

HARBOUR WATERWAY SPECIAL DISTRICT

Agenda

Tuesday
November 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 October 10, 2017*

- III. District Business**
 - a. Open Board Seat (2) – Resolution 2017-04: Appoint Michael Levi
 - b. 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*
 - c. 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. December 12, 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, NOVEMBER 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 November 14, 2017. The meeting was called to order at 7:09 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 attorney Wayne Flowers was present. Kathryn Amason was present as recording secretary.

Administrative

Approval of Minutes from October 10, 2017 – Motion made to approve the minutes as written; motion passed.

District Business

Nomination of Michael Levi to Open Board Seat 2 – Stanley Pipes nominated Michael Levi to open Board Seat 2 to finish the term began by Paul Stroup. Resolution to appoint Michael A. Levi to Board Seat 2 passed unanimously. Chairman Robert Birtalan is authorized to sign Resolution 2017-04. Michael Levi took the oath of office. He was instructed to complete Form 1 at year end and send to the Supervisor of Elections.

Spoil Site – Reed Island - Closing is anticipated before the end of January, 2018.

Rezoning Process:

Ordinance 2017-496/497 E – Passed

State of Florida Comments on Comprehensive Plan Changes – Legislation is being proposed this week.

City of Jacksonville Adoption – The City has confirmed their intention to adopt the changes prior to completion of the State of Florida Comprehensive Plan Changes.

BB&T Funding Proposal – Once the schedule for the City adoption is confirmed, BB&T will be contacted to prepare for closing.

Waterway Rules & Dock Approvals:

4434 Beacon Drive – Rick Fornos Dock & Bulkhead (Pending) – There has been no news from the homeowners since the last meeting. It looks like construction on the dock has begun, with the work based on the previous design that was discussed with the board. The board has not issued a final approval, but this is fine so long as the design stays in compliance with the posted regulations.

Financial

HWSD non-Ad Valorem Assessment:

2017 non-Ad Valorem Assessment - Status - The current assessment has been posted to the tax bills. The first payments are expected to be received in November.

FY 2016-17 Annual Audit – The completed audit was presented to the board. No issues to report from the audit.

Approval to disburse funds – Motion made to approve disbursements for administrative, web hosting and legal services totaling \$844.97; motion passed. After all projected debt service and the projected revenue from the 2017 assessment, the total of the disposable funds remaining in the BB&T checking account is \$188,015.69.

District Schedule

Next Scheduled Board Meeting – The next meeting will be December 12, 2017 at Resurrection Episcopal Church.

Other Business

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

Comments and Questions from the Audience

Dave Tory, board member of the Isle of Palms Special District was present at the meeting. The community is looking at beginning a dredge during the third quarter of next year. They are interested in potentially using the Reed Island spoil site. The HWSD board asked which barges are expected to be used and where they will be moored. The dredge may be a six-month project.

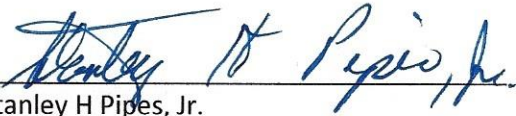
Adjournment

The meeting was adjourned at 7:40 PM. The next monthly Board of Supervisors meeting is scheduled for December 12, 2017.

Respectfully submitted,



Kathryn Amason
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

**HARBOUR WATERWAY SPECIAL DISTRICT
RESOLUTION 2017-04**

**BEFORE THE BOARD OF SUPERVISORS A RESOLUTION TO APPOINT BOARD OF
SUPERVISORS (SEAT 2) FOR THE DISTRICT; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Harbour Waterway Special District (the "District") was established per City of Jacksonville Ordinance 2010-725 E and Section 189.4041, Florida Statutes; a dependent special district for the purpose of maintaining the system of canals located in the Harbour, Harbour North, Harbour Cay, and Harbour Island neighborhoods; and

WHEREAS, the Board of Supervisors (the "Board"), the governing body of the District, is a five person board; and

WHEREAS, Board of Supervisors (Seat 2) is presently vacant.

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

Section 1. Michael A. Levi shall be appointed to the Board of Supervisors (Seat 2) to complete the term of Paul Stroup, Jr. ; and

Section 2. Effective Date. This Resolution shall become effective upon the adoption by the Board.

DULY ADOPTED AND APPROVED this 14th day of November, 2017, by the Board of the District.

BOARD OF SUPERVISORS FOR THE
HARBOUR WATERWAY SPECIAL DISTRICT

ATTEST:



Robert P. Birtalan
CHAIRMAN



Stanley H. Pipes, Jr.
SECRETARY OF THE BOARD

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, November 14, 2017

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
09/30/2017		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 147,732.90
		TOTAL DEPOSITS	October 1 - 31	
				TOTAL CURRENT ASSETS \$ 147,732.90
CLEARED DISBURSEMENTS				
09/25/2017	1216	Resurrection Episcopal Church	HWSD - Meeting Place (August 8, September 12, & September 25)	(225.00)
09/25/2017	Epay	Florida Municipal Insurance Trust	HWSD - Insurance	(4,409.00)
09/25/2017	Epay	Florida Association of Special Districts	HWSD - Professional Dues	(750.00)
10/10/2017	1219	Resurrection Episcopal Church	HWSD - Meeting Place (October 10)	(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	1223	Robert Thaggard	HWSD - Audit FY 2016-2017	(3,210.00)
				-
DISBURSEMENTS - SubTotal				(9,569.00)
				-
10/31/2017				TOTAL ENDING BALANCE \$ 138,163.90
OUTSTANDING DISBURSEMENTS / DEPOSITS				
10/10/2017	1222	Department of Economic Opportunity	HWSD_ Professional Dues	(175.00)
11/01/2017	Epay	BB&T Governmental Finance #975024		(1,036.01)
11/01/2017	Epay	BB&T Governmental Finance #975023		(1,028.11)
				-
				SubTotal (2,239.12)
REQUESTED DISBURSEMENTS				
11/14/2017		Resurrection Episcopal Church	HWSD - Meeting Place (November 14)	(75.00)
11/14/2017		Kathryn Amason	HWSD _ Administrative Services (October 10)	(150.00)
11/14/2017		Lewis Longman & Walker	HWSD - Legal Services (October)	(560.00)
11/14/2017		Stanley Pipes	HWSD - Web Hosting 10-03-2017 thru 01-02-2018	(59.97)
11/14/2017				
TOTAL REQUESTED DISBURSEMENT:				\$ (844.97)
PROJECTED REVENUE FROM 2017 ASSESSMENT				
Collected as of 11-14-2017				\$ -
PROJECTED DEBT SERVICE				
05/01/2018		Interest Payment	Series 2012 & 2013 Revenue Notes	(2,064.12)
05/01/2018		Last - Principal Payment	Series 2012 & 2013 Revenue Notes	(143,000.00)
PROJECTED DEBT SERVICE EXPENSE:				\$ (145,064.12)
TOTAL HWSD DISPOSABLE FUNDS				
BB&T CHECKING ACCOUNT			ENDING BALANCE after DISBURSEMENTS & DEBT SERVICE	\$ 188,015.69