

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
December 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 November 13, 2025*

- III. District Business**
 - a. JEA Tower Raising Project
 - b. Spoil Site Disposal Activity
 - i. Harbortown Marina*
 - ii. Queens Harbour*
 - 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 scheduled to begin
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting – *Thursday, January 8, 2025*

- 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 11th, 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 13th, 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 5th. 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 15th.

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.

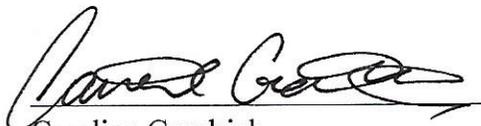
VI. Legal Business

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,



Caroline Goodrich
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2025 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

12/11/2025

DATE	GROSS TAX	EARLY PAYMENT DISCOUNT	NET TAX	TC FEE	PA FEE	DISTRIBUTION
<u>OCTOBER</u>						
01 - 31	2,891.09	(122.80)	2,768.29	(55.37)	(41.52)	2,671.40
<u>NOVEMBER</u>						
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
<u>DECEMBER</u>						
1 - 4		-	-	-	-	-
5 - 15		-	-	-	-	-
16 - 31		-	-	-	-	-
<u>JANUARY</u>						
1 - 15		-	-	-	-	-
16 - 31		-	-	-	-	-
<u>February</u>						
1 - 18		-	-	-	-	-
19 - 28		-	-	-	-	-
<u>March</u>						
1 - 16		-	-	-	-	-
17 - 31		-	-	-	-	-
<u>April</u>						
1 - 30			-	-	-	-
<u>May</u>						
1 - 31			-	-	-	-
<u>June</u>						
1 - 30			-	-	-	-
<u>July - August</u>						
1 - 31						
<u>September</u>						
1 - 30						
<i>Unpaid Assessments</i>	55,108.91	24.7%				
TOTAL DISTRIBUTIONS	168,391.09	(6,742.80)	161,648.29	(3,232.97)	(2,424.72)	\$ 155,990.60
% Collected	75.3%	-4.00%		-2.0%	-1.5%	92.64%
TOTAL TAX BILLED	223,500.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, December 11, 2025

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
10/31/2025		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,435,797.91
		TAX DEPOSITS	November 1 - 30	32,779.40
		INTEREST INCOME	November - 4.15%	7,423.49
TOTAL GENERAL FUND BALANCE				2,476,000.80
CLEARED DISBURSEMENTS				
11/28/2025	Trans	Truist Credit Card	Payment - Billing Cycle	(1,048.60)
11/13/2025	2414	Caroline Birtalan	Administrative Services - October 9, 2025	(150.00)
11/13/2025	2416	Resurrection Episcopal Church	Meeting Room - November 14	(150.00)
11/13/2025	2417	Wayne E. Flowers	Legal Services: (October Billing)	(1,100.00)
11/5/2025	Debit	Stanley Pipes	District Manager up to 54.25 hrs. - (October Billing)	(4,373.98)
11/14/2025	Debit	JEA	Marina Utilities	(55.51)
11/6/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,294.52)
11/10/2025	2418	Duval County Tax Collector	Property Taxes - Marina Parcel 160266-1150	(2,993.00)
11/19/2025	2419	Climber Total Tree Care	Remove undergrowth along marsh & trim palm trees	(3,200.00)
10/5/2025	2410	FL Association of Special Districts	Membership Renewal	(2,000.00)
Ongoing		2024 Tax Rebate Program	Rebate Checks	-
DISBURSEMENTS - SubTotal				(16,365.61)
11/30/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,459,635.19
OUTSTANDING DISBURSEMENTS / DEPOSITS				
11/5/2025	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (November Billing)	(6,500.00)
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)
SubTotal				(7,040.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,452,595.19
REQUESTED DISBURSEMENTS				
1/5/2026	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (December Billing)	(6,500.00)
12/11/2025	2530	Caroline B. Goodrich	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)
12/8/2025	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,466.04)
1/5/2026	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (December)	(270.00)
12/15/2025	Debit	JEA	Marina Utilities: up to	(55.72)
12/20/2025	Epay	Truist Credit Card	Payment - Billing Cycle	(250.00)
	TBD	Microsoft Office	Subscribe to Office 365 - up to \$50/ month	(600.00)
SubTotal				(11,009.26)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,441,585.93
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				181,220.60
2025 Assessment Collected			\$ 32,779	
BUDGETED OPERATING EXPENSES - January 1, 2026 thru June 30, 2026				(113,458.90)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(113,458.90)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,005,055.53

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
10/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (147.20)	\$ (147.20)
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 & copy paper	(132.75)		(132.75)	(677.57)
11/2/2025	Truist Checking Account	Credit Card Payment	462.45	215.12	677.57	-
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)
11/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (366.03)	\$ (366.03)
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	Credit Card Payment	371.03	-	371.03	-
11/28/2025	IONOS	Email Archiving	(2.50)		(2.50)	(2.50)
OUTSTANDING BALANCE						\$ (2.50)