

**HARBOUR WATERWAY
SPECIAL DISTRICT**

Agenda

Tuesday
January 09, 2018
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 November 14, 2017*

- III. District Business**
 - a. Spoil Site – Reed Island
 - i. Rezoning Process*
 - 1. Ordinance 2017-496/497 E - Passed
 - 2. Ordinance 2018 – 797, 798, & 799
 - ii. Reed Island Purchase Agreement*
 - iii. BB&T Funding Proposal*
 - b. Waterway Rules & Dock Approvals
 - i.*

- IV. Financial**
 - a. HWSO non-Ad Valorem Assessment
 - i. 2017 non-Ad Valorem Assessment*
 - b. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting
 - i. February 13 – Resurrection Episcopal Church*

- VI. Other Business**
 - a. Legal and Compliance Issues

- VII. Comments and Questions from Audience**

- VIII. Adjournment of HWSO Meeting**

HARBOUR WATERWAY SPECIAL DISTRICT

TUESDAY, JANUARY 9, 2018
MEETING MINUTES

Introduction

The Harbour Waterway Special District (HWSD) meeting of the Board of Supervisors was held at the Resurrection Episcopal Church on January 9, 2018. The meeting was called to order at 7:03 PM by Robert Birtalan. In attendance were Robert Birtalan, Robert Schleef, Michael Levi 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 November 14, 2017 – Motion made to approve the minutes as written; motion passed.

District Business

Spoil Site – Reed Island:

Rezoning Process - No comments came back regarding the State of Florida Comprehensive Plan Changes. The City is holding a public hearing tonight that addresses the proposed rezoning. The Land Use and Zoning Committee is having a meeting on January 17th, which is the last step in the City's approval process.

Ordinance 2017 – 496 & 497 – Passed

Ordinance 2018 – 797, 798, & 799 – Passed all committee meetings

Reed Island Purchase Agreement – The contract deadline is February 28th. If JaxPort decides to delay closing until the City rezoning is finalized, then closing will occur very close to the deadline. Resolution 2018-01 authorizes the HWSD Chairman or Secretary/Treasurer to sign the closing documents and distribute the funds for the purchase of the Reed Island property. Motion made to pass the resolution; motion carried.

BB&T Funding Proposal – The loan will be needed to pay the final installment of the previous series, which is due in May. Funding will take roughly 30 days. There is enough in the checking account currently to cover the upcoming closing of Reed Island.

Waterway Rules & Dock Approvals – There are no new dock plans pending.

Financial

HWSD non-Ad Valorem Assessment:

2017 non-Ad Valorem Assessment - Status - 84.7% of the assessment has been collected, for a total distribution of \$168,788.29. Another \$29,000 net is expected over the next several months.

Approval to disburse funds – Motion made to approve disbursements for the Reed Island purchase, administrative, web hosting and legal services totaling \$301,259.97; motion passed. After the projected debt service, the projected revenue from the 2017 assessment, and the proceeds from the BB&T 2018 revenue note, the total of the disposable funds remaining in the BB&T checking account is \$136,730.72.

District Schedule

Next Scheduled Board Meeting – The next meeting will be February 13, 2018 at Resurrection Episcopal Church. The meeting will be held in the sanctuary, instead of the normal meeting room.

Other Business

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

Comments and Questions from the Audience

There was a discussion about the dredge recently done by Queens Harbour. The board believes that they have their own spoil site.

The board gave an overview of the future dredging plans and the site prep required to prepare the spoil site for use. Maintenance dredges may be done every two - three years. There was a discussion of repairing the breakwater to decrease silt buildup in the canal. The timing of that project and dredging of the canal will depend on cash flow. A pipe could be placed permanently between the HWSD Mill Cove Channel and the spoil site to facilitate more frequent dredges.

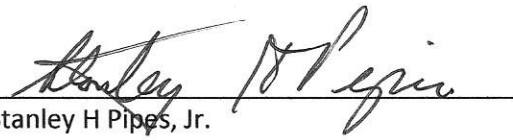
Adjournment

The meeting was adjourned at 7:44 PM. The next monthly Board of Supervisors meeting is scheduled for February 13, 2018.

