

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
October 9, 2025
6:00 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 11, 2025*

III. District Business

- a. HWSD Mission Statement
- b. JEA Tower Raising Project
- c. Spoil Site Disposal Activity
 - i. Villages of Villano*
 - ii. Hal Jones*
 - iii. Harbortown Marina*
- d. Boat Ramp Renovation
 - i. USACE Permit Status*
 - ii. Replace bulkhead, replace fixed dock, Marina Gate, and boat ramp*
- e. Waterway Rules & Regulations
 - i. Dock Approvals*

IV. Financial

- a. FY 2024-25 Annual Audit scheduled to begin
- b. Approval to disburse funds

V. District Schedule

- a. Next Scheduled Board Meeting – *Thursday, November 13, 2025*

VI. Other Business

- a. Legal and Compliance Issues

VII. Comments and Questions from Audience

VIII. Adjournment of HWSD Meeting

HARBOUR WATERWAY SPECIAL DISTRICT

Meeting Minutes

Tuesday, September 11th, 2025

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on September 11th, 2025, at Resurrection Episcopal Church. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Mike Brande, Mark Todd, Wally lovely, Bob Birtalan via telephone and District Manager Stanley Pipes. It was noted that there was a quorum present. Harbour Waterway attorney Wayne Flowers was present. Caroline Birtalan was present as recording secretary.

II. Administrative

Approval of minutes from July 8th, 2025 – A Motion was made to approve the meeting minutes; Motion Carried.

III. District Business

JEA Tower raising project – JEA has begun construction of the tower raising project on Reed Island..

Spoil Site Disposal – Various new dredging projects are currently in the works.

HWSD Marina- The boat ramp permit is currently in the final stages and is being reviewed by the US Fish and Wildlife. HWSD is awaiting approval from USACE.

Southern Bulkhead Replacement- Fincantieri awaiting DOT approval for material removal at their shipyard.

Waterway rules and regulations- No current news.

IV. Financial

FY 2024-25 Audit – All necessary documents are being prepared for HWSD's annual audit.

All August disbursements were discussed and ratified. A motion was made to approve the requested disbursements for District Manager billing, Admin Services, legal services, meeting room, landscape services, JEA- Marina utilities, check reorder, FL Municipal Insurance trust, FL Association of Special Districts Membership, and Truist credit card payment, totaling \$28,447.64; Motion Carried.

The total available funds in the HWSD general fund account as of August 31, 2025 is \$2,452,778.13. Total Projected Available funds after FY Operating and Project expenses through June 2026 are \$2,040,523.39.

V. District Schedule

The next meeting is scheduled for Thursday, October 9, 2025.

Going forward, HWSD meetings will take place on the second **THURSDAY** of each month.

VI. Legal Business

Nothing new to report at this time.

VII. Adjournment

No comments or questions from the public. The meeting was adjourned at 7:24 PM.

Respectfully Submitted,

Caroline Birtalan
Recording Secretary

Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

MISSION STATEMENT

1. DREDGE HWSD CANAL SYSTEM

PRIMARY OBJECTIVE: Maintain a navigable channel for the 115 parcels on the HWSD canal system to preserve homeowner's equity

- Perform maintenance dredges to maintain channel depths
 - *HWSD has performed 3 dredges since 2010, removing 205,000 cubic yards from the canal system*
- Approve dock and bulkhead construction for members of the District – Ongoing

2. OPERATE A DREDGE MATERIAL MANAGEMENT AREA (DMMA)

PRIMARY OBJECTIVE: Provide dredge material disposal for HWSD for the next 50 years to preserve Homeowner's equity

- Support other canal communities and Special Districts
 - *HWSD has provided spoil disposal services to Isle of Palms, Queens Harbour, Marsh Landing, Millers Creek, Tarpon Cove, Palm Cove, Oak Harbor, Pompano Canals, & others.*
- Manage DMMA by selling excess capacity to dredging companies focused on Residential dredging in Duval County
 - *HWSD and Licensees have performed 54 dredging projects since 2010*
- Increase capacity within the spoil area by raising the levees and removing material from inside the spoil site
 - *HWSD raised the levees from 22' to 35' NAVD88 increasing disposal capacity by 1,023,500 cubic yards with zero out of pocket expenses*
 - *HWSD raised the levees from 35' to 45' NAVD88 increasing disposal capacity by 845,000 cubic yards with zero out of pocket expenses*
 - *HWSD has plans to raise the levees from 45' to 55' NAVD88 increasing disposal capacity by 845,000 cubic yards in the future*

3. CREATE AND MAINTAIN AN 82-ACRE NATURE PARK, "REED ISLAND PARK"

PRIMARY OBJECTIVE: Provide a protected inlet on the St. Johns River with ADA compliant docks that connect to picnic pavilions, and create nature trails for public use.

