

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, September 10, 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
Sharron Perez	Office Manager
Visitors:	
Steve VanManen	HWU
Darryl Elliott	MWDWSC President
George Lazaro	MWDWSC Engineer
George Lazaro	Visitor
Rodney Parrot	Sharky's Food Truck
Sonya Turner	Sharky's Food Truck
Absent:	
Tommy Countz	Commissioner

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

Item 1 – The minutes for the August 13, 2020 were not available for review prior to the meeting. The minutes were tabled until the next meeting.

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

ACE HARDWARE	657.94
--OPERATING SUPPLIES	
ACE HARDWARE	578.46
--OPERATING SUPPLIES	
ACE HARDWARE	399.99
--OPERATING SUPPLIES	
ACE HARDDWARE	483.66
--OPERATING SUPPLIES	
AQUA MARINE SUPPLY	68.29
--REPAIRS & MAINTENANCE – HARBOR	
AQUA-ZYME SERVICES INC	480.00
--PUBLIC UTILITIES	
AQUA-ZYME SERVICES INC	320.00
---PUBLIC UTILITIES	
AT&T	359.72
--TELEPHONE	
AT&T	68.44
--TELEPHONE	
A TEAM LANDSCAPING	240.00
--REPAIRS & MAINTENANCE – OFFICE	
A TEAM LANDSCAPING	240.00
--REPAIRS & MAINTENANCE - OFFICE	
BAY CITY PLUMBING SUPPLY	60.52
--REPAIRS & MAINTENANCE – HARBOR	
JENNIFER CHILDERS	4,660.00
--REPAIRS & MAINTENANCE – HARBOR	
CPL BUSINESS	42.61
--PUBLIC UTILITIES	
B ALLEN CUMBIE	14,223.51
--ATTORNEY'S FEES	
DEX.YP	26.50
--PROMOTION & DEVELOPMENT	
DIRECT ENERGY	359.61
--PUBLIC UTILITIES	
DIRECT ENERGY	3,540.06
--PUBLIC UTILITIES	
DIRECT ENERGY	79.39
--PUBLIC UTILITIES	
DIRECT ENERGY	18.76
--PUBLIC UTILITIES	
ELLEN DODD	1,360.00

--SPECIAL DISTRICT ACCOUNTING FEES	
EATON CORPORATION	4,548.60
--REPAIRS & MAINTENANCE – HARBOR	
-- REPAIRS & MAINTENANCE – RV PARK	
EL CAMPO SPRAYING INC	9,469.50
--REPAIRS & MAINTENANCE – PORT	
--REPAIRS & MAINTENANCE – DUNBAR	
GRAINGER	53.62
--OPERATING SUPPLIES	
GRAINGER	838.06
--OPERATING SUPPLIES	
GRAINGER	28.90
--REPAIRS & MAINTENANCE – HARBOR	
GRAINGER	288.80
--OPERATING SUPPLIES	
HART DISTRIBUTING INC	629.99
--OPERATING SUPPLIES	
KECO PUMP & EQUIPMENT	123.60
--REPAIRS & MAINTENANCE – HARBOR	
KLEPAC PEST CONTROL	65.00
--REPAIRS & MAINTENANCE - OFFICE	
LOWES	253.66
--OPERATING SUPPLIES	
MATAGORDA COUNTY ECONOMIC DEVELOPMENT CORPORATION	50,000.00
--PROMOTION & DEVELOPMENT	
MATAGORDA LAWN SERVICE	220.00
--REPAIRS & MAINTENANCE - HARBOR	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	266.15
--PUBLIC UTILITIES - BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	436.40
--PUBLIC UTILITIES - TENT & FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
-- PUBLIC UTILITIES - PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	282.70
--PUBLIC UTILITIES - TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	112.00
-- PUBLIC UTILITIES - RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	124.00
-- PUBLIC UTILITIES - HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	110.00
--PUBLIC UTILITIES - MEETING HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	807.75
--PUBLIC UTILITIES – SPRINKLER	
NAPA AUTO & TRUCK PARTS	256.63
--REPAIRS & MAINTENANCE – EQUIPMENT	
PITNEY BOWES	183.57
--MISCELLANEOUS EXPENSE	
PURCHASE POWER	1,342.85
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE - HARBOR	
SHARRON'S BOOKKEEPING AND TAX SVC	5,812.79
--OFFICE MANAGER - CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TELEPHONE	
--OPERATING SUPPLIES	
--TRAVEL	
SHORELINE CONSTRUCTION	6,150.96
--REPAIRS & MAINTENANCE - HARBOR	
THE HOME DEPOT	398.99
--OPERATING SUPPLIES	
VERIZON WIRELESS	137.20
--TELEPHONE	
WCA	443.91
--PUBLIC UTILITIES	
WILSCOT	220.25
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	2,041.97
--TRAVEL	
--OPERATING SUPPLIES	
--VEHICLE EXPENSE	
--REPAIRS & MAINTENANCE – HARBOR	
SARAH CAIN	450.00
--DEPOSIT REFUND	

Item 3 - The Billing, Collection, Accounts Receivable Reports, and Financial Reports for August 2020 were not available for review. The item was tabled until the next meeting.

Item 4 – The report on past due accounts and actions taken on these accounts was not available for review. This item was tabled until the next meeting.

Item 5 - Craig Hlavinka reported on activity at the Port of Bay City. Everything is going smoothly. Air Liquide is still moving dirt back and forth. GulfMark Energy is shipping a barge about every eleven days. The mowing crew mowed the areas that the hay guy does not bale. Craig Hlavinka visited with AEP but did not receive any information before the meeting. The lease amendment and legal description needs to be completed. Craig Hlavinka discussed getting all of the various items laid out prior to moving the drill site location. FASH Family Partnership 1992 is holding on the legal description of the drill site. Mike Griffith feels that they are wanting the legal description prior to making a decision. There was some discussion regarding moving the drill site in the future and the possible reduction in size if no drilling occurs.

