

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
April 12, 2016
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 8, 2016*

- III. District Business**
 - a. Spoil Site Procurement – Reed Island
 - b. Form 1 Due by July 1, 2016
 - c. Election for Board Seats 1, 3, & 5

- IV. Financial**
 - a. 2015 HWSD non-Ad Valorem Assessment
 - b. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. May 10, 2016 – 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 12, 2016
MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on April 12, 2016. The meeting was called to order at 7:03 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef and Stanley Pipes. HWSD attorney Wayne Flowers was present. It was noted that there was a quorum present. Kathryn Boucher was present as recording secretary.

Administrative

Approval of Minutes from March 8, 2016 – Motion made to approve the minutes; motion passed.

District Business

Spoil Site Procurement – Reed Island – Robert Birtalan spoke with Connie Holt today, who said that JaxPort's senior management has agreed that the Reed Island property has no value to the port and will be recommending that the property be made available to the HWSD. The sale or lease of the land to the HWSD would be conditional that the property could be restored to be used as a spoil site. The upcoming JaxPort board meeting is April 25th; the HWSD board members plan to be in attendance.

Form 1 due by July 1, 2016 – Fees will be assessed for late submissions. The form is available online.

Election for Board Seats 1, 3 & 5 – Robert Birtalan will be out of town during the sign up period, but he should be able to submit the necessary forms ahead of time.

Financial

2015 HWSD non-Ad Valorem Assessment – 91.9% of funds have been collected, for a total distribution of \$183,609.24.

Approval to disburse funds – Motion made to approve disbursements for web hosting and administrative services totaling \$284.97; motion passed. The upcoming principal payment on the revenue notes is due May 1st. After all projected debt service and the projected assessment collection, the total disposable funds remaining in the BB&T checking account is \$130,210.23

District Schedule

Next Scheduled Board Meeting – The next meeting will be May 10, 2016 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – Attorney Wayne Flowers discussed legislation that recently passed regarding special districts. As of October 1st, budgets and certain other documents must be available on the district website for two years. Agendas for meetings must be posted online 7 days prior to the meeting. It was suggested that the board make the district homeowners aware of achievements of the board, such as the possible spoil site procurement. Wayne Flowers also recommended that the board members take a refresher course on Sunshine Laws and ethics.

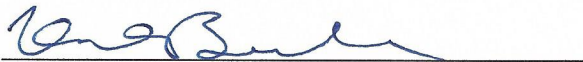
Comments and Questions from the Audience

No comments.

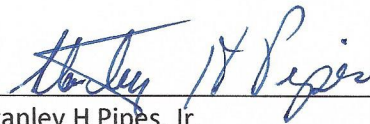
Adjournment

The meeting was adjourned at 7:22 PM. The next monthly Board of Supervisors meeting is scheduled for May 10, 2016.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2015 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

3/31/2016

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>NOVEMBER</u>						
1 - 9	16,000.00	(640.00)	15,360.00	(307.20)	(230.40)	14,822.40
10 - 18	30,000.00	(1,200.00)	28,800.00	(576.00)	(432.00)	27,792.00
19 - 30	99,000.00	(3,960.00)	95,040.00	(1,900.80)	(1,425.60)	91,713.60
<u>DECEMBER</u>						
1 - 14	18,624.11	(698.72)	17,925.39	(358.51)	(268.88)	17,298.00
15 - 21	2,253.04	(118.29)	2,134.75	(42.70)	(32.02)	2,060.03
22 - 31	14,000.00	(440.00)	13,560.00	(271.20)	(203.40)	13,085.40
<u>JANUARY</u>						
1 - 15	4,998.71	(114.98)	4,883.73	(97.67)	(73.26)	4,712.80
16 - 31	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
<u>February</u>						
1 - 15	N/A		-	-	-	-
16 - 29	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
<u>March</u>						
1 - 15	2,124.77	-	2,124.77	(42.50)	(31.87)	2,050.40
16 - 31	6,500.00	-	6,500.00	(130.00)	(97.50)	6,272.50
<u>April</u>						
1 - 15			-	-	-	-
16 - 30			-	-	-	-
<u>May</u>						
1 - 31			-	-	-	-
<u>June</u>						
1 - 12			-	-	-	-
<i>Unpaid Assessments</i>	17,499.37					
TOTAL DISTRIBUTIONS	197,500.63	(7,231.99)	190,268.64	(3,805.37)	(2,854.03)	\$ 183,609.24
% Collected	91.9%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, April 12, 2016

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
2/29/2016		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 251,475.89
		TOTAL DEPOSITS	March 1 thru March 31	3,961.10
TOTAL CURRENT ASSETS				\$ 255,436.99
CLEARED DISBURSEMENTS				
10/8/2015	1141	FASD Annual Membership Fee	HWSD_Professional Dues	(750.00)
3/8/2016	1151	Resurrection Episcopal Church	HWSD - Meeting Place (February & March)	(150.00)
3/8/2016	1150	Kathryn Boucher	HWSD _ Administrative Services (January & February)	(225.00)
DISBURSEMENTS - SubTotal				(1,125.00)
3/31/2016				TOTAL ENDING BALANCE \$ 254,311.99
OUTSTANDING DISBURSEMENTS / DEPOSITS				
3/8/2016	1152	Lewis Longman & Walker	HWSD - Legal Services (January)	(450.00)
REQUESTED DISBURSEMENTS				
4/12/2016		Resurrection Episcopal Church	HWSD - Meeting Place (April)	(75.00)
4/12/2016		Kathryn Boucher	HWSD _ Administrative Services (March)	(150.00)
4/12/2016		Stanley Pipes	HWSD - Web Hosting Services (4/03/2016 - 7/02/2016)	(59.97)
TOTAL REQUESTED DISBURSEMENT:				\$ (284.97)
PROJECTED REVENUE - 2015 ASSESSMENT				21,272.50
PROJECTED DEBT SERVICE				
5/1/2016		Revenue Notes - Principal Payment	Series 2012 & 2013	(135,000.00)
5/1/2016		Revenue Notes - Interest Payment	Series 2012 & 2013	(6,018.89)
11/1/2016		Revenue Notes - Interest Payment	Series 2012 & 2013	(4,070.40)
PROJECTED DEBT SERVICE EXPENSE:				\$ (145,089.29)
TOTAL HWSD DISPOSABLE FUNDS				
BB&T CHECKING ACCOUNT		ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE		\$ 130,210.23