

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

#

Tuesday
June 10, 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. Florida Department of Environmental Protection (FDEP) & USACE Presentation on Permitting**
- III. Administrative**
 - a. Approval of Minutes
 - i. Minutes from May 13, 2025*
- IV. District Business**
 - a. Sovereignty Submerged Lands Easement - Renewal Approved
 - b. JEA Tower Raising Project
 - c. Spoil Site Disposal Activity
 - i. Villages of Vilano Beach*
 - ii. Circle K Fuel Depot*
 - 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 – Mildred White, 11026 Harbor Cay*
- V. Financial**
 - a. 2024-25 Annual Audit scheduled to begin
 - b. Approval to disburse funds
- VI. District Schedule**
 - a. Next Scheduled Board Meeting and Public Hearing – *July 8, 2025*
- VII. Other Business**
 - a. Legal and Compliance Issues
- VIII. Comments and Questions from Audience**
- IX. Adjournment of HWSD Meeting**

HARBOUR WATERWAY SPECIAL DISTRICT

Meeting Minutes

Tuesday, June 10th, 2025

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on June 10th, 2025, at Resurrection Episcopal Church. The meeting was called to order at 6:01 pm. In attendance were Rick Fornos, Mike Brande, Mark Todd, Bob Birtalan, Wally Lovely 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. Florida Department of Environmental Protection (FDEP) & USACE presentation on permitting

Kathryn Craver – External Affairs Director for FDEP gave a detailed presentation on the permitting process for the ERP (Environmental Resource Program) that pertains to any dock or bulkheads.

Amber Stroble – Project Manager for The US Army Corps of Engineers gave a detailed presentation on the many different types of permits they provide and the circumstances for when each permit would be needed.

Both presentations can be found on the HWSO website for further review.

III. Administrative

Approval of minutes from May 13th, 2025 – A Motion was made to approve the meeting minutes; Motion Carried.

IV. District Business

Sovereignty Submerged Lands Easement- Renewal – No News at this time.

JEA Tower raising project – Easement negotiations with JEA are ongoing, focusing on temporary construction easement restrictions and JEA's hesitancy to commit to burying a line at required depth under a canal. JEA's timeline for dirt work is scheduled in July/August. Community meeting hosted by JEA was well attended; no negative feedback; concerns about increased concrete truck traffic discussed.

Spoil Site Disposal - RIM is active on several jobs, the Circle K fuel depot is almost complete.

HWSD Marina- The presentations from both Kathryn and Amber gave insight as to the full process of getting a permit granted. The boat ramp permit is currently in the final stages and is being reviewed by the US Fish and Wildlife.

HALFF Associates (via Adam Hoyles) may be engaged for future environmental permitting, specifically for Reed Island and potentially other projects.

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

Waterway rules and regulations- Variance requested for a perpendicular boat lift at the Canady property. Detailed discussion; Board acknowledges the precedent for variances in the turning basin and a motion was made to approve the revision made to the Canady drawing (4-1). Motion Carried.

V. Financial

A motion was made to approve the requested disbursements for District Manager billing, Admin Services, legal services, meeting room, landscape services, IRS Tax, Marina utilities, airline ticket to attend June 10th meeting, and Top Dog Final marina payment, totaling \$59,092.79; Motion Carried.

The total available funds in the HWSD general fund account after disbursements as of May 31, 2025 is \$2,467,398.61. Total Projected Available funds after FY Operating and Project expenses as of June 30, 2026 is \$2,022,374.97.

VI. District Schedule

Next scheduled Board Meeting- The next meeting is scheduled for July 8, 2025.

VII. Legal Business

Nothing to report at this time.

VIII. Adjournment

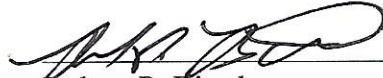
All comments or questions from the public we asked and answered. The meeting was adjourned at 8:18 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Caroline Birtalan', written over a horizontal line.

Caroline Birtalan

Recording Secretary

A handwritten signature in cursive script, appearing to read 'Robert P. Birtalan', written over a horizontal line.

