

**HARBOUR WATERWAY  
SPECIAL DISTRICT  
Agenda**

Tuesday  
October 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
  
- II. Administrative**
  - a. Approval of Minutes
    - i. Minutes from September 25, 2017*
  
- III. District Business**
  - a. Spoil Site – Reed Island
    - i. Rezoning Process*
      - 1. Ordinance 2017-496/497 E - Passed
      - 2. State of Florida Comments on Comprehensive Plan Changes
      - 3. City of Jacksonville Adoption
    - ii. BB&T Funding Proposal*
  - b. Waterway Rules & Dock Approvals
    - i. 4434 Beacon Drive - Rick Fornos Dock & Bulkhead (Pending)*
  
- IV. Financial**
  - a. HWSD non-Ad Valorem Assessment
    - i. 2017 non-Ad Valorem Assessment*
  - b. FY 2016-17 Annual Audit
  - c. Approval to disburse funds
  
- V. District Schedule**
  - a. Next Scheduled Board Meeting
    - i. November 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, OCTOBER 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 October 10, 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. Harbour Waterway Special District legal representation was present. Kathryn Amason was present as recording secretary.

## Administrative

Approval of Minutes from September 25, 2017 – Motion made to approve the minutes as written; motion passed.

## District Business

Spoil Site – Reed Island:

Rezoning Process:

Ordinance 2017-496/497 E – Passed – The land use designation for Reed Island has been changed from Low Density Residential to Public Buildings and Facilities.

State of Florida Comments on Comprehensive Plan Changes – The board does not anticipate any negative comments from Tallahassee. The approval process may take 3-4 months.

City of Jacksonville - David Stubbs was contacted regarding the closing. He will check with the JaxPort's executive group to see if the closing may occur before the City's Comprehensive Plan has final approval. Once the board closes on the current deal with JaxPort, they will pursue purchasing the parcel immediately adjacent to JaxPort's parcel which is owned by the City.

Reed Island Estates - The initial notices from the City regarding the Reed Island rezoning were posted in Reed Island Estates, which led to some of their community members attending a public hearing related to the HWSD purchase. Reed Island Estates is now interested in connecting our canal systems and becoming part of the district. Reed Island Estates owns property adjacent to the Reed Island parcel being purchased by the

board, so it would be useful as a land entrance to the new property in addition to being a new revenue source for the district.

Waterway Rules & Dock Approvals:

4434 Beacon Drive – Rick Fornos Dock & Bulkhead (Pending) - There is no news since the last meeting.

Financial

HWSD 2017 non-Ad Valorem Assessment Status: The first payments will be collected in November.

FY 2016-17 Annual Audit – A draft audit from Robert Thaggard, CPA was presented to the board. The final report will be submitted and distributed to the board at the next meeting. The audit was very thorough and was completed quickly. No issues were found.

Approval to disburse funds – Motion made to approve disbursements for administrative, professional dues, audit, and legal services totaling \$4,360.00; motion passed. After all projected debt service, the total of the disposable funds remaining in the BB&T checking account is \$135,924.80.

District Schedule

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

Other Business

Legal and Compliance Issues – Nothing to report at this time.

Comments and Questions from the Audience

There was a question about the responsibility for trees that have fallen into the canal. There is a tree that snapped and fell into the canal during Hurricane Irma. The board will contact the homeowner in whose property the tree was planted to see if she has plans for its removal. The board has the authority to remove the obstruction in the canal and charge the homeowner. Sunken and unusable docks in the canal were discussed as well. If a homeowner within the district complains about an issue that is a danger to navigation, the board will address it with the offending homeowner.

There was a discussion about large cranes that were in the neighborhood for construction removal. A bridge will be inspected for damage. There is no posted weight limit on the bridge.

Tomorrow the Isle of Palms will have a meeting regarding their need for a dredge material management area. They are expected to ask the HWSD to use the Reed Island site.

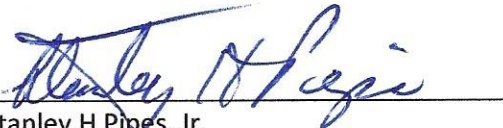
Adjournment

The meeting was adjourned at 7:44 PM. The next monthly Board of Supervisors meeting is scheduled for November 14, 2017.

Respectfully submitted,



Kathryn Amason  
Recording Secretary



Stanley H Pipes, Jr.  
Secretary / Treasurer



**HARBOUR WATERWAY SPECIAL DISTRICT**

Motion to Disburse Funds:

Tuesday, October 10, 2017

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
8/31/2017		<b>BB&amp;T CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>\$ 149,830.92</b>
		TOTAL DEPOSITS	September 1 - 30	
				<b>TOTAL CURRENT ASSETS \$ 149,830.92</b>
<b>CLEARED DISBURSEMENTS</b>				
9/25/2017	1217	Kathryn Amason	HWSD _ Administrative Services (July 25, August 8, September 12)	(300.00)
9/25/2017	1215	Lewis Longman & Walker	HWSD - Legal Services (August & August)	(1,550.00)
9/25/2017	1218	Stanley Pipes	HWSD - Legal Notices & Office Supplies	(248.02)
				-
<b>DISBURSEMENTS - SubTotal</b>				<b>(2,098.02)</b>
				<b>TOTAL ENDING BALANCE \$ 147,732.90</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
9/25/2017	1216	Resurrection Episcopal Church	HWSD - Meeting Place (August 8, September 12, & September 25)	(225.00)
9/25/2017	Epay	Florida Municipal Insurance Trust	HWSD - Insurance	(4,409.00)
9/25/2017	Epay	Florida Association of Special Districts	HWSD - Professional Dues	(750.00)
				<b>SubTotal (5,384.00)</b>
<b>REQUESTED DISBURSEMENTS</b>				
10/10/2017	1219	Resurrection Episcopal Church	HWSD - Meeting Place (September 25)	(75.00)
10/10/2017	1220	Kathryn Amason	HWSD _ Administrative Services (September 25)	(150.00)
10/10/2017	1221	Lewis Longman & Walker	HWSD - Legal Services (September)	(750.00)
10/10/2017	1222	Department of Economic Opportunity	HWSD_ Professional Dues	(175.00)
10/10/2017	1223	Robert Thaggard	HWSD - Audit FY 2016-2017	(3,210.00)
<b>TOTAL REQUESTED DISBURSEMENT:</b>				<b>\$ (4,360.00)</b>
<b>PROJECTED REVENUE FROM 2016 ASSESSMENT</b>				
				<b>\$ -</b>
Collected as of 07-01-2017		<b>\$</b>	<b>215,000</b>	
<b>PROJECTED DEBT SERVICE</b>				
11/1/2017		Interest Payment	Series 2012 & 2013 Revenue Notes	(2,064.10)
<b>PROJECTED DEBT SERVICE EXPENSE:</b>				<b>\$ (2,064.10)</b>
<b>TOTAL HWSD DISPOSABLE FUNDS</b>				
<b>BB&amp;T CHECKING ACCOUNT</b>		<b>ENDING BALANCE after DISBURSEMENTS &amp; DEBT SERVICE</b>		<b>\$ 135,924.80</b>