

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
April 9, 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 March 12, 2026*

- III. District Business**
 - a. JEA Tower Raising Project – Construction has resumed
 - b. Spoil Site Disposal Activity
 - i. Salt Run Marina*
 - ii. City of St. Augustine, Dolphin Drive*
 - iii. Millers Creek*
 - c. Boat Ramp Renovation
 - i. Replace Marina Gate*
 - ii. Replace bulkhead, replace fixed dock, and boat ramp*
 - d. Waterway Rules & Regulations
 - i. Dock Approvals – Perry Brown, 11050 Harbor Cay*

- IV. Financial**
 - a. Auditor Contract with Howard & Co.
 - b. FY 2026-27 Budget
 - c. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting – *Thursday, May 14, 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, March 12th, 2026

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on March 12th, 2026, at Resurrection Episcopal Church. The meeting was called to order at 6:01 pm. In attendance were Rick Fornos, Mike Brande, Mark Todd, and District Manager Stanley Pipes. Bob Birtalan was present via telephone. 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 February 12th, 2026 – 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. Concrete foundation piers for the 400ft towers on the river and the monopole foundation piers have been poured. The next phase of construction will begin in May.

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

HWSD Marina- Top Dog Marine has resumed renovations on the boat ramp and bulkhead. The estimated completion time is 90 days. The new marina gate will be installed soon.

Waterway rules and regulations- No current news.

IV. Financial

3 yr. Audit Contract- Howard & Co. have proposed a 3-year audit contract. After review by the board, minor edits were made. A motion was made to approve the revised contract for resolution 2026-01; Motion Carried

Fy 2026-2027 Budget- The proposed budget was reviewed by the board. All questions were asked and answered. A motion was made to approve Resolution 2026-02; Motion carried.

Disbursements - 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, Quickbooks, Marina gate, and Marina signs, totaling \$57,611.39; Motion Carried.

The total available funds in the HWSO general fund account after disbursements is \$2,510,798.26 as of February 28, 2026. Total Projected Available funds after FY Operating and Project expenses through June 2026 are \$2,204,229.81.

V. District Schedule

The next meeting is scheduled for Thursday, April 9, 2026.

VI. Legal Business

Nothing new to report at this time.

VII. Adjournment

No comments or questions from the public. The meeting was adjourned at 6:30 PM.

Respectfully Submitted,

Caroline Goodrich
Recording Secretary

Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

2025 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

4/9/2026

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 - 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	11,018.04	(330.54)	10,687.50	(213.75)	(160.31)	10,313.44
<u>JANUARY</u>						
1 - 15	6,000.00	(160.00)	5,840.00	(116.80)	(87.60)	5,635.60
16 - 31	2,000.00	(40.00)	1,960.00	(39.20)	(29.40)	1,891.40
<u>February</u>						
1 - 16	500.00	(5.00)	495.00	(9.90)	(7.42)	477.68
17 - 28	2,000.00	(20.00)	1,980.00	(39.60)	(29.70)	1,910.70
<u>March</u>						
1 - 15	2,519.66	-	2,519.66	(50.39)	(37.80)	2,431.47
16 - 31	5,000.00	-	5,000.00	(100.00)	(75.00)	4,825.00
<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>	10,034.78	4.5%				
TOTAL DISTRIBUTIONS	213,465.22	(7,909.43)	205,555.79	(4,111.12)	(3,083.33)	\$ 198,361.34
% Collected	95.5%	-3.71%		-2.0%	-1.5%	92.92%
TOTAL TAX BILLED	223,500.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, April 9, 2026