- *HWSD cleared and maintains 11 acres of open space along the river and inland for public use*
- *HWSD cleared and maintains 5,000 feet of nature trails for public use*
- *HWSD has plans to excavate an inlet and build docks and picnic pavilions after JEA completes the Tower Raising Project*

4. MANAGE A BOAT RAMP FOR MEMBERS OF THE DISTRICT AND COMMUNITY

PRIMARY OBJECTIVE: Manage a boat ramp and six boat slips for members of the District and surrounding community

- *HWSD is in the process of renovating a derelict marina for six boat slips and a boat ramp*

Harbour Waterway Special District
Transaction Detail By Account
January 2022 through August 2025

MARINA EXPENSE ANALYSIS

Name		Total
537.30 · CONSERVATION AND RESOURCE MGT.		
537.307 · MARINA		
MARINA ACQUISITION COST - LEGAL & LABOR	\$	13,850.00
TOTAL - NEW FLOATING DOCKS		45,909.05
TOTAL - BULKHEAD & BOAT RAMP RENOVATION		252,617.50
TOTAL - MARINA FENCE		4,714.14
TOTAL - MARINA ELECTRICAL PANEL		14,406.40
TOTAL - LANDSCAPE SERVICES		9,990.00
TOTAL - MARINA UTILITIES		1,848.63
TOTAL - PROPERTY TAXES (2 YRS)		6,089.21
TOTAL - MARINA INSURANCE		10,675.00
TOTAL - LEGAL (Ongoing)		11,466.00
MISCELLANEOUS EXPENSES		3,626.13
TOTAL MARINA EXPENSES TO DATE		<u>\$ 375,192.06</u>
REMAINING BUDGETED EXPENSES		
Docks		19,590.50
Boat Ramp		51,772.50
New Security Gate		<u>50,000.00</u>
TOTAL REMAINING BUDGETED EXPENSES		121,363.00
TOTAL MARINA PLANNED EXPENSES		<u>\$ 496,555.06</u>

