

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Tuesday
February 14, 2017
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 January 10, 2017*

- III. District Business**
 - a. Spoil Site Procurement – Reed Island
 - b. Waterway Rules - No Trespassing Signage
 - c. Board Seat 1 - Election issue
 - d. Dredging Permit - Open Issue

- IV. Financial**
 - a. HWSD 2016 non-Ad Valorem Assessment - Status
 - b. FY 2017-18 Annual Budget due to City Council on March 31
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. March 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, FEBRUARY 14, 2017

MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on February 14, 2017. The meeting was called to order at 7:02 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 January 10, 2017 – Motion made to approve the minutes as written; motion passed.

District Business

Spoil Site Procurement – Reed Island – JaxPort's original appraisal price was \$600,000, which was based on the property being valued as a going concern. After objections from the district regarding the net present value calculations, the appraisal was revised to \$300,000 based on a reduced revenue stream, increased costs, and a 20 year time line with a 14% discount rate. Attorney Wayne Flowers suggested that the HWSD send a letter to Jaxport confirming the new purchase price and the use of the 1995 survey. The appraisal states that there is 137 acres on the site, which is incorrect because it includes the marsh. The board has the option of having the price adjusted based on the survey acreage. If the purchase price is adjusted below 95% of the appraisal value, Jaxport has the right to terminate the deal. The final adjusted purchase price will be determined just before closing. The remaining contingencies in the purchase agreement can now be addressed. The purchase agreement terminates on October 24, 2017 if all contingencies are not fulfilled. There was a discussion to request City Councilman Al Ferraro to set up a meeting for the board, David Stubbs of Jaxport, and the planning commission to discuss rezoning. Permitting the spoil site may take some time and will be started right away. A request will be made to extend the inspection period for the environmental studies to be completed. Motion made to accept the revised appraisal as the initial purchase price; motion carried. City Councilman Al Ferraro had asked Robert Birtalan if the HWSD would be interested in the city's half of the Reed Island property at the appraisal per acre price, which should be less than \$125,000. Currently the property is designated as a mitigation bank. The board discussed either constructing a dike or purchasing the city's property. Quotes will be collected for title insurance.

Waterway Rules – No Trespassing Signage – A 24"x18" sign template was presented to the board. Five signs for \$97 each have been ordered. Once signs are in place, the sheriff's office can be contacted when violators are observed. There was a discussion of whether to inform the police department about the signs being posted.

Board Seat 1 – Election issue – The General Counsel's office has clarified that supervisors hold their seats until a successor qualifies. Lindsey Brock may submit a letter of resignation, which will then allow the board to appoint a replacement.

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 - 88.8% of the total amount billed has been collected to date, for a total distribution of \$177,217.08. 12 properties remain outstanding.

FY 2017-18 Annual Budget due to City Council on March 31 – The budget must be approved during the next meeting in March.

Approval to disburse funds – Motion made to approve disbursements for the no trespassing signs, permitting fees, and administrative and legal services totaling \$1,655.92; 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 \$155,649.55.

District Schedule

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

Other Business

Legal and Compliance Issues – Nothing to report.


Comments and Questions from the Audience

No comments.

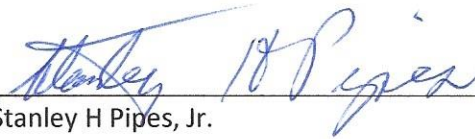
Adjournment

The meeting was adjourned at 8:22 PM. The next monthly Board of Supervisors meeting is scheduled for March 14, 2017.

Respectfully submitted,



Kathryn Amason
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

24 inches

18 "

PRIVATE CANALS
NO TRESPASSING
Harbour Waterway Special District
Harbour Waterway Association

HARBOUR WATERWAY SPECIAL DISTRICT

2016 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

02/14/2017

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	5,505.63	(149.72)	5,355.91	(107.12)	(80.34)	5,168.45
JANUARY						
1 - 13	6,498.58	(180.00)	6,318.58	(126.37)	(94.78)	6,097.43
14 - 31	4,000.00	(80.00)	3,920.00	(78.40)	(58.80)	3,782.80
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>	24,092.21					
TOTAL DISTRIBUTION:	190,907.79	(7,263.15)	183,644.64	(3,672.89)	(2,754.67)	\$ 177,217.08
% Collected	88.8%					
TOTAL TAX BILLED	215,000.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, February 14, 2017

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
12/31/2016		BB&T CHECKING ACCOUNT		\$ 271,983.37
		TOTAL DEPOSITS	January 1 - 31	11,265.88
				\$ 283,249.25
CLEARED DISBURSEMENTS				
01/10/2017		Resurrection Episcopal Church	HWSD - Meeting Place (January 10)	(75.00)
01/10/2017		Kathryn Amason	HWSD _ Administrative Services (December 13)	(150.00)
01/10/2017		Lewis Longman & Walker	HWSD - Legal Services (December)	(2,150.00)
			DISBURSEMENTS - SubTotal	(2,375.00)
01/31/2017			TOTAL ENDING BALANCE	\$ 280,874.25
OUTSTANDING DISBURSEMENTS / DEPOSITS				
01/10/2017		Stanley Pipes	HWSD - Web Hosting (1/3/2017 - 4/02/2017) & Legal Notices	(86.97)
REQUESTED DISBURSEMENTS				
02/14/2017		Resurrection Episcopal Church	HWSD - Meeting Place (February 14)	(75.00)
02/14/2017		Kathryn Amason	HWSD _ Administrative Services (January 10)	(150.00)
02/14/2017		Lewis Longman & Walker	HWSD - Legal Services (January)	(725.00)
02/14/2017		Department of Environmental Protection	HWSD - Permit Exemption Fee	(100.00)
02/14/2017		Buchanan Sign & Flag	HWSD - No Trespassing Signs (5)	(518.95)
			TOTAL REQUESTED DISBURSEMENT:	\$ (1,655.92)
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 02-01-2017		173,434
		Projected Revenue collections by May 1		16,565.72
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	\$ 155,649.55