

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
January 10, 2017
7:00 pm

Resurrection Episcopal Church
12355 Fort Caroline Rd.
Jacksonville, FL. 32225

- I. Introduction**
 - a. Call to Order
 - b. Roll Call / Quorum
 - c. Oath of Office, Robert Birtalan and Stanley Pipes

- II. Administrative**
 - a. Approval of Minutes
 - i. Minutes from December 13, 2016*

- III. District Business**
 - a. Spoil Site Procurement – Reed Island
 - b. Waterway Rules - Fishing & Netting
 - c. Board Seat 1 - Election issue
 - d. Dredging Permit - Open Issue

- IV. Financial**
 - a. HWSD 2016 non-Ad Valorem Assessment - Status
 - b. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. February 14, 2017 – 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, JANUARY 10, 2017
MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on January 10, 2017. The meeting was called to order at 7:00 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 Amason was present as recording secretary.

Oath of Office – Robert Birtalan and Stanley Pipes – The previous term for both board members ended on January 2nd. Both men were sworn in to their new 4 year term and completed their oath of office.

Administrative

Approval of Minutes from December 13, 2016 – One correction was noted: Shelly Trulock is with the US Army Corps of Engineers, not the Florida Inland Navigation District. Motion made to approve the minutes as amended; motion passed.

District Business

Spoil Site Procurement – Reed Island – There was a meeting between Robert Birtalan, Stanley Pipes, City Councilman Al Ferraro and Jaxport on January 5th. The appraisal presented by Jaxport had omissions and the Harbour Waterway challenged the concept of valuing the property as a going concern. There is no mooring capability at the site, which prevents barges from accessing the property. David Kaufman asserted that the port is holding their position, but agreed to revisit the appraisal based on the deed restrictions. No indication was given on when Jaxport would answer the concerns. David Stubbs was contacted regarding the survey from 1995; he approved that the survey may be updated, rather than ordering a complete new survey. Stanley Pipes reached a contact regarding The Army Corps of Engineers easement and was told that the approvals should be completed in 30-45 days. The FDEP easement was reviewed and it is only valid for one year. Nothing more can be done until the purchase price is settled.

Waterway Rules – Fishing & Netting – Wayne Flowers suggested that “No Trespassing” signs should be put in place and he will provide the verbiage. If a boat is sighted in the canal system, then the sheriff’s office may be called. Once signs are posted, a mailing can go out to the neighborhood explaining what should be done when violators are observed. An arrest may only be made if the police catch a boat in the act of trespassing. Motion made to approve the purchase of up to 10 “No Trespassing” signs at a cost not to exceed \$1,000; motion passed.

Board Seat 1 – Election issue – HWSD Attorney Wayne Flowers spoke to the person in charge of special districts at the Department of Economic Opportunity and was told that the local government controls any election issues. Wayne Flowers also spoke to City Attorney Paige Johnson of the General Counsel's office and she agreed that the Supervisor of Elections office should be contacted, which requires the authorization of the City Councilperson. The qualifying period for the special election will have to be declared by the Supervisor of Elections, unless it is decided that the board can appoint the seat.

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

Financial

HWSD 2016 non-Ad Valorem Assessment – Status - 83.9% of the total amount billed has been collected to date, for a total distribution of \$167,336.85.

Approval to disburse funds – Motion made to approve disbursements for the web hosting, legal notices, administrative and legal services totaling \$2,461.97; 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 \$157,218.50.

District Schedule

Next Scheduled Board Meeting – The next meeting will be February 14, 2017 at Resurrection Episcopal Church.

Other Business

Legal and Compliance Issues – Nothing to report.

Comments and Questions from the Audience

There was a discussion about the Harbour Waterway Association being dissolved in the future.

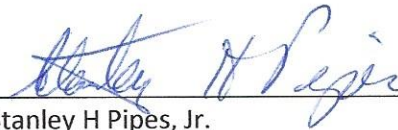
Adjournment

The meeting was adjourned at 7:48 PM. The next monthly Board of Supervisors meeting is scheduled for February 14, 2017.

