

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, November 12, 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
Tommy Countz	Commissioner
Allen Cumbie	Port Attorney
Craig Hlavinka	Harbor Master
Sharron Perez	Office Manager
Visitors:	
Michael Ferdinand	MCEDC Executive Director
Alyssa Dibbern	Engineering Tech, City of Bay City
Dwayne Dibbern	Visitor
Absent:	
Buddy Treybig	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 Tommy Countz, the minutes for the regular meetings of October 8, 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	509.37
--REPAIRS & MAINTENANCE - HARBOR	
ACE HARDWARE	598.51
--REPAIRS & MAINTENANCE - HARBOR	
AQUA-ZYME SERVICES INC	480.00
--PUBLIC UTILITIES	
AQUA-ZYME SERVICES INC	320.00
---PUBLIC UTILITIES	
A TEAM LANDSCAPING	180.00
--REPAIRS & MAINTENANCE – OFFICE	
AT&T	68.44
--TELEPHONE	
AT&T	330.91
--TELEPHONE	
BAY CITY JANITORIAL & BEST CARPET CARE	511.82
--OPERATING SUPPLIES	
BAY CITY LIONS CLUB	20.00
--PROMOTION & DEVELOPMENT	
JENN CHILDERS	3,465.00
--REPAIRS & MAINTENANCE - HARBOR	
CPL BUSINESS	43.70
--PUBLIC UTILITIES	
B ALLEN CUMBIE	3,230.44
--ATTORNEY'S FEES	
DEXYP	26.50
--PROMOTION & DEVELOPMENT	
DEXYP	26.86
--PROMOTION & DEVELOPMENT	
DIRECT ENERGY	19.72
--PUBLIC UTILITIES	
DIRECT ENERGY	19.45
--PUBLIC UTILITIES	
DIRECT ENERGY	281.51
--PUBLIC UTILITIES	
DIRECT ENERGY	82.99
--PUBLIC UTILITIES	
DIRECT ENERGY	3,688.72
--PUBLIC UTILITIES	
ELLEN DODD	1,360.00
--SPECIAL DISTRICT ACCOUNTING FEES	
FRONTZ ELECTRICAL MECHANICAL SERVICE INC	179.00
--REPAIRS & MAINTENANCE - OFFICE	
GRAINGER	273.12
--OPERATING SUPPLIES	

GRAINGER	142.16
--OPERATING SUPPLIES	
GRAINGER	142.17
--OPERATING SUPPLIES	
KLEPAC PEST CONTROL	64.00
--REPAIRS & MAINTENANCE – OFFICE	
LOWES	961.81
--OPERATING SUPPLIES	
MATAGORDA BOAT & RV STORAGE	1,380.00
--MISCELLANEOUS EXPENSE	
MATAGORDA LAWN SERVICE	110.00
--REPAIRS & MAINTENANCE - HARBOR	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	212.35
--PUBLIC UTILITIES - BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	414.80
--PUBLIC UTILITIES - TENT & FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
-- PUBLIC UTILITIES - PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	239.00
--PUBLIC UTILITIES - TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	109.70
-- PUBLIC UTILITIES - RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	126.50
-- PUBLIC UTILITIES - HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	106.40
--PUBLIC UTILITIES - MEETING HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	502.25
--PUBLIC UTILITIES – SPRINKLER	
NAPA AUTO & TRUCK PARTS	132.24
--REPAIRS & MAINTENANCE – EQUIPMENT	
NAPA AUTO & TRUCK PARTS	165.46
--VEHICLE EXPENSE	
JAY SCHOLTEN	1,300.00
--REPAIRS & MAINTENANCE – HARBOR	
SHARRON'S BOOKKEEPING AND TAX SVC	5,760.55
--OFFICE MANAGER - CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TELEPHONE	
--OPERATING SUPPLIES	
--TRAVEL	
SHORELINE CONSTRUCTION	28,326.72
--REPAIRS & MAINTENANCE – HARBOR	
SUTHERLANDS	319.46
--REPAIRS & MAINTENANCE - HARBOR	
SUTHERLANDS	962.36
--REPAIRS & MAINTENANCE – HARBOR	
THE HOME DEPOT	689.35
--REPAIRS & MAINTENANCE – HARBOR	
TOWN SQUARE PUBLICATIONS	850.00
--PROMOTION & DEVELOPMENT	
URBAN SURVEYING	2,706.25
--PROFESSIONAL SERVICES	
VERIZON WIRELESS	137.24
--TELEPHONE	
WCA	443.49
--PUBLIC UTILITIES	
WEST MARINE PRO	165.82
--REPAIRS & MAINTENANCE - HARBOR	
WILSCOT	220.25
--MISCELLANEOUS EXPENSE	
WILSCOT	220.25
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	3,136.75
--TRAVEL	
--OPERATING SUPPLIES	
--VEHICLE EXPENSE	
STEVE WATSON	2,925.00
--DEPOSIT REFUND	
--PREPAID RENT INCOME	
STEPHEN K DANIELS	326.67
--DEPOSIT REFUND	
JOSEPH STEWART	2,243.40
--DEPOSIT REFUND	
--PREPAID RENT REFUND	

