

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, February 13, 2020 at the office of the Authority, 1305 Seventh St, Bay City, Texas. The following Commissioners and staff were present:

Mike Griffith	Chairman
George Harrison	Vice-Chairman
Joey Sliva	Secretary
Lee Weathers	Commissioner
Buddy Treybig	Commissioner
Allen Cumbie	Port Attorney
Craig Hlavinka	Harbor Master
David Svec	Dock Master
Sharron Perez	Office Manager
Visitors:	
Michael Ferdinand	MCEDC Executive Director
Absent:	
Tommy Countz	Commissioner

The meeting was called to order at 6:30pm by Commissioner Mike Griffith.

Item 1 - On motion of Commissioner Joey Sliva, seconded by Commissioner George Harrison, the minutes of the regular meeting of January 9, 2020 were unanimously approved as read.

Item 2 - On motion of Commissioner Joey Sliva, seconded by Commissioner Lee Weathers, the following disbursements were unanimously ratified and approved:

ACE HARDWARE	473.33
--OPERATING SUPPLIES	
AT&T	69.02
--TELEPHONE	
AT&T	245.43
--TELEPHONE	
AT&T	435.92
--TELEPHONE (A/P)	
AT&T	434.70
--TELEPHONE	
AT&T	434.90
--TELEPHONE	
A TEAM LANDSCAPING	60.00
--REPAIRS & MAINTENANCE - OFFICE	
BAY CITY JANITORIAL & BEST CARPET CARE	563.69
--OPERATING SUPPLIES	
B ALLEN CUMBIE	3,401.00
--ATTORNEY'S FEES	
DEX.YP	26.50
--PROMOTION & DEVELOPMENT	
DIRECT ENERGY	53.55
--PUBLIC UTILITIES	
DIRECT ENERGY	95.45
--PUBLIC UTILITIES	
DIRECT ENERGY	46.77
--PUBLIC UTILITIES	
DIRECT ENERGY	101.06
--PUBLIC UTILITIES	
DIRECT ENERGY	61.33
--PUBLIC UTILITIES	
DIRECT ENERGY	27.93
--PUBLIC UTILITIES	
DIRECT ENERGY	14.21
--PUBLIC UTILITIES	
DIRECT ENERGY	18.16
--PUBLIC UTILITIES55	
DIRECT ENERGY	164.46
--PUBLIC UTILITIES	
DIRECT ENERGY	13.29
--PUBLIC UTILITIES	
DIRECT ENERGY	170.89
--PUBLIC UTILITIES	
DIRECT ENERGY	50.37
--PUBLIC UTILITIES	
DIRECT ENERGY	263.15

--PUBLIC UTILITIES	
DIRECT ENERGY	197.87
--PUBLIC UTILITIES	
DIRECT ENERGY	107.56
--PUBLIC UTILITIES	
DIRECT ENERGY	96.63
--PUBLIC UTILITIES	
DIRECT ENERGY	297.82
--PUBLIC UTILITIES	
DIRECT ENERGY	40.00
--PUBLIC UTILITIES	
DIRECT ENERGY	92.07
--PUBLIC UTILITIES	
DIRECT ENERGY	375.23
--PUBLIC UTILITIES	
DIRECT ENERGY	92.91
--PUBLIC UTILITIES	
DIRECT ENERGY	84.29
--PUBLIC UTILITIES	
DIRECT ENERGY	85.28
--PUBLIC UTILITIES	
DIRECT ENERGY	77.86
--PUBLIC UTILITIES	
DIRECT ENERGY	103.35
--PUBLIC UTILITIES	
DIRECT ENERGY	79.03
--PUBLIC UTILITIES	
DIRECT ENERGY	128.65
--PUBLIC UTILITIES	
DIRECT ENERGY	45.58
--PUBLIC UTILITIES	
DIRECT ENERGY	331.66
--PUBLIC UTILITIES	
DIRECT ENERGY	512.97
--PUBLIC UTILITIES	
DIRECT ENERGY	141.81
--PUBLIC UTILITIES	
DIRECT ENERGY	142.13
--PUBLIC UTILITIES	
DIRECT ENERGY	97.79
--PUBLIC UTILITIES	
DIRECT ENERGY	45.54
--PUBLIC UTILITIES	
DIRECT ENERGY	22.60
--PUBLIC UTILITIES	
ELLEN DODD	1,360.00
--SPECIAL DISTRICT ACCOUNTING FEES	
GRAINGER	298.65
--OPERATING SUPPLIES	
GRAINGER	289.25
--OPERATING SUPPLIES	
KLEPAC PEST CONTROL	64.00
--REPAIRS & MAINTENANCE - OFFICE	
KRONBERGS FLAGS & FLAGPOLES	393.00
--OPERATING SUPPLIES	
LOWES	517.29
--OPERATING SUPPLIES	
MATAGORDA COUNTY TAX OFFICE	2,267.79
--TAX COLLECTION FEES	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	723.80
--PUBLIC UTILITIES - BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	358.90
--PUBLIC UTILITIES - TENT & FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
-- PUBLIC UTILITIES - PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	204.90
--PUBLIC UTILITIES - TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	93.30
-- PUBLIC UTILITIES - RESTROOM	
<i>MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION</i>	<i>116.80</i>
-- <i>PUBLIC UTILITIES - HOUSE</i>	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	81.80
--PUBLIC UTILITIES - MEETING HOUSE	
PURCHASE POWER	520.99

