

HARBOUR WATERWAY
SPECIAL DISTRICT
Agenda

Thursday
June 11, 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 May 14, 2026*
- III. District Business**
 - a. JEA Tower Raising Project – Construction
 - b. Spoil Site Disposal Activity
 - i. Fincantieri*
 - ii. Salt Run Marina*
 - iii. City of St. Augustine, Dolphin Drive*
 - iv. 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*
- IV. Financial**
 - a. Budget approved by City Council – Ordinance 2026-315
 - b. Approval to disburse funds
- V. District Schedule**
 - a. Next Scheduled Board Meeting – *Thursday, July 9, 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, June 11th, 2026

I. Introduction

The Harbour Waterway Special District (HSWD) meeting of the Board of Supervisors was held on June 11th, 2026, at Resurrection Episcopal Church. The meeting was called to order at 6:02 pm. In attendance were Rick Fornos, Mike Brande, Wally Lovely, Bob Birtalan via telephone 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 May 14th, 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. Construction of two towers has been completed.

Spoil Site Disposal – Fincantieri, Salt Run Marina, St. Augustine (Dolphine Drive), and Millers Creek dredging projects are in progress.

HWSD Boat Ramp- The boat ramp is now open! The gate has been installed but not yet programmed. The Internet is now operational. A few minor tasks still need to be completed by Top Dog Marine, but that will not impact the boat ramp operations.

Waterway rules and regulations- Perry Brown Dock request- After review, a motion was made to only approve the current dock and not the requested plan to leave the old pilings; Motion Carried.

IV. Financial

Ordinance 2026-315- The City Council has approved the HWSD Budget.

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, Top Dog Marine, City Electric, Truist credit card, Coyle gate company, totaling \$64,710.57; Motion Carried.

The total available funds in the HWSD general fund account after disbursements as of May 31, 2026, are \$2,321,590.11. Total Projected Available funds after FY Operating and Project expenses are \$2,222,217.90.

V. District Schedule

The next meeting is scheduled for Thursday, July 09, 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 6:55 PM.

Respectfully Submitted,



Caroline Goodrich
Recording Secretary



Robert P. Birtalan
Secretary / Treasurer

HARBOUR WATERWAY SPECIAL DISTRICT

Motion to Disburse Funds:

