

**HARBOUR WATERWAY
SPECIAL DISTRICT**
Agenda

Tuesday
October 13, 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 August 11, 2015*

- III. District Business**
 - a. Annual Audit
 - b. Web Site – *hwsd.org*
 - c. Spoil Site Procurement – Reed Island

- IV. Financial**
 - a. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. November 10, 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, OCTOBER 13, 2015

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on October 13, 2015. The meeting was called to order at 7:00 PM by Robert Birtalan. In attendance were Robert Birtalan, Lindsey Brock, Paul Stroup, Robert Schleef, 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 August 11, 2015 – Motion made to approve the minutes as written; motion passed.

District Business

Annual Audit – Roy Miller & Associates has finished the annual audit. The audit was presented to the board. There were no exceptions noted. The firm commented that there was no official documentation from the bank on the balance of the revenue notes. BB&T was contacted and they will work to provide up to date documentation on the outstanding balances.

Web Site – hwsd.org – The website has been updated and is live. The deadline imposed by the state for publication was October 1st. The Department of Economic Opportunity needs to be notified. There was a discussion of each board member having an email address established through the website. All emails related to district business become subject to public records laws. The officially published email address is s.pipes.hwsd@att.net, which will be posted as the contact for the website.

Spoil Site Procurement – Reed Island – A meeting was held with Councilman Aaron Bowman earlier today and a summary of the discussion follows. Members of the public asked questions regarding the time frame for the next dredge and future plans for maintenance of the canal. The Board responded that the goal is to dredge the canal system every 7 to 8 years, and possibly dredge the approach canal from the power lines to the Marina / Channel "B" intersection every 3 years. Both options are dependent on obtaining a spoil site.

Meeting with Aaron Bowman – Stanley Pipes and Robert Birtalan met with Councilman Aaron Bowman on October 13, 2015. The councilman was given a background on the HWSD and was presented with information on the homes affected by dredging including the District Map. The history of costs for dredging were presented. Three potential spoil sites on Reed Island were presented; two are zoned as public building facilities and one is rural residential. The HWSD would like a 99 year lease on the plot owned by the port. The councilman was receptive. He acts as the liaison to the Port Authority. The

zoning had changed on the land previously used for dredging spoil. The councilman will schedule a meeting with the port to discuss a potential deal.

Financial

Approval to disburse funds – Motion made to approve disbursements for legal, insurance, professional dues, web hosting, and administrative services totaling \$6,375.85; motion passed. After all projected debt service, the total disposable funds remaining in the BB&T checking account is \$78,007.72.

District Schedule

Next Scheduled Board Meeting – The next meeting will be November 10, 2015 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – Nothing to report.

The bulkhead and dock regulations that were approved in the previous meeting have been published to the website.


Comments and Questions from the Audience

Two members of the District were in attendance and inquired about the dredging schedule.

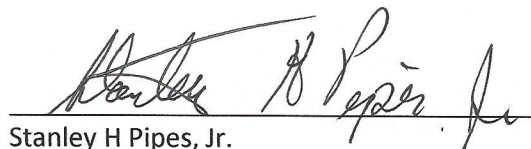
Adjournment

The meeting was adjourned at 7:51 PM. The next monthly Board of Supervisors meeting is scheduled for November 10, 2015.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, September 08, 2015

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
7/31/2015		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 94,860.22
		TOTAL DEPOSITS	August 1 - September 30	-
TOTAL CURRENT ASSETS				\$ 94,860.22
DISBURSEMENTS				
		Resurrection Episcopal Church	HWSD - Meeting Place (September)	(75.00)
		Lewis Longman & Walker	HWSD - Legal Services (August)	(500.00)
		Kathryn Boucher	HWSD _ Administrative Services (August)	(100.00)
		Stanley Pipes	HWSD - Legal Notices	(44.25)
DISBURSEMENTS - SubTotal				(719.25)
9/30/2015				TOTAL ENDING BALANCE \$ 94,140.97
OUTSTANDING DISBURSEMENTS				
REQUESTED DISBURSEMENTS				
9/8/2015		Resurrection Episcopal Church	HWSD - Meeting Place (September)	(75.00)
9/8/2015		Lewis Longman & Walker	HWSD - Legal Services (August)	(700.00)
9/8/2015		Kathryn Boucher	HWSD _ Administrative Services (August)	(100.00)
9/8/2015		FASD Annual Membership Fee	HWSD _ Professional Dues	(750.00)
9/8/2015		FMIT - Annual Insurance Fee	HWSD _ General Liability Insurance	(4,126.00)
10/13/2015		William Hibbard	HWSD - Web Hosting Services (10/02/2014 - 10/01/2015)	(239.88)
10/13/2015		Resurrection Episcopal Church	HWSD - Meeting Place (October)	(75.00)
10/13/2015		Kathryn Boucher	HWSD _ Administrative Services (September)	(75.00)
10/13/2015		FL Dept of Economic Opportunity	HWSD - Professional Dues	(175.00)
10/13/2015		Stanley Pipes	HWSD - Web Hosting Services (10/02/2015 - 1/02/2016)	(59.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (6,374.88)
PROJECTED DEBT SERVICE				
11/1/2015		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		\$ 78,008.69