

**HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda**

Thursday
September 11, 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 July 8, 2025*
- III. District Business**
 - a. JEA Tower Raising Project
 - b. Spoil Site Disposal Activity
 - i. Circle K Fuel Depot*
 - ii. Oasis Boat Yard*
 - c. Boat Ramp Renovation
 - i. USACE Permit Status*
 - ii. Replace bulkhead, replace fixed dock, Marina Gate, and boat ramp*
 - d. 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, October 9, 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

2024 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

7/31/2025

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>OCTOBER</u>						
01 - 31	1,960.16	(102.91)	1,857.25	(37.15)	(27.86)	1,792.25
<u>NOVEMBER</u>						
01 - 10	12,000.00	(480.00)	11,520.00	(230.40)	(172.80)	11,116.80
11 - 17	12,000.00	(480.00)	11,520.00	(230.40)	(172.80)	11,116.80
18 - 24	14,000.00	(560.00)	13,440.00	(268.80)	(201.60)	12,969.60
25 - 31	22,500.00	(900.00)	21,600.00	(432.00)	(324.00)	20,844.00
<u>DECEMBER</u>						
1 - 4	119,509.72	(4,755.29)	114,754.43	(2,295.09)	(1,721.32)	110,738.02
5 - 15	6,000.00	(200.00)	5,800.00	(116.00)	(87.00)	5,597.00
16 - 31	11,500.00	(345.00)	11,155.00	(223.10)	(167.33)	10,764.57
<u>JANUARY</u>						
1 - 15	510.21	(15.31)	494.90	(9.90)	(7.42)	477.57
16 - 31	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
<u>February</u>						
1 - 18	2,500.00	(30.00)	2,470.00	(49.40)	(37.05)	2,383.55
19 - 28	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
<u>March</u>						
1 - 16	509.71	-	509.71	(10.19)	(7.65)	491.87
17 - 31	8,510.20	-	8,510.20	(170.20)	(127.65)	8,212.35
<u>April</u>						
1 - 30	500.00	15.00	515.00	(10.30)	(7.73)	496.97
<u>May</u>						
1 - 31	500.00	15.00	515.00	(10.30)	(7.73)	496.97
<u>June</u>						
1 - 30	7,500.00	225.02	7,725.02	(154.50)	(115.88)	7,454.65
<u>July - August</u>						
1 - 31						
<u>September</u>						
1 - 30						
Unpaid Assessments	(500.00)	-0.2%				
TOTAL DISTRIBUTIONS	224,000.00	(7,673.49)	216,326.51	(4,326.53)	(3,244.92)	\$ 208,755.07
% Collected	100.2%	-3.43%		-2.0%	-1.5%	93.19%
TOTAL TAX BILLED	223,500.00					

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, August 14, 2025

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
6/30/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,468,899.42
		TAX DEPOSITS	July 1 - 31	5,064.99
		INTEREST INCOME	July - 4.46%	8,128.05
TOTAL GENERAL FUND BALANCE				2,482,092.46
CLEARED DISBURSEMENTS				
	Trans	Truist Credit Card	Payment - Billing Cycle	(761.35)
7/8/2025	2384	Resurrection Episcopal Church	Meeting Room - July 8	(150.00)
7/8/2025	2383	Wayne E. Flowers	Legal Services: (June Billing)	(2,062.50)
7/8/2025	2380	Caroline Birtalan	Administrative Services - June 10, 2025	(150.00)
7/9/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes - May & June	(3,043.72)
7/17/2025	Debit	JEA	Marina Utilities	(51.26)
7/15/2025	2381	Howard & Company	Revision to the 2024 Annual Audit	(155.00)
7/14/2025	2385	Bob Birtalan	Airline Ticket to attend June 10 Meeting	(345.00)
7/22/2025	2386	Kelly White Insurance	Insurance - Marina (Annual Premium)	(2,800.00)
DISBURSEMENTS - SubTotal				(9,518.83)
7/31/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,472,573.63
OUTSTANDING DISBURSEMENTS / DEPOSITS				
7/5/2025	2382	James Doherty	Landscape Service - Marina, Marsh, & Entrance (June)	(270.00)
8/5/2025	2391	James Doherty	Landscape Service - Marina, Marsh, & Entrance (July)	(270.00)
8/5/2025	Debit	Stanley Pipes	District Manager up to 50.75 hrs. - (July Billing)	(5,075.00)
				-
SubTotal				(5,615.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,466,958.63
REQUESTED DISBURSEMENTS				
9/5/2025	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (August Billing)	(6,500.00)
8/14/2025	2392	Caroline Birtalan	Administrative Services - July 8, 2025	(150.00)
8/14/2025	2394	Wayne E. Flowers	Legal Services: (July Billing)	(1,650.00)
8/14/2025	2393	Resurrection Episcopal Church	Meeting Room - August 14	(150.00)
8/14/2025	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (August)	(270.00)
8/14/2025	Debit	JEA	Marina Utilities	(75.00)
8/5/2025	Epay	Truist Credit Card	Payment - Billing Cycle	(55.88)
9/1/2025	TBD	Kelly White Insurance	Pollution Insurance - Reed Island (up to:)	(28,000.00)
				-
SubTotal				(36,850.88)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,430,107.75
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 - September 1, 2025 thru June 30, 2026				(122,275.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(122,275.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,017,540.65