Robert P. Birtalan

Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Tuesday, June 10, 2025

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
4/30/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	2,537,929.75
		TAX DEPOSITS	May 1 - 31	496.97
		INTEREST INCOME	April - 4.48%	8,107.68
TOTAL GENERAL FUND BALANCE				2,546,534.40
CLEARED DISBURSEMENTS				
5/5/2025	Trans	Truist Credit Card	Payment - Billing Cycle	(906.93)
5/19/2025	2369	Resurrection Episcopal Church	Meeting Room - May 13	(150.00)
5/13/2025	2370	Wayne E. Flowers	Legal Services: (April Billing)	(357.50)
5/5/2025	Debit	Stanley Pipes	District Manager 49.25 hrs. - (April Billing)	(4,070.23)
5/7/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - March	(1,803.30)
5/7/2025	Debit	Truist Bank	Revenue Note - Principle Payment	(47,763.53)
5/7/2025	Debit	Truist Bank	Revenue Note - Interest Payment	(9,195.37)
5/19/2025	Debit	JEA	Marina Utilities	(52.86)
4/3/2025	2362	James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
5/12/2025	Debit	Duval County Tax Collector	TDA Transfer	(989.42)
5/12/2025	Debit	Duval County Tax Collector	Tax Certificate sale - Deposit	(2,500.00)
5/30/2025	Trans	Truist Credit Card	Payment - Billing	(311.93)
5/30/2025	Debit	Duval County Tax Collector	Tax Certificate sale - Settlement	(10,764.72)
Ongoing		2023 Tax Rebate Program	Rebate Checks	
DISBURSEMENTS - SubTotal				(79,135.79)
5/31/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,467,398.61
OUTSTANDING DISBURSEMENTS / DEPOSITS				
6/5/2025	Debit	Stanley Pipes	District Manager up to 54.5 hrs. - (May Billing)	(54.50)
5/5/2025	2368	James Doherty	Landscape Service - Marina, Marsh, & Entrance (April)	(270.00)
6/5/2025	2375	James Doherty	Landscape Service - Marina, Marsh, & Entrance (May)	(270.00)
				-
SubTotal				(594.50)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,466,804.11
REQUESTED DISBURSEMENTS				
6/30/2025	Debit	Stanley Pipes	District Manager up to 60.00 hrs. - (June Billing)	(6,000.00)
6/10/2025	2373	Caroline Birtalan	Administrative Services - May 13, 2025	(150.00)
6/10/2025	2374	Wayne E. Flowers	Legal Services: (May Billing)	(1,760.00)
6/10/2025	2376	Resurrection Episcopal Church	Meeting Room - June 10	(150.00)
7/5/2025	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (June)	(270.00)
6/6/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - May	(1,231.54)
6/19/2025	Debit	JEA	Marina Utilities	(55.00)
6/10/2025	TBD	Bob Birtalan	Airline Ticket to attend June 10 Meeting	(500.00)
	TBD	Top Dog Marine	Final outstanding balance for Bulkhead / Docks	(48,976.25)
				-
SubTotal				(59,092.79)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,407,711.32
CURRENT PROJECT EXPENSES				
8/30/2025	1	Marina Development Project	(1) Boat Ramp; (2) Marina Gate & Control system	(109,772.50)
12/31/2025	2	Reed Island Park	Develop Dock & Bulkheads	(233,470.20)
Ongoing	3	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
TOTAL PLANNED PROJECTS:				(378,242.70)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				223,500.00
2025 Assessment Collected		\$	-	
BUDGETED OPERATING EXPENSES - July 1, 2025 thru June 30, 2026				(145,625.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(145,625.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				2,107,343.62

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
3/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ -	\$ -
3/11/2025	Sam's Club	Hp 952XL - Black	(157.97)		(157.97)	(157.97)
3/14/2025	Home Depot	Marina Electric Panel - 5/8" ground rod & conduit fittir	(47.82)		(47.82)	(205.79)
3/21/2025	Home Depot	Marina Electric Panel - Conduit 2-1/2" male adapter	(5.22)		(5.22)	(211.01)
3/23/2025	Home Depot	Marina Electric Panel - ground rod clamps & spacers	(12.58)		(12.58)	(223.59)
3/25/2025	Home Depot	Reed Island Park Sign - Lumber & SS bolts	(49.06)		(49.06)	(272.65)
3/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(275.15)
3/29/2025	Home Depot	Reed Island Park Sign - concrete	(25.10)		(25.10)	(300.25)
4/1/2025	Truist Checking Account	Credit Card Payment	300.25		300.25	-
4/2/2025	Bobcat	Mower Attachment - Spindles (3) & (4) cables		(1,235.93)	(1,235.93)	(1,235.93)
4/3/2025	Home Depot	Mower Attachment_Galv. Bolts		(6.90)	(6.90)	(1,242.83)
4/4/2025	Intuit	QuickBooks renewal	(2,210.00)		(2,210.00)	(3,452.83)
4/3/2025	IONOS	Website Hosting Service	(59.97)		(59.97)	(3,512.80)
4/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (3,512.80)	\$ (3,512.80)
4/18/2025	Truist Checking Account	Credit Card Payment	2,269.97	1,242.83	3,512.80	-
4/24/2025	Bobcat	Mower Attachment - Tires (5) & Wheel Caster		(809.44)	(809.44)	(809.44)
4/24/2025	McAfee	PC Security - Annual Renewal Fee	(94.99)		(94.99)	(904.43)
4/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(906.93)
5/4/2025	Truist Checking Account	Credit Card Payment	97.49	809.44	906.93	-
5/7/2025	Office Max	Envelopes	(64.49)		(64.49)	(64.49)
5/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (64.49)	\$ (64.49)
5/14/2025	Office Max	Envelopes - Returned	64.49		64.49	-
5/14/2025	Office Max	Envelopes	(105.33)		(105.33)	(105.33)
5/15/2025	US Post Office	Postage - Audit & FDEP Easement	(19.40)		(19.40)	(124.73)
5/25/2025	Gate	Diesel Fuel		(175.00)	(175.00)	(299.73)
5/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(302.23)
5/28/2025	US Post Office	Postage - FDEP Easement	(9.70)		(9.70)	(311.93)
5/30/2025	Truist Checking Account	Credit Card Payment	136.93	175.00	311.93	-
OUTSTANDING BALANCE						\$ -