

**HARBOUR WATERWAY  
SPECIAL DISTRICT**  
*Agenda*

Thursday  
January 8, 2026  
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 December 11, 2025*
- III. District Business**
  - a. JEA Tower Raising Project
  - b. Spoil Site Disposal Activity
    - i. Queens Harbour
    - ii. Salt Run Marina
  - c. Boat Ramp Renovation
    - i. Replace bulkhead, replace fixed dock, Marina Gate, and boat ramp
  - d. Waterway Rules & Regulations
    - i. Dock Approvals
- IV. Financial**
  - a. 2024 non-Ad Valorem Tax Rebate
  - b. FY 2024-25 Annual Audit
  - c. Approval to disburse funds
- V. District Schedule**
  - a. Next Scheduled Board Meeting – *Thursday, February 12, 2026*
- VI. Other Business**
  - a. Legal and Compliance Issues
- VII. Comments and Questions**
- VIII. Adjournment of HWSD Meeting**

# ***HARBOUR WATERWAY SPECIAL DISTRICT***

## ***Meeting Minutes***

Thursday, December 11<sup>th</sup>, 2025

### **I. Introduction**

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on December 11th, 2025, at Resurrection Episcopal Church. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Mike Brande, 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 Goodrich was present as recording secretary.

### **II. Administrative**

Approval of minutes from November 13<sup>th</sup>, 2025 – A Motion was made to approve the meeting minutes; Motion Carried.

### **III. District Business**

JEA Tower raising project – The JEA construction on Reed Island continues to make progress daily. All concrete supports for the 400ft towers have been poured.

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

HWSD Marina- The US Army Corps of Engineers has issued the necessary permit for the boat ramp and bulkhead renovation. Top Dog will begin construction on January 5<sup>th</sup>. Once construction has begun, 60 – 90 days is the estimated completion time.

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

Waterway rules and regulations- No current news.

### **IV. Financial**

2024 non-Ad Valorem Tax Rebate – The 2024 tax rebate checks have been delivered.

2025 non-Ad Valorem Tax Assessment- 81.6% of the 2025 tax assessment has been collected. 18.4 % is still remaining to be collected.

FY 2024-25 Audit – All audit documents and financial statements are due to HWSD's auditor, Howard and Company, by December 15<sup>th</sup>.

A motion was made to approve the requested disbursements for District Manager billing, Admin Services, legal services, meeting room, Payroll & withholding tax, landscape services, JEA- Marina utilities, Truist credit card, property tax, and Microsoft office, totaling \$11,009.26; Motion Carried.

The total available funds in the HWSD general fund account after disbursements as of November 30, 2025 is \$2,459,635.19. Total Projected Available funds after FY Operating and Project expenses through June 2026 are \$2,005,055.53.

## **V. District Schedule**

The next meeting is scheduled for Thursday, January 8, 2025.

## **VI. Legal Business**

Nothing new to report at this time.

## **VII. Adjournment**

No comments or questions from the public. The meeting was adjourned at 6:28 PM.

Respectfully Submitted,

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Caroline Goodrich  
Recording Secretary

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Robert P. Birtalan  
Secretary / Treasurer

