

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
November 08, 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 September 13, 2016*
  
- III. District Business**
  - a. Spoil Site Procurement – Reed Island
  - 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. December 13, 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, NOVEMBER 8, 2016

### MEETING MINUTES

#### Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on November 8, 2016. The meeting was called to order at 7:06 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef, and Stanley Pipes. It was noted that there was a quorum present. HWSD attorney Wayne Flowers was present. Kathryn Amason was present as recording secretary.

#### Administrative

Approval of Minutes from September 13, 2016 – Motion made to approve the minutes as written; motion passed.

#### District Business

Spoil Site Procurement – Reed Island – The purchase agreement has been signed. Stanley Pipes and Robert Birtalan attended the JaxPort meeting at which the agreement was unanimously approved. The effective date of the contract is October 24<sup>th</sup>. Closing must occur within one year of the effective date or the agreement will terminate. A timeline was presented to the board. Lampe, Roy & Associates will be handling the appraisal within 60 days. It was suggested that Stanley Pipes contact the appraiser directly to make sure he has all the relevant information on the Reed Island parcel. There is no specified date for the survey to be completed and it likely will be done after the appraisal. The HWSD is responsible for the \$14,700 cost of the survey. If the city has a recent survey on file, it is possible that a new survey may not be necessary. There was a discussion about how extensive the soil sampling should be. The board still has to decide whether to obtain title insurance, which will depend on the final property purchase price. City Councilman Al Ferraro may get involved to assist in the zoning reassignment. It may take some time to work with the Army Corps of Engineers to get the easement waiver, so that should be started right away. David Stubbs submitted a list of critical dates to the board which confirms those determined by the HWSD. The estimate of acquisition costs has been updated to \$55,200.

Board Seat 1 open – Attorney Wayne Flowers contacted the Office of Counsel in the Division of Elections and received a reply stating that the Department of Economic Opportunity should be contacted. He will continue to work on this issue.

Dredging Permit – This issue remains open. The existing permit will need to be modified once the new spoil site is attained.

### Financial

HWSD 2015 non-Ad Valorem Assessment – Status - 102.3% of funds have been collected, for a total disbursement of \$206,334.38. Several properties previously in default have submitted payment. Three properties remain outstanding.

HWSD 2016 non-Ad Valorem Assessment – The assessment has been posted on property tax bills.

End of Fiscal Year – Annual Audit – The audit has been completed. There were no qualified statements.

Approval to disburse funds – Motion made to approve disbursements for web hosting, audit, professional dues, administrative and legal services totaling \$4,214.97; motion passed. After all projected debt service and projected assessment collection, the total of the disposable funds remaining in the BB&T checking account is \$162,869.57.

### District Schedule

Next Scheduled Board Meeting – The next meeting will be December 13, 2016 at Resurrection Episcopal Church.

### Other Business

Legal and Compliance Issues – Nothing to report.


### Comments and Questions from the Audience

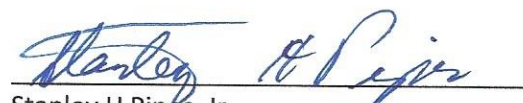
No comments.

### Adjournment

The meeting was adjourned at 7:47 PM. The next monthly Board of Supervisors meeting is scheduled for December 13, 2016.

Respectfully submitted,

  
Kathryn Amason  
Recording Secretary

  
Stanley H Pipes, Jr.  
Secretary / Treasurer



# HARBOUR WATERWAY SPECIAL DISTRICT

## 2015 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

11/08/2016

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b>NOVEMBER</b>						
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
<b>DECEMBER</b>						
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
<b>JANUARY</b>						
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
<b>February</b>						
1 - 15	N/A		-	-	-	-
16 - 29	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
<b>March</b>						
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
<b>April</b>						
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
<b>May</b>						
1 - 17	N/A		-	-	-	-
18 - 31	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
<b>June</b>						
1 - 15	9,000.00	300.00	9,300.00	(186.00)	(139.50)	8,974.50
16 - 30	N/A		-	-	-	-
<b>July - August</b>						
1 - 31	N/A		-	-	-	-
<b>September</b>						
1 - 13	N/A		-	-	-	-
<b>September</b>						
14 - 30	2,000.00	180.00	2,180.00	(43.60)	(32.70)	2,103.70
<b>October - December</b>						
1 - 31	5,000.00	450.00	5,450.00	(109.00)	(81.75)	5,259.25
<i>Unpaid Assessments</i>						
	5,000.00					
<b>TOTAL DISTRIBUTION:</b>	<b>220,000.00</b>	<b>(6,181.99)</b>	<b>213,818.01</b>	<b>(4,276.36)</b>	<b>(3,207.27)</b>	<b>\$ 206,334.38</b>
% Collected	102.3%					
<b>TOTAL TAX BILLED</b>	<b>215,000.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, November 8, 2016

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
08/31/2016		BB&T CHECKING ACCOUNT		\$ 125,951.65
		TOTAL DEPOSITS	September 1 - October 31	2,103.70
		<b>TOTAL CURRENT ASSETS</b>		<b>\$ 128,055.35</b>
<b>CLEARED DISBURSEMENTS</b>				
09/13/2016	1173	Resurrection Episcopal Church	HWSD - Meeting Place (September 13)	(75.00)
09/13/2016	1174	Kathryn Boucher	HWSD _ Administrative Services (August 9 )	(150.00)
09/13/2016	1175	Lewis Longman & Walker	HWSD - Legal Services (August)	(3,325.00)
09/13/2016	975016	Florida Municipal Insurance Trust	HWSD - Insurance	(4,180.00)
10/28/2016	975019	Lewis Longman & Walker	HWSD - Legal Services (September)	(1,300.00)
10/31/2016	975017	Revenue Notes Interest - 2013 Series	HWSD - Interest	(2,044.01)
10/31/2016	975018	Revenue Notes Interest - 2012 Series	HWSD - Interest	(2,026.40)
			<b>DISBURSEMENTS - SubTotal</b>	<b>(13,100.41)</b>
10/31/2016			<b>TOTAL ENDING BALANCE</b>	<b>\$ 114,954.94</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
<b>REQUESTED DISBURSEMENTS</b>				
11/08/2016		Resurrection Episcopal Church	HWSD - Meeting Place (October 11 & November 8)	(150.00)
11/08/2016		Kathryn Boucher	HWSD _ Administrative Services (September 13 & October 11 )	(225.00)
11/08/2016		Roy Miller & Associates	HWSD - Audit	(3,030.00)
11/08/2016		Florida Association of Special Districts	HWSD - Professional Dues	(750.00)
11/08/2016		Stanley Pipes	HWSD - Web Hosting	(59.97)
			<b>TOTAL REQUESTED DISBURSEMENT:</b>	<b>\$ (4,214.97)</b>
<b>PROJECTED REVENUE FROM 2015 ASSESSMENT - (Parcels that have not paid - 3 )</b>				
				\$ 5,200.00
<b>PROJECTED REVENUE FROM 2016 ASSESSMENT - (Collected by May 1)</b>				
				\$ 190,000.00
<b>PROJECTED DEBT SERVICE</b>				
05/01/2017		Principle & Interest Payment	Series 2012 & 2013 Revenue Notes	(143,070.40)
			<b>PROJECTED DEBT SERVICE EXPENSE:</b>	<b>\$ (143,070.40)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>				
		BB&T CHECKING ACCOUNT	<b>ENDING BALANCE after DISBURSEMENTS &amp; DEBT SERVICE</b>	<b>\$ 162,869.57</b>