

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
May 14, 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 April 9, 2026*
 - b. Approval of FY 2026-27 Board Meeting Schedule

- III. District Business**
 - a. JEA Tower Raising Project – Construction
 - 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*

- IV. Financial**
 - a. Approval to disburse funds

- V. District Schedule**
 - a. Next Scheduled Board Meeting – *Thursday, June 11, 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, April 9th, 2026

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on April 9th, 2026, at Resurrection Episcopal Church. The meeting was called to order at 6:01 pm. In attendance were Rick Fornos, Mike Brande, Wally Lovely, Bob Birtalan 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 March 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. A change order was submitted by Top Dog Marine for additional concrete in the amount of \$66,972. A motion was made to approve the change order; Motion Carried

Reed Island Park- After discussion, a motion was made to approve the contract amendment for additional bulkhead work if needed in the amount of \$785 per foot; Motion carried.

Waterway rules and regulations- Perry Brown at 11050 Harbor Cay submitted a dock plan and request. After review, a motion was made to approve the dock request; Motion Carried.

IV. Financial

2025 Non -Ad Valorem Tax Assessment- 4.5% is still unpaid, 95.5% has been collected.

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, Marina gate, and Marina signs, Boat ramp change order, Revenue Note principle & Interest, totaling \$188,087.94; Motion Carried.

The total available funds in the HWSD general fund account after disbursements is \$2,520,187.22 as of March 31, 2026. Total Projected Available funds after FY Operating and Project expenses are \$2,186,509.94.

V. District Schedule

The next meeting is scheduled for Thursday, May 14, 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 6:44 PM.

Respectfully Submitted,

Caroline Goodrich
Recording Secretary

Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

MEETING SCHEDULE : FY 2026 / 2027

Wednesday, July 1, 2026	Beginning of 2026 / 2027 Fiscal Year	
Thursday, July 9, 2026	Monthly Board of Supervisor Meeting Public Hearing - 2026 Non-Ad Valorem Assessment	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Friday, July 31, 2026	Tax Roll Due to Property Appraiser	
Thursday, August 13, 2026	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, September 10, 2026	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, October 8, 2026	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Saturday, October 31, 2026	Property Appraiser will send tax roll to the Tax Collector File annual audit with the Florida State Auditor General	
Thursday, November 12, 2026	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, December 10, 2026	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, January 14, 2027	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, February 11, 2027	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, March 11, 2027	Monthly Board of Supervisor Meeting Approve Annual Budget for Fiscal Year 2027 / 2028	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Wednesday, March 31, 2027	Deadline to submit Annual Budget with City Council	
Thursday, April 8, 2027	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Thursday, May 13, 2027	Monthly Board of Supervisor Meeting	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Tuesday, June 1, 2027	Property Appraiser provides tax roll to the district	
Thursday, June 10, 2027	Monthly Board of Supervisor Meeting Publish Meeting Schedule - FY 2027 / 2028	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm
Tuesday, June 15, 2027	Publish Notice of Public Hearing for 2027 non-Ad Valorem assessment	
Wednesday, June 30, 2027	End of Fiscal Year	
Thursday, July 8, 2027	Monthly Board of Supervisor Meeting Public Hearing - 2027 Non-Ad Valorem Assessment	Resurrection Episcopal Room - Parish Hall 6:00 pm to 8:00 pm

HARBOUR WATERWAY SPECIAL DISTRICT

2025 NON-AD VALOREM ASSESSMENT - DISTRIBUTION REPORT

5/14/2026

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 - 15	2,000.00	60.00	2,060.00	(41.20)	(30.90)	1,987.90
16 - 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>	8,034.78	3.6%				
TOTAL DISTRIBUTIONS	215,465.22	(7,849.43)	207,615.79	(4,152.32)	(3,114.23)	\$ 200,349.24
% Collected	96.4%	-3.64%		-2.0%	-1.5%	92.98%
TOTAL TAX BILLED	223,500.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, May 14, 2026

