

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Tuesday
September 13, 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 August 09, 2016*

III. District Business

- a. Spoil Site Procurement – Reed Island
 - i. Resolution 2016-04*
 - ii. Approval of Acquisition Funds*
- b. Board Seat 1 - Election issue
- c. Dredging Permit - Open Issue

IV. Financial

- a. HWSD 2015 non-Ad Valorem Assessment - Status
- b. End of Fiscal Year - Annual Audit
- c. Approval to disburse funds

V. District Schedule

- a. Next Scheduled Board Meeting
 - i. October 11, 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, SEPTEMBER 13, 2016

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on September 13, 2016. The meeting was called to order at 7:05 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef, Paul Stroup, 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 9, 2016 & Special Meeting on August 30, 2016 – Motion made to approve the minutes as written; motion passed.

District Business

Spoil Site Procurement – Reed Island –The contributions of City Councilman Al Ferraro were acknowledged. The final Agreement for the Sale and Purchase of the Reed Island parcel was discussed. The clause stating that dredge spoil may not be removed from the site remains in the agreement. Currently there is enough space in the spoil site to accommodate the up to 400k cubic yards of spoil material. The height of the current dikes could be raised to allow for more capacity. The purchase price will be based on the property appraisal. The board discussed the possibility of getting their own appraisal done as a counterpoint to the one done by the port; JaxPort may have a list of qualified appraisers who can be consulted. The board has the right to do an environmental site assessment within 120 days of signing the agreement. If hazardous material is found on the site, the board has the right to terminate the purchase agreement. There was a discussion of whether title insurance or just a title commitment is necessary. Contingencies to be completed within one year include the change in land use designation. Closing will occur within 120 days of contingencies being met. A point regarding sovereign immunity was included to note that no third party is benefitting from this contract and that neither the HWSD nor the port are waiving the right to sovereign immunity.

A document illustrating the costs expected to be incurred by the HWSD in fulfilling the contingencies was presented to the board. The cost of an appraisal was included, although this is not a requirement for the HWSD. A bid has already been obtained for the survey at \$14,700. The rezoning may not cost the board anything since they will be acting on behalf of JaxPort, but \$1,500 was allotted for budgeting purposes. Permitting fees were estimated. The total estimate of funds to be spent prior

to closing is \$51,450. Motion made to approve expenditures up to \$55,000 for acquisition costs; motion passed.

Motion made to approve Resolution 2016-04 to execute the purchase agreement; motion passed. The signed agreement will be presented to JaxPort for their approval during their October meeting.

Board Seat 1 open – Wayne Flowers has been instructed to contact the governor’s office so that a special election for Seat 1 may be called. The Supervisor of Elections office had previously given the board inaccurate information regarding the board’s ability to appoint the seat. Since no one qualified for the seat, it is not considered a vacancy which the board would be permitted to fill. It may be possible to hold the election by mail.

Dredging Permit – This issue remains open.

Financial

2015 HWSD non-Ad Valorem Assessment – Status - 99.1% of funds have been collected, for a total disbursement of \$198,971.43. There has been no change in the last 30 days. 4 properties remain outstanding.

HWSD 2016 non-Ad Valorem Assessment has been sent to the Property Appraiser – The assessment comes to a total of \$215,000, which is the same amount as the previous year’s assessment.

End of Fiscal Year – Annual Audit – On August 10th Stanley Pipes met with the auditors at Roy Miller & Associates. The audit should take around 60 days to complete.

Approval to disburse funds – Motion made to approve disbursements for the audit, insurance, administrative and legal services totaling \$10,980.00; motion passed. After all projected debt service and the projected assessment collection, the total of the disposable funds remaining in the BB&T checking account is \$116,691.25.

District Schedule

Next Scheduled Board Meeting – The next meeting will be October 11, 2016 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – Nothing to report.

Comments and Questions from the Audience

No comments.

Adjournment

The meeting was adjourned at 8:17 PM. The next monthly Board of Supervisors meeting is scheduled for October 11, 2016.

