

2014 non-Ad Valorem Tax – Due to Property Appraiser July 25th – Form DR408A Certificate for non-Ad Valorem Assessment Roll was requested by the property appraiser and was submitted.

Annual Audit begins July 1st – The audit is ongoing.

"Form 1" Due to Supervisor of Elections on or before June 30. Penalties apply for late submissions. – William Hibbard needs to turn in his F1 form since he has resigned his position.

Election Year for Board of Supervisors Seats 2 and 4 – The board is waiting to see if the seats have any opposition.

Ordinance 2010-725-E Amendment – Regulations on Dock & Bulkhead Construction – Jodie Brooks is drafting the legislation. Wayne Flowers is keeping in touch with her.

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

Marine Survey – The project will be paid for by the HWA. A written bid was received from Arc Surveying for \$3,150.00. Arc will begin the project once it fits into their schedule.

Financial

Approval to disburse funds for Legal and Administrative Services – Motion made to approve disbursement of \$525.00; motion passed. The projected ending balance after disbursements and debt service (payable in November) is \$48,502.07.

A new signatory needs to be added to the HWSD bank accounts, since William Hibbard has resigned his seat. Robert Birtalan will be added to the accounts. Motion made to add Robert Birtalan as a signatory for the HWSD savings and checking accounts; motion passed.

District Schedule

Next Scheduled Board Meeting – September 9, 2014 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – No issues at this time.

One sign is missing from the canal. The bolts came loose from the pole.

Comments and Questions from the Audience

No members of the public were present.


Adjournment

The meeting was adjourned at 7:12 PM. The next monthly board of supervisors meeting is scheduled for September 9, 2014.

Respectfully submitted,



Kathryn Boucher
Recording Secretary


Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, August 12, 2014

| Date | Num | Description | Memo | Amount |
|--|-----|----------------------------------|---|--|
| CURRENT ASSETS | | | | |
| 6/30/2014 | | BB&T CHECKING ACCOUNT | BEGINNING BALANCE | \$ 59,300.47 |
| | | TOTAL DEPOSITS | July 1 - 31 | - |
| TOTAL CURRENT ASSETS | | | | \$ 59,300.47 |
| DISBURSEMENTS | | | | |
| 7/15/2014 | | Kathryn Boucher | HWSD - Administrative Services | (100.00) |
| 7/15/2014 | | Resurrection Episcopal Church | HWSD - Meeting Place | (75.00) |
| 7/15/2014 | | Stanley Pipes | HWSD - Legal Notice for Public Hearing | (41.00) |
| 7/15/2014 | | Lewis Longman & Walker | HWSD - Legal Services | (300.00) |
| DISBURSEMENTS - SubTotal | | | | (516.00) |
| 7/31/2014 | | | | TOTAL ENDING BALANCE \$ 58,784.47 |
| REQUESTED DISBURSEMENTS | | | | |
| 8/12/2014 | | Kathryn Boucher | HWSD - Administrative Services | (100.00) |
| 8/12/2014 | | Resurrection Episcopal Church | HWSD - Meeting Place | (75.00) |
| 8/12/2014 | | Lewis Longman & Walker | HWSD - Legal Services | (350.00) |
| TOTAL REQUESTED DISBURSEMENT: | | | | \$ (525.00) |
| PROJECTED DEBT SERVICE | | | | |
| 11/1/2014 | | Revenue Notes - Interest Payment | Series 2012 & 2013 | (9,757.40) |
| PROJECTED DEBT SERVICE EXPENSE: | | | | \$ (9,757.40) |
| TOTAL HWSD DISPOSABLE FUNDS | | | | |
| | | BB&T CHECKING ACCOUNT | ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE | \$ 48,502.07 |