Respectfully submitted,



Kathryn Amason
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

REED ISLAND AGREEMENT - TIMELINE

December 23, 2016

TASK	RESPONSIBILITY	ASSIGNED	NOTES	DAYS	DATE / DEADLINE	STATUS
1 AGREEMENT SIGNED - EFFECTIVE DATE						
2 Approval of Appraiser Lampe, Roy & Associates, Inc. 1912 Hamilton Street, Suite 204 Jacksonville, Florida 32210 Office: (904) 388-702	HWSD	Stanley		7	October 31, 2016	Complete
3 JaxPort to Provide all Information on Site	JaxPort	David Stubbs		30	November 23, 2016	Complete
4 Appraisal of Property - Initial Purchase Price	JaxPort	Lampe, Roy & Assoc.	Initial Purchase Price - \$600,000	60	December 23, 2016	Complete
5 Inspection / Environmental Site Assessment	HWSD	Marine Industrial Services / Stanley	10 Soil Samples - TCLP's ran on each.	120	February 21, 2017	
<u>ACTIVITIES PRIOR TO CLOSING</u>						
6 Survey of Property	HWSD	Stanley	Reviewing survey by Charles Bassett & Assoc		January 25, 2017	
7 Financing of Purchase Price & Site Development	HWSD	Stanley				
8 Title Insurance	HWSD		At HWSD's option			
9 Zoning / Land Use Reclassification	HWSD					
10 FL. Dept of Environment Protection Permit U. S. Army Corps of Engineers (USACE)	HWSD	Stanley	FDEP Permit expired after one year - Aaron Sarchet - (256-1654)			
11 - Easement	HWSD	Stanley	Request "Consent of Easement" to use Reed Island as a spoil Site - Bursa Miller is Contact (232-3727), Ms Miller indicated should take about 45 days or less		February 25, 2017	
12 - Dredging Permit	HWSD	Stanley	Modify permit to include Reed Island as spoil site - Not Required - Permit indicates any "upland spoil site" Within 120 days of satisfying contingencies in Paragraph 11			Complete?
13 CLOSING						
14 TERMINATION OF AGREEMENT				365	October 24, 2017	
<u>POST CLOSING ACTIVITIES</u>						
15 Site Development & Clearing	HWSD		Build levee across cell as required			

HARBOUR WATERWAY SPECIAL DISTRICT

2016 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

01/10/2017

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 15	18,000.00	(720.00)	17,280.00	(345.60)	(259.20)	16,675.20
16 - 25	26,000.00	(1,040.00)	24,960.00	(499.20)	(374.40)	24,086.40
26 - 30	99,000.00	(3,960.00)	95,040.00	(1,900.80)	(1,425.60)	91,713.60
DECEMBER						
1 - 12	22,498.58	(834.96)	21,663.62	(433.27)	(324.95)	20,905.39
13 - 20	9,405.00	(298.47)	9,106.53	(182.13)	(136.60)	8,787.80
21 - 31	5,579.07	(223.16)	5,355.91	(107.12)	(80.34)	5,168.45
JANUARY						
1 - 15						
16 - 31						
February						
1 - 15						
16 - 29						
March						
1 - 15						
16 - 31						
April						
1 - 15						
16 - 30						
May						
1 - 17						
18 - 31						
June						
1 - 15						
16 - 30						
July - August						
1 - 31						
September						
1 - 30						
<i>Unpaid Assessments</i>	34,517.35					
TOTAL DISTRIBUTION:	180,482.65	(7,076.59)	173,406.06	(3,468.12)	(2,601.09)	\$ 167,336.85
% Collected	83.9%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Tuesday, January 10, 2017

Motion to Disburse Funds:

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
11/30/2016		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 130,270.17
		TOTAL DEPOSITS	December 1 - 31	145,493.20
TOTAL CURRENT ASSETS				\$ 275,763.37
CLEARED DISBURSEMENTS				
11/08/2016	Epay	Roy Miller & Associates	HWSD - FY 2015-16 Annual Audit	(3,030.00)
12/13/2016		Resurrection Episcopal Church	HWSD - Meeting Place (December 13)	(75.00)
12/13/2016		Kathyrn Amason	HWSD _ Administrative Services (November 8)	(150.00)
12/13/2016		Lewis Longman & Walker	HWSD - Legal Services (November)	(525.00)
				-
DISBURSEMENTS - SubTotal				(3,780.00)
TOTAL ENDING BALANCE				\$ 271,983.37
12/31/2017				
OUTSTANDING DISBURSEMENTS / DEPOSITS				
REQUESTED DISBURSEMENTS				
01/10/2017		Resurrection Episcopal Church	HWSD - Meeting Place (January 10)	(75.00)
01/10/2017		Kathyrn Amason	HWSD _ Administrative Services (December 13)	(150.00)
01/10/2017		Lewis Longman & Walker	HWSD - Legal Services (December)	(2,150.00)
01/10/2017		Stanley Pipes	HWSD - Web Hosting (1/3/2017 - 4/02/2017) & Legal Notices	(86.97)
TOTAL REQUESTED DISBURSEMENT:				\$ (2,461.97)
PROJECTED REVENUE FROM 2015 ASSESSMENT - (Parcels that have not paid - 3)				\$ 5,000.00
PROJECTED REVENUE FROM 2016 ASSESSMENT - (Collected by May 1)				
		Collected as of 01-01-2017	\$ 162,168	
		Projected Revenue collections by May 1		27,831.60
PROJECTED DEBT SERVICE				
05/01/2017		Principle & Interest Payment	Series 2012 & 2013 Revenue Notes	(143,070.40)
11/01/2017		Interest Payment	Series 2012 & 2013 Revenue Notes	(2,064.10)
PROJECTED DEBT SERVICE EXPENSE:				\$ (145,134.50)
TOTAL HWSD DISPOSABLE FUNDS				
BB&T CHECKING ACCOUNT			ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 157,218.50