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, October 9, 2025

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
8/31/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,452,778.13
		TAX DEPOSITS	September 1 - 30	-
		INTEREST INCOME	September	7,810.10
TOTAL GENERAL FUND BALANCE				2,460,588.23
CLEARED DISBURSEMENTS				
9/2/2025	Trans	Truist Credit Card	Payment - Billing Cycle	(421.95)
9/11/2025	2401	Wayne E. Flowers	Legal Services: (August Billing)	(632.50)
9/5/2025	Debit	Stanley Pipes	District Manager 52.5 hrs. - (August Billing)	(4,231.38)
9/15/2025	Debit	JEA	Marina Utilities	(51.75)
9/4/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - April	(1,277.48)
9/18/2025	Debit	Florida Municipal Insurance Trust	General Liability, Auto, Workmans Comp Insurance (1 yr)	(13,836.00)
9/11/2025	2403	Resurrection Episcopal Church	Meeting Room - September 11	(150.00)
9/11/2025	2399	Caroline Birtalan	Administrative Services - August 14, 2025	(150.00)
8/14/2025	2393	Resurrection Episcopal Church	Meeting Room - August 14	(150.00)
8/14/2025	2392	Caroline Birtalan	Administrative Services - July 8, 2025	(150.00)
9/5/2025	2402	James Doherty	Landscape Service - Marina, Marsh, & Entrance (August)	(270.00)
8/5/2025	2391	James Doherty	Landscape Service - Marina, Marsh, & Entrance (July)	(270.00)
9/10/2025	2400	Connie Webel-Watson	FDEP Permit	(1,420.00)
9/23/2025	Debit	IRS	Form 2090, Heavy Truck tax	(555.08)
9/11/2025	Debit	Deluxe	Check reorder - 500	(557.17)
				-
DISBURSEMENTS - SubTotal				(24,123.31)
6/30/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,436,464.92
OUTSTANDING DISBURSEMENTS / DEPOSITS				
10/5/2025	Debit	Stanley Pipes	District Manager up to 49.25 hrs. - (September Billing)	(4,925.00)
10/5/2025	270	James Doherty	Landscape Service - Marina, Marsh, & Entrance (September)	(270.00)
SubTotal				(5,195.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,431,269.92
REQUESTED DISBURSEMENTS				
11/5/2025	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (October Billing)	(6,500.00)
10/9/2025	2406	Caroline Birtalan	Administrative Services - September 11, 2025	(150.00)
10/9/2025	2408	Wayne E. Flowers	Legal Services: (September Billing)	(935.00)
10/9/2025	2409	Resurrection Episcopal Church	Meeting Room - October 9	(150.00)
10/9/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - April	(1,420.24)
11/5/2025	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (October)	(270.00)
10/15/2025	Debit	JEA	Marina Utilities	(75.00)
10/3/2025	Epay	Truist Credit Card	Payment - Billing Cycle	(670.28)
10/10/2025	Epay	FL Association of Special Districts	Membership Renewal	(2,000.00)
10/25/2025	TBD	Landscape service	Remove undergrowth along marsh & trim palm trees up to:	(4,000.00)
				-
SubTotal				(16,170.52)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,415,099.40
CURRENT PROJECT EXPENSES				
12/31/2025	1	Marina Development Project	(1) Boat Ramp; (2) Marina Gate & Control system	(71,363.00)
12/31/2025	2	Reed Island Park	Develop Dock & Bulkheads	(290,429.10)
12/1/2025	3	2024 non-Ad Valorem Rebate Program	Rebate 50% of the 2024 non- Ad Valorem assessment	(107,500.00)
Ongoing	4	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
TOTAL PLANNED PROJECTS:				(504,292.10)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				214,000.00
2025 Assessment Collected		\$	-	
BUDGETED OPERATING EXPENSES - November 1, 2025 thru June 30, 2026				(75,725.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(75,725.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,049,082.30

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
7/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (761.35)	\$ (761.35)
7/16/2025	Truist Checking Account	Credit Card Payment	200.47	560.88	761.35	-
7/16/2025	Auto Zone	DEF Exhaust Fluid		(55.88)	(55.88)	(55.88)
7/30/2025	IONOS	Email Archiving	(2.50)		(2.50)	(58.38)
8/5/2025	Truist Checking Account	Credit Card Payment	2.50	55.88	58.38	-
8/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ -	\$ -
8/17/2025	Gate	Diesel Fuel		(175.00)	(175.00)	(175.00)
8/17/2025	Gate	Diesel Fuel		(33.39)	(33.39)	(208.39)
8/18/2025	Bolt Depot	Bolts - mower attachment		(38.08)	(38.08)	(246.47)
8/19/2025	NAPA	Grease		(56.93)	(56.93)	(303.40)
8/19/2025	NAPA	Socket		(11.81)	(11.81)	(315.21)
8/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(317.71)
8/31/2025	Standard Feed & Seed	Bahia grass seed - Marina / nature trails	(75.25)		(75.25)	(392.96)
8/31/2025	Auto Zone	Cleaning Fluid and lubricant		(28.99)	(28.99)	(421.95)
9/2/2025	Truist Checking Account	Credit Card Payment	77.75	344.20	421.95	-
9/3/2025	Bobcat	Pulley & tire for mower attachment		(276.97)	(276.97)	(276.97)
9/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (276.97)	\$ (276.97)
9/12/2025	Sam's Club	Hp 952XL - Black & Color	(292.38)		(292.38)	(569.35)
9/19/2025	Home Depot	Orange Flagging Tap		(8.57)	(8.57)	(577.92)
9/19/2025	Bolt Depot	SS bolts, nuts, washers - for mower spindles		(26.87)	(26.87)	(604.79)
9/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(607.29)
9/30/2025	Northern Tool	Fuel hose replacement for fuel pump		(62.99)	(62.99)	(670.28)
10/3/2025	Truist Checking Account	Credit Card Payment	294.88	375.40	670.28	-
10/4/2025	Best Buy	Flash Drives - Annual Audit	(76.23)		(76.23)	(76.23)
10/5/2025	IONOS	Web Hosting	(59.97)		(59.97)	(136.20)
OUTSTANDING BALANCE						\$ (136.20)