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
3/31/2026		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,520,187.22
		TAX DEPOSITS	April 1 - 30	6,812.90
		INTEREST INCOME	April 3.84%	6,982.94
TOTAL GENERAL FUND BALANCE				2,533,983.06
CLEARED DISBURSEMENTS				
	Trans	Truist Credit Card	Payment - Billing Cycle	(2,557.95)
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)
4/3/2026	Debit	Stanley Pipes	District Manager up to 57.75 hrs. - (March Billing)	(4,605.21)
4/17/2026	Debit	JEA	Marina Utilities: up to	(56.99)
4/10/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,171.56)
3/5/2026	2549	James Doherty	Landscape Service - Marina, Marsh, & Entrance (February)	(270.00)
4/3/2026	2555	Top Dog Marine	Top Dog Marine - Boat Ramp Progress Payment	(40,292.50)
4/14/2026	Debit	FL Dept of Revenue	Workman's Compensation	(189.00)
4/22/2026	Debit	USA IRS - Tax Payment	Unemployment Insurance	(42.00)
4/27/2026	2562	Top Dog Marine	Top Dog Marine - Boat Ramp change order	(66,972.00)
Ongoing		2024 Tax Rebate Program	Rebate Checks	-
DISBURSEMENTS - SubTotal				(118,299.71)
4/30/2026		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,415,683.35
OUTSTANDING DISBURSEMENTS / DEPOSITS				
5/5/2026	Debit	Stanley Pipes	District Manager up to 64.50 hrs. - (April Billing)	(6,450.00)
4/5/2026	2559	James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
5/5/2026	2566	James Doherty	Landscape Service - Marina, Marsh, & Entrance (April)	(270.00)
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)
				SubTotal
				(63,948.90)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,351,734.45
REQUESTED DISBURSEMENTS				
6/5/2026	Debit	Stanley Pipes	District Manager up to 65.00 hrs. - (May Billing)	(6,500.00)
5/14/2026	2565	Caroline B. Goodrich	Administrative Services - April 9, 2026	(150.00)
5/14/2026	2569	Wayne E. Flowers	Legal Services: (April Billing)	(742.50)
5/14/2026	2567	Resurrection Episcopal Church	Meeting Room - May 14	(150.00)
5/5/2026	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (May)	(270.00)
5/10/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,611.58)
5/17/2026	Debit	JEA	Marina Utilities: up to	(61.57)
5/5/2026	2570	Lewis Longman & Walker	Reed Island Discussion	(1,200.00)
5/9/2026	Epay	FMIT Insurance	Insurance annual audit adjustment	(794.00)
5/15/2026	Epay	Truist Credit Card	Payment - Billing Cycle	(2,097.61)
5/15/2026	TBD	Coyle Gate Company	Marina - New electronic gate up to:	(50,000.00)
				SubTotal
				(63,577.26)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,288,157.19
CURRENT PROJECT EXPENSES				
5/31/2026	1	Marina Development Project	(1) Boat Ramp & Docks - Remaining Balance from contracts	(31,070.50)
4/30/2026	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	(20,000.00)
Ongoing	4	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
TOTAL PLANNED PROJECTS:				(90,070.50)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				13,650.76
2025 Assessment Collected		\$	200,349	
BUDGETED NET OPERATING EXPENSES - June 1, 2026 thru June 30, 2026				(21,450.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(21,450.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,190,287.45

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
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)
4/6/2026	IONOS	Web Hosting	(59.97)		(59.97)	(2,557.95)
4/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (2,557.95)	\$ (2,557.95)
4/15/2026	Home Depot	Marina - Flexible Conduit	(261.23)		(261.23)	(2,819.18)
4/17/2026	Home Depot	Marina - Conduit & fittings for entrance gate	(284.37)		(284.37)	(3,103.55)
4/20/2026	Truist Checking Account	Credit Card Payment	2,353.20	204.75	2,557.95	(545.60)
4/24/2026	Home Depot	Marina - Conduit & fittings for entrance gate	(109.22)		(109.22)	(654.82)
4/24/2026	First Sign Corp	Channel Marker Signs - 5	(1,056.57)		(1,056.57)	(1,711.39)
4/26/2026	Proctor ACE Hardware	Electrical Fish Tape	(60.70)		(60.70)	(1,772.09)
4/26/2026	Home Depot	Marina - PVC Pipe & fittings	(173.85)		(173.85)	(1,945.94)
4/30/2026	IONOS	Email Archiving	(2.50)		(2.50)	(1,948.44)
5/5/2026	Office Max	HP 952XL - Color ink cartridge	(146.17)		(146.17)	(2,094.61)
5/5/2026	IONOS	Domain renewal	(3.00)		(3.00)	(2,097.61)
5/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (2,097.61)	\$ (2,097.61)
5/15/2026	Truist Checking Account	Credit Card Payment	2,097.61		2,097.61	-
OUTSTANDING BALANCE						\$ (2,097.61)