Craig Hlavinka reported on the activity at Matagorda Harbor. Occupancy is at 89% for all docks excluding G-dock which is at 73%. The Trump boat parade was discussed. Craig Hlavinka advised the Commissioners that there were not that many launching from the Harbor. There were several boats that came from Sargent. Everything ran very smoothly at the Harbor. On the day of the parade, the Game Wardens were patrolling. They gave a ticket to one boat that was in the Harbor and arrested a gentleman for public intoxication.

Item 6 – Steve VanManen, with HWU, presented the independent audit for the year ended December 31, 2019. Steve VanManen thanked the Commissioners for the opportunity to prepare the audit and their understanding regarding the later completion date. He advised that if the Commissioners utilized HWU in the future that the May 15th deadline would be met. Steve VanManen advised that the books are in great shape and the financial position is sound. The audit resulted in a clean opinion. George Harrison did read thru the audit and thought it was a good report. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the audit as submitted for the year ended December 31, 2019. Mike Griffith did advise that the Port Commissioners would look at amending the investment policy and changing the capitalization amount.

Item 7 – The Commissioners discussed the 2020 tax rate. On motion of Commissioner Joey Sliva, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the Resolution No. PA-R-001-2019 “Resolution Adopting Tax Rate for Port of Bay City Authority of Matagorda County, Texas for the tax year 2020” at a rate of \$0.05628 per \$100 valuation.

Item 8 – Darryl Elliott, President of Matagorda Waste Disposal and Water Supply Corporation, discussed the letter of support needed for MWDWSC’s application for a loan from USDA to upgrade the water system for the Matagorda area and additional funding mechanisms for infrastructure expansion of the water and wastewater systems. George Lazaro, an engineer for MWDWSC, also attended the meeting to discuss the numerous issues that the current system has. George Lazaro provided a history on the current water system. MWDWSC is asking the Port Authority to provide a letter of support including upcoming projects that the Port Authority has, ie the commercial barge terminal and harbor expansion. Job creation will be a significant factor in obtaining grants for the upgrade thru the EDA program. Mike Griffith will prepare a letter of support and asked that MWDWSC provide information on needs that the company has.

Item 9 – Rodney Parrot and Sonya Turner gave a presentation regarding locating a food truck at Matagorda Harbor. Sharky’s Food Truck is a self-contained unit and does not require any utilities. Everything including the trash will be removed each day. The truck will only be at the Harbor when it is open and can be up and running next weekend. Sonya has fifteen years experience in food industry. They would like to be open from 4:00am until 2:00pm or 3:00pm. A sample menu was provided for the Commissioners. Sharky’s Food Truck would not be a competitor to Waterfront Restaurant but offer patrons additional food choices.

Item 10 - The Commissioners discussed the proposed lease agreement for the food truck at Matagorda Harbor. The Commissioners discussed offering an initial six month lease with an option to renew. Rodney Parrot had submitted four different locations that they were interested in. The Commissioners advised Allen Cumbie to have the location in an attachment to the lease. At the end of the six month initial lease, the lease would be revisited to determine how everything is working out for both parties. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved an initial six month lease at \$300 per month for a 20’ x 50’ area at Matagorda Harbor between Sharky’s Food Truck and the Port of Bay City Authority of Matagorda County Texas.

Item 11 – There was no information available regarding the drill site relocation agreement. This item was tabled until the next meeting.

Item 12 – There was no information available regarding the proposed AEP easement on approximately 99.97 acres of land owned by the Port Authority. This item was tabled until the next meeting.

Item 13 – The Commissioners discussed the history on rail spur corridor across the southeast portion of the 100-acre tract at the Port of Bay City. There was no information available regarding the rail spur. The item was tabled until the next meeting.

Item 14 – The Commissioners discussed an additional rail switch for use by the Port of Bay City Authority and having it installed at the same time Air Liquide is having their rail switch installed. There was no information available regarding the additional rail switch for use by the Port of Bay City Authority. This item was tabled until the next meeting.

Item 15 – There was no information available regarding alternate electrical transmission line routes to accommodate a possible rail spur from the 100-acre tract across FM 3057 to the Air Liquide property. This item was tabled until the next meeting.

Item 16 – There was no information available regarding the 3.2-acre permanent substation easement. This item was tabled until the next meeting.

Item 17 – All members of the general public were asked to exit the meeting. At 7:41pm, the Commissioners adjourned into executive session.

Item 18 – At approximately 7:54pm, the meeting was called back into regular session with no action being taken during executive session. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved an offer on the Sander's property to \$25,000 plus the funds in the registry of the Court.

Item 19 – Allen Cumbie advised the Commissioners that a judgement was received on the Dorrell/Estes boat, and it will be sold.

Item 20 – Michael Ferdinand, MCEDC Executive Director, did not attend the meeting; therefore, there was no report from MCEDC.

Item 21 – Mike Griffith reviewed a couple of items that the outside auditors mentioned during the audit. One item was the WAM on investments. The current investment policy states that the WAM is two years or less. Another item was the reclassification of a pump to capital expenditures. The capital expenditure amount is currently at \$10,000. The Commissioners discussed possibly increasing this to \$20,000. These items will need to be placed on future agendas in order for the Commissioners to take action.

There being no further business to come before the meeting, the Commissioners adjourned the meeting at 8:10pm.

Attest:

Approve:

/S/ Mike Griffith

/S/ Joey Sliva