--VEHICLE EXPENSE	
QUILL CORPORATION	839.05
--OPERATING SUPPLIES	
QUILL CORPORATION	834.37
--OPERATING SUPPLIES	
QUILL CORPORATION	317.80
--OPERATING SUPPLIES	
QUILL CORPORATION	625.64
--OPERATING SUPPLIES	
QUILL CORPORATION	232.30
--OPERATING SUPPLIES	
QUILL CORPORATION	55.74
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,200.00
--REPAIRS & MAINTENANCE - HARBOR	
SHARRON'S BOOKKEEPING AND TAX SVC	5,701.48
--OFFICE MANAGER - CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TELEPHONE	
--OPERATING SUPPLIES	
--TRAVEL	
SHORELINE CONSTRUCTION	9,145.70
--REPAIRS & MAINTENANCE - HARBOR	
SOUTH TEXAS CORRUGATED PIPE	879.51
--REPAIRS & MAINTENANCE - HARBOR	
THE BAY CITY TRIBUNE	482.50
--ADVERTISING	
THE HOME DEPOT	883.29
--REPAIRS & MAINTENANCE- HARBOR	
VERIZON WIRELESS	141.73
--TELEPHONE	
WCA WASTE CORPORATION	443.49
--PUBLIC UTILITIES	
WEST MARINE PRO	725.96
--REPAIRS & MAINTENANCE - HARBOR	
WILLIAMS SCOTSMAN	220.25
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	3,737.36
--TRAVEL	
--OPERATING SUPPLIES	
--VEHICLE EXPENSE	
--REPAIRS & MAINTENANCE - HARBOR	
MALCOLM ROMINE	1,925.00
--DEPOSIT REFUND	
--PREPAID RENT REFUND	

Item 3 - Sharron Perez reviewed the Billing, Collection, Accounts Receivable Reports, and Financial Reports for January 2020. There were no significant items to report on at this time, and Sharron Perez asked if there were any other questions regarding the financial information. On motion of Commissioner Lee Weathers, seconded by George Harrison, the Commissioners unanimously approved the financial reports for January 2020. Detailed copies of these reports are kept as part of the current records of the Port of Bay City Authority.

Item 4 - Sharron Perez also presented a report on past due accounts and actions taken on these accounts. There were nine tenants to which a ten day letter will need to be sent this month. A detailed copy of the report is kept as a part of the current records of the Port of Bay City Authority.

Item 5 - Craig Hlavinka reported on activity at the Port of Bay City. J&S has finished the piling repairs. Air Liquide is still moving dirt back and forth on the site. George Harrison inquired about the expected delivery dates of the modular units. Craig Hlavinka advised that the first big piece of equipment will be delivered February 21st by Mammoet. Craig also advised that Mammoet will need to access a portion of GulfMark Energy's property to unload.

Craig Hlavinka reported on the activity at Matagorda Harbor. There was one piling lose on the fuel dock. Upon inspection, it was determined that other pilings were lose. The hardware is rusting thru. Craig is addressing the issue and making necessary repairs.

Craig Hlavinka also briefly discussed the TXDOT workshop that he attended in Brownsville regarding available maritime grants.

Item 6 - Air Liquide provided the newest proposed electrical easement route. Mike Griffith discussed the route and the guide wire being closest to the track with the existing easement. Allen Cumbie advised that the easement has not been drafted yet and discussed the need for indemnification to protect the Port Authority against any damage to the pipeline or moving poles due to mineral holders. On motion of Commissioner George Harrison, seconded by Commissioner Joey Sliva, the Commissioners unanimously approved having Air Liquide draft the easement based on the route discussed and have Allen Cumbie review and approve the easement.

Item 7 - Mike Griffith reviewed the reasons for the Port Authority to obtain a new outside auditor for the audit ending December 31, 2019. George Harrison has reviewed the engagement letter provided by HWU. Mike Griffith had discussed the proposed cost with KMandL and was advised that this was a fair price. George Harrison reviewed the scope of the audit and discussed other fees that he has seen lately. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the engagement letter presented by HWU for the annual audit ending December 31, 2019 at a cost not to exceed \$12,500.

Item 8 - Craig Hlavinka, Allen Cumbie, and Sharron Perez had met with a representative from Insyteful in regards to a new website. Craig discussed the URL, and Allen Cumbie reviewed the items that will need to be on the website. Insyteful will provide a website that is stand alone but has links to MCEDC, BCCDC, and PEDC. On motion of Commissioner Joey Sliva, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved Insyteful to design a website for the Port of Bay City Authority.

Item 9 - Allen Cumbie advised the Commissioners that he is working on the wharfage and dockage agreement with Mammoet. The case against Brian Dorrell has taken a turn based on the concern with a public notice. Allen Cumbie sent one last letter and received the certified receipt back from Brian Dorrell. Allen Cumbie will get him served.

A boat was left at Matagorda Harbor. Craig Hlavinka discussed the steps taken to have the boat removed from the Harbor. In running the TX numbers to determine the owner, it was determined that there is a lien holder on the boat. The Commissioners advised Craig to contact the lien holder and advise him of the situation. Craig Hlavinka has also delivered a letter to the Sheriff's department showing the boat has been impounded.

Item 11 - Michael Ferdinand, MCEDC Executive Director, updated the Commissioners on prospects looking at Matagorda County. He is continuing to see activity on the energy side. He attended the TXDOT workshop also and discussed grants and the BUILD grant. This grant could fund 70-90% of a project. The Commissioners discussed hiring a grant writer to handle all of the necessary paper work for the grant application. The notice will come out February 25th and will be open thru August. Michael Ferdinand will look into some grant writers. There is also an auxiliary grant for a shipyard.

There being no further business to come before the meeting, the Commissioners adjourned the meeting at 7:12pm.

Attest:

Approve:

/s/ Mike Griffith

/s/ Joey Sliva