Thursday, June 11, 2026

Date	Num	Description	Memo	Amount
CURRENT ASSETS				
4/30/2026		GENERAL FUND ACCOUNT	BEGINNING BALANCE	\$ 2,415,683.35
		TAX DEPOSITS	May 1 - 31	1,987.90
		INTEREST INCOME	May 3.81%	7,186.26
TOTAL GENERAL FUND BALANCE				2,424,857.51
CLEARED DISBURSEMENTS				
5/18/2026	2565	Caroline B. Goodrich	Administrative Services - March 12, 2026	(150.00)
5/14/2026	2569	Wayne E. Flowers	Legal Services: (April Billing)	(742.50)
5/27/2026	2567	Resurrection Episcopal Church	Meeting Room - April 9	(150.00)
5/5/2026	Debit	Stanley Pipes	District Manager up to 64.50 hrs. - (April Billing)	(5,038.57)
5/18/2026	Debit	JEA	Marina Utilities: up to	(61.57)
5/8/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,611.58)
5/5/2026	2566	James Doherty	Landscape Service - Marina, Marsh, & Entrance (April)	(270.00)
4/5/2026	2559	James Doherty	Landscape Service - Marina, Marsh, & Entrance (March)	(270.00)
5/12/2026	Debit	Duval County Tax Collector	Tax Certificates	(2,500.00)
5/29/2026	2571	Top Dog Marine	Top Dog Marine - Boat Ramp Progress Payment	(25,000.00)
5/9/2026	Epay	FMIT Insurance	Insurance annual audit adjustment	(794.00)
5/29/2026	Debit	Duval County Tax Collector	Tax Certificates	(7,485.28)
5/11/2026	Debit	Truist Bank	Stop Payment charge	(35.00)
5/5/2026	2570	Lewis Longman & Walker	Reed Island Discussion	(1,200.00)
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)
Ongoing		2024 Tax Rebate Program	Rebate Checks	(1,000.00)
DISBURSEMENTS - SubTotal				(103,267.40)
5/31/2026		GENERAL FUND ACCOUNT	TOTAL GENERAL FUND ENDING BALANCE	2,321,590.11
OUTSTANDING DISBURSEMENTS / DEPOSITS				
6/5/2026	Debit	Stanley Pipes	District Manager up to 96.75 hrs. - (May Billing)	(9,675.00)
6/5/2026	2573	James Doherty	Landscape Service - Marina, Marsh, & Entrance (May)	(270.00)
				-
SubTotal				(9,945.00)
TOTAL GENERAL FUND BALANCE - after Outstanding Items				2,311,645.11
REQUESTED DISBURSEMENTS				
7/5/2026	Debit	Stanley Pipes	District Manager up to 75.00 hrs. - (June Billing)	(7,500.00)
6/11/2026	2578	Caroline B. Goodrich	Administrative Services - May 14, 2026	(150.00)
6/11/2026	2577	Wayne E. Flowers	Legal Services: (May Billing)	(495.00)
6/11/2026	2579	Resurrection Episcopal Church	Meeting Room - June 11	(150.00)
7/5/2026	TBD	James Doherty	Landscape Service - Marina, Marsh, & Entrance (June)	(270.00)
6/11/2026	Debit	USA IRS - Tax Payment	Payroll & Withholding Taxes	(1,904.86)
6/15/2026	Debit	JEA	Marina Utilities: up to	(75.00)
6/25/2026	TBD	Top Dog Marine	Top Dog Marine - Docks & Bulkhead Final Payment	(8,000.00)
6/15/2026	Debit	City Electric Supply	Marina - wire & supplies	(1,096.08)
6/15/2026	Epay	Truist Credit Card	Payment - Billing Cycle	(69.63)
6/25/2026	TBD	Coyle Gate Company	Marina - New electronic gate up to:	(45,000.00)
SubTotal				(64,710.57)
TOTAL AVAILABLE FUNDS AFTER REQUESTED DISBURSEMENTS				2,246,934.54
CURRENT PROJECT EXPENSES				
5/31/2026	1	Marina Development Project	(1) Boat Ramp & Docks - Remaining Balance from contracts	6,070.50
5/31/2026	2	2024 non-Ad Valorem Rebate Program	Rebate 50% of the 2024 non- Ad Valorem assessment	(4,000.00)
Ongoing	3	Parcel Owners	Purchase marsh & other parcels adjacent or near to the District	(35,000.00)
TOTAL PLANNED PROJECTS:				(32,929.50)
FORECAST NET REVENUE FROM 2025 ASSESSMENT				11,662.86
2025 Assessment Collected		\$	202,337	
BUDGETED NET OPERATING EXPENSES - June 1, 2026 thru June 30, 2026				(3,450.00)
OPERATING EXPENSES & DEBT SERVICE EXPENSE:				(3,450.00)
TOTAL HWSD PROJECTED DISPOSABLE FUNDS				
TOTAL PROJECTED AVAILABLE FUNDS after FY Operating & Project Expenses				\$ 2,222,217.90

HARBOUR WATERWAY SPECIAL DISTRICT

CREDIT CARD TRANSACTIONS - STANLEY PIPES

Date	Description	Memo	Government	Reed Island	Total Amount	Outstanding Balance
5/9/2026	STATEMENT CYCLE DATE	CREDIT CARD STMT BALANCE			\$ (2,097.61)	\$ (2,097.61)
5/12/2026	Amazon	Dock Hardware - Backard plates	(114.79)		(114.79)	(2,212.40)
5/14/2026	Amazon	Vevor Fiberglass enclosure	(129.05)		(129.05)	(2,341.45)
5/18/2026	Gate	Diesel Fuel		(132.42)	(132.42)	(2,473.87)
5/18/2026	Home Depot	Marina - paint & brushes	(87.47)		(87.47)	(2,561.34)
5/25/2026	Gate	Diesel Fuel		(144.38)	(144.38)	(2,705.72)
5/25/2026	Gate	Diesel Fuel		(151.47)	(151.47)	(2,857.19)
5/27/2026	Napa	DEF Exhaust Fluid		(45.13)	(45.13)	(2,902.32)
5/28/2026	IONOS	Email Archiving	(2.50)		(2.50)	(2,904.82)
5/31/2026	Amazon	Bollard Covers	(244.03)		(244.03)	(3,148.85)
5/31/2026	Home Depot	Marina - PVC glue, conduit & hardware	(82.65)		(82.65)	(3,231.50)
6/1/2026	Home Depot	Marina - conduit & hardware	(12.56)		(12.56)	(3,244.06)
6/2/2026	Truist Checking Account	Credit Card Payment	3,244.06		3,244.06	-
6/5/2026	Intuit	Software Fee	(3.00)		(3.00)	(3.00)
6/4/2026	Home Depot	Marina - conduit fittings	(7.78)		(7.78)	(10.78)
6/5/2026	Home Depot	Marina - electrical box & conduit fittings	(33.58)		(33.58)	(44.36)
6/6/2026	West Marine	Boat dock cleat & hardware	(25.27)		(25.27)	(69.63)
OUTSTANDING BALANCE						\$ (69.63)