**HARBOUR WATERWAY SPECIAL DISTRICT  
2025 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT**

1/8/2026

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<b>OCTOBER</b>						
01 - 31	2,891.09	(122.80)	2,768.29	(55.37)	(41.52)	2,671.40
<b>NOVEMBER</b>						
01 - 09	2,000.00	(80.00)	1,920.00	(38.40)	(28.80)	1,852.80
10 - 16	8,000.00	(320.00)	7,680.00	(153.60)	(115.20)	7,411.20
17 - 23	22,500.00	(900.00)	21,600.00	(432.00)	(324.00)	20,844.00
24 - 30	133,000.00	(5,320.00)	127,680.00	(2,553.60)	(1,915.20)	123,211.20
<b>DECEMBER</b>						
1 - 7	14,036.43	(551.09)	13,485.34	(269.71)	(202.28)	13,013.35
8 - 14	2,000.00	(60.00)	1,940.00	(38.80)	(29.10)	1,872.10
15 - 31	-	-	-	-	-	-
<b>JANUARY</b>						
1 - 15	-	-	-	-	-	-
16 - 31	-	-	-	-	-	-
<b>February</b>						
1 - 18	-	-	-	-	-	-
19 - 28	-	-	-	-	-	-
<b>March</b>						
1 - 16	-	-	-	-	-	-
17 - 31	-	-	-	-	-	-
<b>April</b>						
1 - 30	-	-	-	-	-	-
<b>May</b>						
1 - 31	-	-	-	-	-	-
<b>June</b>						
1 - 30	-	-	-	-	-	-
<b>July - August</b>						
1 - 31	-	-	-	-	-	-
<b>September</b>						
1 - 30	-	-	-	-	-	-
<i>Unpaid Assessments</i>	39,072.48	17.5%				
<b>TOTAL DISTRIBUTIONS</b>	<b>184,427.52</b>	<b>(7,353.89)</b>	<b>177,073.63</b>	<b>(3,541.48)</b>	<b>(2,656.10)</b>	<b>\$ 170,876.05</b>
% Collected	82.5%	-3.99%		-2.0%	-1.5%	92.65%
<b>TOTAL TAX BILLED</b>	<b>223,500.00</b>					

# HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, January 8, 2026

Date	Num	Description	Memo	Amount
<b>CURRENT ASSETS</b>				
11/30/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,459,635.19
		TAX DEPOSITS	December 1 - 31	138,096.65
		INTEREST INCOME	December - 3.99%	7,397.28
		MISC INCOME	Tax Certificate Redemption	116.18
			<b>TOTAL GENERAL FUND BALANCE</b>	<b>2,605,245.30</b>
<b>CLEARED DISBURSEMENTS</b>				
12/11/2025	2530	Trans Truist Credit Card	Payment - Billing Cycle	-
12/11/2025	2530	Caroline Birtalan	Administrative Services - November 13, 2025	(150.00)
12/11/2025	2532	Wayne E. Flowers	Legal Services: (November Billing)	(1,567.50)
12/11/2025	2531	Resurrection Episcopal Church	Meeting Room - December 11	(150.00)
12/5/2025	Debit	Stanley Pipes	District Manager up to 63.25 hrs. - (November Billing)	(4,941.14)
12/15/2025	Debit	JEA	Marina Utilities	(55.72)
12/4/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,466.04)
Ongoing		2024 Tax Rebate Program	Rebate Checks	(93,145.00)
			<b>DISBURSEMENTS - SubTotal</b>	<b>(101,475.40)</b>
12/31/2025		GENERAL FUND ACCOUNT	<b>TOTAL GENERAL FUND ENDING BALANCE</b>	<b>2,503,769.90</b>
<b>OUTSTANDING DISBURSEMENTS / DEPOSITS</b>				
1/5/2026	Debit	Stanley Pipes	District Manager up to 47.75 hrs. - (December Billing)	(4,775.00)
11/5/2025	2415	James Doherty	Landscape Service - Marina, Marsh, & Entrance (October)	(270.00)
12/5/2025	2529	James Doherty	Landscape Service - Marina, Marsh, & Entrance (November)	(270.00)
1/5/2026	2529	James Doherty	Landscape Service - Marina, Marsh, & Entrance (December)	(270.00)
			<b>SubTotal</b>	<b>(5,585.00)</b>
<b>TOTAL GENERAL FUND BALANCE - after Outstanding Items</b>				
<b>REQUESTED DISBURSEMENTS</b>				
2/5/2026	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (January Billing)	(6,500.00)
1/8/2026		Caroline B. Goodrich	Administrative Services - December 12, 2025	(150.00)
1/8/2026		Wayne E. Flowers	Legal Services: (December Billing)	(660.00)
1/8/2026		Resurrection Episcopal Church	Meeting Room - January 8	(150.00)
1/8/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,867.72)
2/5/2026		James Doherty	Landscape Service - Marina, Marsh, & Entrance (January)	(270.00)
1/15/2026	Debit	JEA	Marina Utilities: up to	(57.01)
1/4/2026	Epay	Truist Credit Card	Payment - Billing Cycle	(665.58)
1/8/2026	TBD	Microsoft Office	Subscribe to Office 365 - up to \$50/ month	(600.00)
1/15/2026	TBD	Howard & Company	FY 2024 - 25 Annual Audit	(7,425.00)
			<b>SubTotal</b>	<b>(18,345.31)</b>
<b>TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS</b>				
<b>CURRENT PROJECT EXPENSES</b>				
3/31/2026	1	Marina Development Project	(1) Boat Ramp; (2) Marina Gate & Control system	(71,363.00)
9/30/2026	2	Reed Island Park	Develop Dock & Bulkheads	(290,429.10)
12/31/2025	3	2024 non-Ad Valorem Rebate Program	Rebate 50% of the 2024 non- Ad Valorem assessment	(6,355.00)
Ongoing	4	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
			<b>TOTAL PLANNED PROJECTS:</b>	<b>(403,147.10)</b>
<b>FORECAST NET REVENUE FROM 2025 ASSESSMENT</b>				
2025 Assessment Collected		\$	170,876	
<b>BUDGETED OPERATING EXPENSES - February 1, 2026 thru June 30, 2026</b>				
			<b>OPERATING EXPENSES &amp; DEBT SERVICE EXPENSE:</b>	<b>(103,608.90)</b>
<b>TOTAL HWSD PROJECTED DISPOSABLE FUNDS</b>				
			TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses	\$ 2,016,207.54