TRAVIS BUELL	400.00
--DEPOSIT REFUND	
JEFFERY BUIS	550.00
--DEPOSIT REFUND	
DWAYNE PESEK	200.00
--DEPOSIT REFUND	
JANET POAGE	200.00
--DEPOSIT REFUND	
PAUL DAVEY	487.00
--DEPOSIT REFUND	
HUNTER PURYEAR	275.00
--DEPOSIT REFUND	

Item 3 – Sharron Perez reviewed the Billing, Collection, Accounts Receivable Reports, and Financial Reports for October 2020. There were no significant items to report on at this time, and Sharron Perez asked if there were any questions regarding the financial information. On motion of Commissioner Tommy Countz, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the financial reports for October 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 six tenants to which a ten-day letter will need to be sent this month. A detailed copy of the report is kept as 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. Everything is moving as usual. GulfMark Energy has increased shipments. Air Liquide is still moving dirt around.

Craig Hlavinka reported on the activity at Matagorda Harbor. Occupancy is at 85% for all docks excluding G-dock which is at 63%. Mike Griffith asked if there had been any comments on the dredging. The Commissioners briefly discussed the areas that have been dredged and the areas to still be dredged. Tommy Countz advised the Commissioners that he feels there needs to be two dock carts on each dock. Craig Hlavinka advised that there are two dock carts for each dock; however, they get taken to other docks and left. Tommy Countz asked if there was a way to mark each cart with the dock. Craig Hlavinka will make sure that there are two carts for each dock.

Item 6 – The Commissioners discussed the engagement letter provided by Harrison, Waldrop, and Uherek for preparation of the audit for the period ending December 31, 2020. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the engagement letter as submitted by Harrison, Waldrop, and Uherek for the outside independent audit of the period ending December 31, 2020, not to exceed \$11,250.00. George Harrison inquired about the normal due date for the audit. Mike Griffith advised that it is May 15th. Harrison, Waldrop, and Uherek had advised that the firm would be able to complete the audit on a timely basis.

Item 7 – Sharron Perez updated the Commissioners on the status of the new website. Sharron Perez and Craig Hlavinka had a zoom meeting with Kristina Walters of Insyteful. Craig Hlavinka is providing pictures of the facilities and will update information from the old website. The layout has been chosen. Everything is moving forward.

Item 8 – There were no updates on the renegotiation of the lease agreement between the Port of Bay City Authority and Craig and Jeannie Hinton for the area that Waterfront Restaurant is located at in Matagorda Harbor. This item was tabled until a later meeting.

Item 9 - Allen Cumbie updated the Commissioners on the proposed Drill site relocation on the Fondren property. The last comments were on May 11, 2020. The special warranty deed and title policy have been sent. There is a new legal description and location. One issue is the wording in original agreement showing that the original drill site was four acres and could be reduced to two acres.

Item 10 – The proposed AEP Texas Inc, a Delaware Corporation, easement on approximately 99.97 acres of land owned by the Port of Bay City Authority north of the current OXEA plant is on hold until the drill site relocation is agreed upon.

Item 11 – The Commissioners discussed the proposed rail spur on the 99.97 acre at the Port of Bay City Authority. Air Liquide needs to make a formal request. This item has not been discussed further.

Item 12 – There was no action taken at this time regarding the alternate electrical transmission line routes to accommodate a possible rail spur from the 100-acres tract across FM 3057 to the Air Liquide property.

Item 13 – Allen Cumbie has prepared a rough draft of the 3.2-acre substation easement to send to AEP. The easement is located on the 20-acre Air Liquide property.

Item 14 – Allen Cumbie updated the Commissioners on the boat owned by Estes and Dorrell. Allen Cumbie prepared the Writ of Execution which was provided to the Justice of the Peace's office; however, it was not executed by the constable. Allen Cumbie sent another Writ of Execution which Bill Orton is moving forward with. Keith Sullivan is now the constable for Matagorda area.

Allen Cumbie also advised the Commissioners that the eminent domain paperwork has been filed.

Item 15 – Michael Ferdinand, MCEDC Executive Director, updated the Commissioners on the various prospects interested in Matagorda County as well as projects that were still active. There has been a change in the type of prospects interested in Matagorda County. Tidehaven ISD met to discuss a possible reinvestment zone in their district. There was discussion regarding the old Kmart building on Avenue F. The owner of the building is putting the property on the market.

Item 16 – Alyssa Dibbern introduced herself and was interested in the Port of Bay City Authority.

There being no further business to come before the meeting, the Commissioners adjourned the meeting at 7:00pm.

Attest:

Approve:

/s/ Mike Griffith

/s/ Joey Sliva