

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, January 8th, 2026

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on January 8th, 2026, at Resurrection Episcopal Church. The meeting was called to order at 6:00 pm. In attendance were Rick Fornos, Mike Brande, Bob Birtalan, Mark Todd, 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 December 11th, 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. Concrete foundation piers for the 400ft towers on the River have been poured.

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.

Waterway rules and regulations- No current news.

IV. Financial

2025 non-Ad Valorem Tax Assessment- 82.5% of the 2025 tax assessment has been collected. 17.5 % is remaining to be collected.

FY 2024-25 Audit – The 2024-2025 Audit is currently in progress.

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, annual audit, and Microsoft office, totaling \$18,345.31; Motion Carried.

The total available funds in the HWSD general fund account after disbursements is \$2,503,769.90 as of December 31, 2025. Total Projected Available funds after FY Operating and Project expenses through June 2026 are \$2,016,207.54.

V. District Schedule

The next meeting is scheduled for Thursday, February 12, 2026.

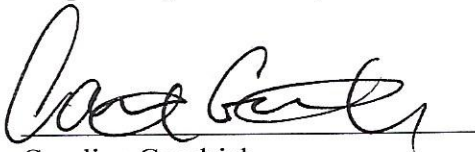
VI. Legal Business

Nothing new to report at this time.

VII. Adjournment

No comments or questions from the public. The meeting was adjourned at 6:53 PM.

Respectfully Submitted,



Caroline Goodrich
Recording Secretary



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
<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		-	-	-	-	-
<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>	39,072.48	17.5%				
TOTAL DISTRIBUTIONS	184,427.52	(7,353.89)	177,073.63	(3,541.48)	(2,656.10)	\$ 170,876.05
% Collected	82.5%	-3.99%		-2.0%	-1.5%	92.65%
TOTAL TAX BILLED	223,500.00					

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, January 8, 2026

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
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
TOTAL GENERAL FUND BALANCE				2,605,245.30
CLEARED DISBURSEMENTS				
	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)
DISBURSEMENTS - SubTotal				(101,475.40)
12/31/2025		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,503,769.90
OUTSTANDING DISBURSEMENTS / DEPOSITS				
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)
SubTotal				(5,585.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,498,184.90
REQUESTED DISBURSEMENTS				
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)
SubTotal				(18,345.31)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,479,839.59
CURRENT PROJECT EXPENSES				
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)
TOTAL PLANNED PROJECTS:				(403,147.10)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				43,123.95
2025 Assessment Collected		\$	170,876	
BUDGETED OPERATING EXPENSES - February 1, 2026 thru June 30, 2026				(103,608.90)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(103,608.90)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
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
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 yellow & 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)
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)
11/9/2025	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (4.36)	\$ (4.36)
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)
OUTSTANDING BALANCE						\$ (665.58)