# HARBOUR WATERWAY SPECIAL DISTRICT

## CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
<b>POSTED TRANSACTIONS</b>						
<b>10/9/2025</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (147.20)</b>	<b>\$ (147.20)</b>
10/14/2025	Florida Commerce	Annual State Fee for Special Districts	(175.00)		(175.00)	(322.20)
10/18/2025	Gate	Diesel Fuel		(175.00)	(175.00)	(497.20)
10/18/2025	Gate	Diesel Fuel		(15.63)	(15.63)	(512.83)
10/20/2025	COJ Parking Garage	COJ Neighborhoods Committee Meeting	(5.00)		(5.00)	(517.83)
10/22/2025	PROCTOR ACE HARDWARE	Chain Saw chain		(24.49)	(24.49)	(542.32)
10/27/2025	IONOS	Email Archiving	(2.50)		(2.50)	(544.82)
10/28/2025	Office Max	Ink HP 952/XL yellow & copy paper	(132.75)		(132.75)	(677.57)
11/2/2025	Truist Checking Account	<b>Credit Card Payment</b>	<b>462.45</b>	<b>215.12</b>	<b>677.57</b>	-
11/3/2025	COJ Parking Garage	COJ Neighborhoods Committee Meeting	(7.03)		(7.03)	(7.03)
11/4/2025	COJ Parking Garage	COJ Finance Committee Meeting	(5.00)		(5.00)	(12.03)
11/4/2025	Daily Record & Observer	Public Notice	(254.00)		(254.00)	(266.03)
11/5/2025	USACE	Permit Fee	(100.00)		(100.00)	(366.03)
<b>11/9/2025</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (366.03)</b>	<b>\$ (366.03)</b>
11/12/2025	COJ Parking Garage	COJ City Council Meeting - Ordinance 2025-277	(5.00)		(5.00)	(371.03)
11/28/2025	Truist Checking Account	<b>Credit Card Payment</b>	<b>371.03</b>	-	<b>371.03</b>	-
11/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(2.50)
12/6/2025	AA-Distribution	Fraud Transaction - France	(62.10)		(62.10)	(64.60)
12/7/2025	AA-Distribution	Fraud Transaction - France (Charged Back)	62.10		62.10	(2.50)
12/7/2025	AA-Distribution	Fraud Transaction - Foreign Transaction Fee	(1.86)		(1.86)	(4.36)
<b>11/9/2025</b>	<b>STATEMENT CYCLE DATE</b>	<b>CREDIT CARD STMT BALANCE</b>			<b>\$ (4.36)</b>	<b>\$ (4.36)</b>
12/19/2025	Home Depot	Marina - Backflow Preventer Check Valve	(245.42)		(245.42)	(249.78)
12/21/2025	Napa Auto Parts	Roll-Off Truck - new battery		(393.42)	(393.42)	(643.20)
12/23/2025	AA-Distribution	Fraud Transaction - Foreign Transaction Fee	1.86		1.86	(641.34)
12/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(643.84)
12/31/2025	Home Depot	Marina - Water supply	(21.74)		(21.74)	(665.58)
<b>OUTSTANDING BALANCE</b>						<b>\$ (665.58)</b>