Respectfully submitted,



Kathryn Boucher
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

RESOLUTION NO. 2016-04

A RESOLUTION OF THE HARBOUR WATERWAY SPECIAL DISTRICT, DUVAL COUNTY, FLORIDA, APPROVING EXECUTION OF AN AGREEMENT WITH THE JACKSONVILLE PORT AUTHORITY, FOR PURCHASE OF PROPERTY LOCATED ON REED ISLAND; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Harbour Waterway Special District (“District”), a dependant special district created by City of Jacksonville Ordinance No. 2010-725-E, has responsibility for continuing maintenance of the system of channels and canals (“Canals”) located within its geographic boundaries; and

WHEREAS, in order to conduct a maintenance dredging project in the Canals, it is necessary to have an appropriate location to dispose of the material removed from the Canals (“Dredge Material”) during the maintenance dredging project; and

WHEREAS, the Jacksonville Port Authority (“JPA”) owns a site at Reed Island appropriate for disposal of the Dredge Material removed from the Canals as a consequence of conducting a maintenance dredging project therein, which JPA has agreed to sell to the District for that purpose.

NOW THEREFORE BE IT RESOLVED by the Board of the District:

Section 1. The Chairman of the Board or the Secretary/Treasurer is authorized to execute, on behalf of the District, the Purchase Agreement between the District and the JPA which is attached hereto as Exhibit “A.”


Section 2. This Resolution shall become effective upon passage.

Passed and Adopted this 13th day of September, 2016.



Robert P. Birtalan
Board Chair

Attest:



Stanley H Pipes, Jr.
Board Secretary

HARBOUR WATERWAY SPECIAL DISTRICT 2015 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

06/30/2016

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
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
DECEMBER						
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
JANUARY						
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
February						
1 - 15	N/A			-	-	-
16 - 29	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
March						
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
April						
1 - 15	2,499.37	-	2,499.37	(49.99)	(37.49)	2,411.89
16 - 30	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
May						
1 - 17	N/A			-	-	-
18 - 31	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
June						
1 - 15	9,000.00	300.00	9,300.00	(186.00)	(139.50)	8,974.50
July - September						
1 - 15	-	-	-	-	-	-
October						
1 - 31	2,000.00	180.00	2,180.00	(43.60)	(32.70)	2,103.70
<i>Unpaid Assessments</i>						
TOTAL DISTRIBUTIONS	215,000.00	(6,631.99)	208,368.01	(4,167.36)	(3,125.52)	\$ 201,075.13
% Collected	100.0%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, September 13, 2016

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
07/31/2016		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 127,141.05
		TOTAL DEPOSITS	August 1 - 31	-
				TOTAL CURRENT ASSETS \$ 127,141.05
CLEARED DISBURSEMENTS				
08/09/2016		Resurrection Episcopal Church	HWSD - Meeting Place (August 9)	(75.00)
08/09/2016		Kathryn Boucher	HWSD _ Administrative Services (July 12)	(150.00)
08/09/2016		Lewis Longman & Walker	HWSD - Legal Services (July)	(800.00)
08/09/2016		Gunster - (Thomas M. Jenkins)	HWSD - Legal Services (July)	(164.40)
				-
DISBURSEMENTS - SubTotal				(1,189.40)
				TOTAL ENDING BALANCE \$ 125,951.65
OUTSTANDING DISBURSEMENTS / DEPOSITS				
REQUESTED DISBURSEMENTS				
09/13/2016		Resurrection Episcopal Church	HWSD - Meeting Place (September 13)	(75.00)
09/13/2016		Kathryn Boucher	HWSD _ Administrative Services (August 9)	(150.00)
09/13/2016		Lewis Longman & Walker	HWSD - Legal Services (August)	(3,325.00)
09/13/2016		Florida Municipal Insurance Trust	HWSD - Insurance	(4,180.00)
10/01/2016		Roy Miller & Associates	HWSD - Audit	(3,250.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (10,980.00)
PROJECTED REVENUE FROM 2015 ASSESSMENT - (Parcels that have not paid - 4)				\$ 5,790.00
PROJECTED DEBT SERVICE				
11/01/2016		Revenue Notes - Interest Payment	Series 2012 & 2013	(4,070.40)
PROJECTED DEBT SERVICE EXPENSE:				\$ (4,070.40)
TOTAL HWSD DISPOSABLE FUNDS				
BB&T CHECKING ACCOUNT		ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE		\$ 116,691.25