Respectfully submitted,



Kathryn Amason
Recording Secretary



Stanley H Pipes, Jr.
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, January 9, 2018

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
10/31/2017		BB&T CHECKING ACCOUNT	BEGINNING BALANCE	\$ 138,163.90
		TOTAL DEPOSITS	November 1 thru December 31	168,788.28
TOTAL CURRENT ASSETS				\$ 306,952.18
CLEARED DISBURSEMENTS				
10/10/2017	1222	Department of Economic Opportunity	HWSD_ Professional Dues	(200.00)
11/01/2017	Epay	BB&T Governmental Finance #975024		(1,036.01)
11/01/2017	Epay	BB&T Governmental Finance #975023		(1,028.11)
11/14/2017	1225	Resurrection Episcopal Church	HWSD - Meeting Place (November 14)	(75.00)
11/14/2017	1226	Kathryn Amason	HWSD_ Administrative Services (October 10)	(150.00)
11/14/2017	1224	Lewis Longman & Walker	HWSD - Legal Services (October)	(560.00)
11/14/2017	1227	Stanley Pipes	HWSD - Web Hosting 10-03-2017 thru 01-02-2018	(59.97)
				-
DISBURSEMENTS - SubTotal				(3,109.09)
12/31/2017				TOTAL ENDING BALANCE \$ 303,843.09
OUTSTANDING DISBURSEMENTS / DEPOSITS				
				SubTotal -
REQUESTED DISBURSEMENTS				
01/09/2018	1230	Resurrection Episcopal Church	HWSD - Meeting Place (December 12 & January 10)	(150.00)
01/09/2018	1229	Kathryn Amason	HWSD - Administrative Services (November 14 & December 12)	(225.00)
01/09/2018	1231	Lewis Longman & Walker	HWSD - Legal Services (November)	(825.00)
01/09/2018	1232	Stanley Pipes	HWSD - Web Hosting 01-03-2018 thru 04-02-2018	(59.97)
02/15/2018		JaxPort	HWSD - Purchase of Reed Island Property	(300,000.00)
TOTAL REQUESTED DISBURSEMENT:				\$ (301,259.97)
SUBTOTAL				\$ 2,583.12
PROJECTED REVENUE FROM 2017 ASSESSMENT				\$ 29,211.72
Collected as of 01-10-2018		\$	168,788	
PROJECTED PROCEEDS FROM 2018 REVENUE NOTE - BB&T				\$ 250,000.00
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	\$ 136,730.72

HARBOUR WATERWAY SPECIAL DISTRICT

2017 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

01/10/2018

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
NOVEMBER						
1 - 08	10,501.71	(415.05)	10,086.66	(201.73)	(151.30)	9,733.63
09 - 16	20,000.00	(800.00)	19,200.00	(384.00)	(288.00)	18,528.00
17 - 27	54,000.00	(2,160.00)	51,840.00	(1,036.80)	(777.60)	50,025.60
28 - 30	83,000.00	(3,320.00)	79,680.00	(1,593.60)	(1,195.20)	76,891.20
DECEMBER						
1 - 08	14,125.54	(523.77)	13,601.77	(272.04)	(204.03)	13,125.71
09 - 19	501.71	-	501.71	(10.03)	(7.53)	484.15
20 - 31			-	-	-	-
JANUARY						
1 - 13			-	-	-	-
14 - 31			-	-	-	-
February						
1 - 13			-	-	-	-
14 - 28			-	-	-	-
March						
1 - 16			-	-	-	-
17 - 31			-	-	-	-
April						
1 - 15			-	-	-	-
18 - 28			-	-	-	-
May						
1 - 31			-	-	-	-
June						
1 - 30			-	-	-	-
July - August						
1 - 31			-	-	-	-
September						
1 - 30			-	-	-	-
<i>Unpaid Assessments</i>	32,871.04					
TOTAL DISTRIBUTION:	182,128.96	(7,218.82)	174,910.14	(3,498.20)	(2,623.65)	\$ 168,788.29
% Collected	84.7%					
TOTAL TAX BILLED	215,000.00					