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
2/28/2026		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,510,798.26
		TAX DEPOSITS	March 1 - 31	10,517.24
		INTEREST INCOME	March 3.83%	7,168.83
TOTAL GENERAL FUND BALANCE				2,528,484.33
CLEARED DISBURSEMENTS				
3/12/2026	Trans 2548	Truist Credit Card Caroline B. Goodrich	Payment - Billing Cycle Administrative Services - February 12, 2026	- (150.00)
3/12/2026	2553	Wayne E. Flowers	Legal Services: (February Billing)	(1,045.00)
3/12/2026	2550	Resurrection Episcopal Church	Meeting Room - March 12	(150.00)
3/4/2026	Debit	Stanley Pipes	District Manager up to 47.75 hrs. - (February Billing)	(3,968.72)
3/18/2026	Debit	JEA	Marina Utilities: up to	(56.71)
3/6/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,180.68)
3/5/2026	2546	Bob's Backflow	Replace Backflow Preventer Check Valve - Marina	(746.00)
Ongoing		2024 Tax Rebate Program	Rebate Checks	(1,000.00)
DISBURSEMENTS - SubTotal				(8,297.11)
3/31/2026		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,520,187.22
OUTSTANDING DISBURSEMENTS / DEPOSITS				
4/5/2026	Debit	Stanley Pipes	District Manager up to 57.75 hrs. - (March Billing)	(5,775.00)
3/5/2026	2549	James Doherty	Landscape Service - Marina, Marsh, & Entrance (February)	(270.00)
4/5/2026	2559	James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
4/3/2026	2555	Top Dog Marine	Top Dog Marine - Boat Ramp Progress Payment	(40,292.50)
SubTotal				(46,607.50)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,473,579.72
REQUESTED DISBURSEMENTS				
5/5/2026	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (April Billing)	(6,500.00)
4/9/2026	2558	Caroline B. Goodrich	Administrative Services - March 12, 2026	(150.00)
4/9/2026	2561	Wayne E. Flowers	Legal Services: (March Billing)	(1,842.50)
4/9/2026	2560	Resurrection Episcopal Church	Meeting Room - April 9	(150.00)
4/10/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,171.56)
4/15/2026	Debit	JEA	Marina Utilities: up to	(75.00)
4/15/2026	Epay	Truist Credit Card	Payment - Billing Cycle	(2,497.98)
4/15/2026	TBD	Coyle Gate Company	Marina - New electronic gate up to:	(50,000.00)
4/15/2026	TBD		Signs for Marina up to:	(1,500.00)
4/15/2026	TBD	Top Dog Marine	Boat Ramp - Change order for additional concrete	(66,972.00)
4/20/2026	Debit	Truist Bank	Revenue Note - Principle Payment	(49,912.89)
4/20/2026	Debit	Truist Bank	Revenue Note - Interest Payment	(7,046.01)
5/5/2026	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (April)	(270.00)
SubTotal				(188,087.94)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,285,491.78
CURRENT PROJECT EXPENSES				
4/30/2026	1	Marina Development Project	(1) Boat Ramp & Docks - Remaining Balance from contracts	(31,070.50)
3/31/2026	2	2024 non-Ad Valorem Rebate Program	Rebate 50% of the 2024 non- Ad Valorem assessment	(4,000.00)
5/31/2026	3	Duval County Tax Certificates	Purchase tax certificates	(15,000.00)
Ongoing	4	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
TOTAL PLANNED PROJECTS:				(85,070.50)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				15,638.66
2025 Assessment Collected		\$	198,361	
BUDGETED NET OPERATING EXPENSES - May 1, 2026 thru June 30, 2026				(29,550.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(29,550.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses			\$ 2,186,509.94	

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
POSTED TRANSACTIONS						
1/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ -	\$ -
1/9/2026	Truist Bank	Banking Fee	(6.05)		(6.05)	(6.05)
1/11/2026	Lowes	T-20 Torx bits - Marina	(13.93)		(13.93)	(19.98)
1/11/2026	Office Max	Office Supplies	(23.64)		(23.64)	(43.62)
1/12/2026	Gate	Diesel Fuel		(100.97)	(100.97)	(144.59)
1/29/2026	Bob's Backflow	Marina - Backflow Check Valve Inspection	(45.00)		(45.00)	(189.59)
2/1/2026	IONOS	Email Archiving	(2.50)		(2.50)	(192.09)
2/1/2026	Truist Checking Account	Credit Card Payment	91.12	100.97	192.09	-
2/1/2026	Home Depot	Marina - Backflow Preventer Check Valve (Return)	232.19		232.19	232.19
2/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ 232.19	\$ 232.19
2/16/2026	Home Depot	PVC Cement & Primer	(11.76)		(11.76)	220.43
2/18/2026	USPS	Postage - Annual Audit	(3.28)		(3.28)	217.15
2/25/2026	Gate	Diesel Fuel		(164.34)	(164.34)	52.81
2/25/2026	Gate	Diesel Fuel		(40.41)	(40.41)	12.40
2/27/2026	IONOS	Email Archiving	(2.50)		(2.50)	9.90
3/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ 9.90	\$ 9.90
3/29/2026	IONOS	Email Archiving	(2.50)		(2.50)	7.40
4/3/2026	Sam's Club	Office Supplies - HP Ink cartridges (2)	(292.38)		(292.38)	(284.98)
4/4/2026	Intuit	Quickbooks subscription renewal	(2,213.00)		(2,213.00)	(2,497.98)
OUTSTANDING BALANCE						\$ (2,497.98)