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, September 11, 2025

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
7/31/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,472,573.63
		TAX DEPOSITS	August 1 - 31	-
		INTEREST INCOME	August	8,128.81
TOTAL GENERAL FUND BALANCE				2,480,702.44
CLEARED DISBURSEMENTS				
8/5/2025	Trans	Truist Credit Card	Payment - Billing Cycle	(58.38)
8/14/2025	2396	Wayne E. Flowers	Legal Services: (July Billing)	(1,650.00)
8/5/2025	Debit	Stanley Pipes	District Manager 50.75 hrs. - (July Billing)	(4,185.76)
8/15/2025	Debit	JEA	Marina Utilities	(51.41)
7/5/2025	2382	James Doherty	Landscape Service - Marina, Marsh, & Entrance (June)	(270.00)
8/26/2025	2395	Kelly White Insurance	Pollution Insurance (3yrs.) - Reed Island spoil site:	(21,708.76)
DISBURSEMENTS - SubTotal				(27,924.31)
8/31/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,452,778.13
OUTSTANDING DISBURSEMENTS / DEPOSITS				
8/5/2025	2391	James Doherty	Landscape Service - Marina, Marsh, & Entrance (July)	(270.00)
9/5/2025	2402	James Doherty	Landscape Service - Marina, Marsh, & Entrance (August)	(270.00)
8/5/2025	Debit	Stanley Pipes	District Manager 52.5 hrs. - (August Billing)	(5,250.00)
8/14/2025	2392	Caroline Birtalan	Administrative Services -July 8, 2025	(150.00)
8/14/2025	2393	Resurrection Episcopal Church	Meeting Room - August 14	(150.00)
SubTotal				(6,090.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,446,688.13
REQUESTED DISBURSEMENTS				
10/5/2025	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (September Billing)	(6,500.00)
9/11/2025	2399	Caroline Birtalan	Administrative Services - August 14, 2025	(150.00)
9/11/2025	2401	Wayne E. Flowers	Legal Services: (August Billing)	(632.50)
9/11/2025	2403	Resurrection Episcopal Church	Meeting Room - September 11	(150.00)
10/5/2025	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (September)	(270.00)
9/15/2025	Debit	JEA	Marina Utilities	(75.00)
9/15/2025	Epay	Truist Credit Card	Payment - Billing Cycle	(276.97)
9/15/2025	Debit	Florida Municipal Insurance Trust	General Liability, Auto, Workmans Comp Insurance (1 yr)	(13,836.00)
9/11/2025	Debit	Deluxe	Check reorder - 500	(557.17)
9/15/2025	TBD	Landscape service	Remove undergrowth along marsh & trim palm trees up to:	(4,000.00)
9/25/2025	TBD	FL Association of Special Districts	Membership Renewal	(2,000.00)
SubTotal				(28,447.64)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,418,240.49
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 - October 1, 2025 thru June 30, 2026				(87,425.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(87,425.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,040,523.39

CREDIT CARD TRANSACTIONS - STANLEY PIPES

CREDIT CARD TRANSACTIONS - STANLEY FILES					Total	Outstanding
Date	Description	Memo	Government	Reed Island	Amount	Balance
POSTED TRANSACTIONS						
6/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ -	\$ -
6/10/2025	Dell Business Online	Renewal of Warranty - Docking Station	(71.27)		(71.27)	(71.27)
6/10/2025	Dell Business Online	Renewal of Warranty - Dell Laptop	(314.14)		(314.14)	(385.41)
6/24/2025	Truist Checking Account	Credit Card Payment	385.41	-	385.41	-
6/25/2025	Express Truck	Renewal of 2290 IRS Tax		(26.39)	(26.39)	(26.39)
6/24/2025	Daily Record & Observer	Public Notice for Public Hearing	(61.50)		(61.50)	(87.89)
6/24/2025	Daily Record & Observer	Public Notice for Meeting Schedule	(61.50)		(61.50)	(149.39)
6/26/2025	Gate	Diesel Fuel		(175.00)	(175.00)	(324.39)
6/26/2025	Gate	Diesel Fuel		(28.04)	(28.04)	(352.43)
6/28/2025	Bobcat	Mower Blades (3) and Mower belts (2)		(331.45)	(331.45)	(683.88)
6/27/2025	IONOS	Email Archiving	(2.50)		(2.50)	(686.38)
6/27/2025	IONOS	Web Hosting & Domain Name	(74.97)		(74.97)	(761.35)
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	-
8/17/2025	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	(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)
OUTSTANDING BALANCE					\$	(276.97)