

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, December 9, 2021, at the Recreation Room, Matagorda Harbor, Matagorda, Texas. The following Commissioners and staff were present:

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

The meeting was called to order at 7:30pm by Commissioner Mike Griffith. George Harrison discussed the numerous projects Mike Griffith worked on over his terms as Commissioner. Joey Sliva thanked Mike Griffith for his years of service. Mike Griffith was presented a plaque and framed map by Vice-Chairman George Harrison on behalf of the Port of Bay City Authority.

Item 1 – The minutes of the regular meeting held November 11, 2021 was unanimously approved on motion of Commissioner Joey Sliva, seconded Commissioner Lee Weathers.

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

ACE HARDWARE	40.00
--OPERATING SUPPLIES	
ACE HARDWARE	869.29
--OPERATING SUPPLIES	
ACE HARDWARE	883.39
--OPERATING SUPPLIES	
ACE HARDWARE	834.38
--OPERATING SUPPLIES	
AQUA MARINE SUPPLY	2,119.96
--REPAIRS & MAINTENANCE - HARBOR	
AQUA-ZYME SERVICES INC	480.00
--PUBLIC UTILITIES	
AQUA-ZYME SERVICES INC	320.00
--PUBLIC UTILITIES	
A TEAM LANDSCAPING	240.00
--REPAIRS & MAINTENANCE – OFFICE	
A TEAM LANDSCAPING	120.00
--REPAIRS & MAINTENANCE - OFFICE	
AT&T	69.18
--TELEPHONE	
AT&T	679.93
--TELEPHONE	
AT&T	657.05
--TELEPHONE	
BAY CITY JANITORIAL & BEST CARPET CARE	471.81
--OPERATING SUPPLIES	
ALLEN CUMBIE	5,351.75
--ATTORNEY FEES	
DEXYP	26.50
--PROMOTION & DEVELOPMENT	
DIRECT ENERGY	2,961.00
--PUBLIC UTILITIES	
DIRECT ENERGY	41.05
--PUBLIC UTILITIES	
DIRECT ENERGY	172.71
--PUBLIC UTILITIES	
DIRECT ENERGY	89.37
--PUBLIC UTILITIES	
DIRECT ENERGY	20.85

--PUBLIC UTILITIES	
ELLEN DODD	1,360.00
--SPECIAL DISTRICT ACCOUNTING FEES	
GFL	555.90
--PUBLIC UTILITIES	
GRAINGER	231.67
--OPERATING SUPPLIES	
GRAINGER	244.29
--OPERRATING SUPPLIES	
GRAINGER	45.48
--OPERATING SUPPLIES	
GRAINGER	43.25
--OPERATING SUPPLIES	
GRAINGER	166.79
--OPERATING SUPPLIES	
GRAINGER	1,015.12
--OPERATING SUPPLIES	
HDR	5,915.25
--PROFESSIONAL SERVICES	
KLEPAC PEST & TERMITE CONTROL	64.00
--REPAIRS & MAINTENANCE – OFFICE	
LOWE’S	556.80
--OPERATING SUPPLIES	
MATAGORDA BOAT & RV STORAGE	1,440.00
--MISCELLANEOUS EXPENSE	
MATAGORDA COUNTY APPRAISAL DISTRICT	7,245.09
--APPRAISAL DISTRICT FEES (PREPAID 2022 EXPENSE)	
MATAGORDA LAWN SERVICE	110.00
--REPAIRS & MAINTENANCE - HARBOR	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	243.65
--PUBLIC UTILITIES - BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	378.45
--PUBLIC UTILITIES - TENT & FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
-- PUBLIC UTILITIES - PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	217.40
--PUBLIC UTILITIES - TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	82.00
-- PUBLIC UTILITIES - HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	108.70
--PUBLIC UTILITIES - MEETING HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	618.80
--PUBLIC UTILITIES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	326.20
--PUBLIC UTILITIES - RESTROOM	
MCCOYS	882.35
--OPERATING SUPPLIES	
PITNEY BOWES	183.57
--MISCELLANEOUS EXPENSE	
QUILL CORPORATION	31.42
--OPERATING SUPPLIES	
QUILL CORPORATION	152.55
--OPERATING SUPPLIES	
QUILL CORPORATION	87.98
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,300.00
--REPAIRS & MAINTENANCE – HARBOR	
SHARRON'S BOOKKEEPING AND TAX SVC	5,692.72
--OFFICE MANAGER - CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TELEPHONE	
--OPERATING SUPPLIES	
--TRAVEL	
SHORELINE CONSTRUCTION	16,139.61
--REPAIRS & MAINTENANCE – HARBOR	
SUTHERLANDS	462.47
--REPAIRS & MAINTENANCE – HARBOR	
THE HOME DEPOT	1,819.00
--OPERATING SUPPLIES	
VERIZON WIRELESS	99.72
--TELEPHONE	
WEST MARINE PRO	1,164.43
--REPAIRS & MAINTENANCE - HARBOR	

WILLSCOT	264.25
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	3,946.36
--TRAVEL	
--VEHICLE EXPENSE	
--OPERATING SUPPLIES	
MIKE GRIFFITH	770.00
--TRAVEL	
GEORGE HARRISON	787.97
--SEMINARS & DUES	
--TRAVEL	

Item 3 – Sharron Perez reviewed the Billing, Collection, Accounts Receivable, and Financial Reports for November 2021. 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 George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the financial reports for November 2021. 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 eight 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 a conference call that he had with a representative from TXDOT. Craig Hlavinka discussed the barge terminal, Big Hill project, and improvements that need to be done to County Road 259. The roundabout at FM 2668 has been put out for bid. Craig Hlavinka discussed navigation issues and the shoaling in the Colorado River limiting barge loads. Mike Griffith had a WebEx meeting with the Corps of Engineers. George Harrison had discussed the Mouth of the Colorado River and its deficiencies. The Corps of Engineers will study options to extend the jetties twelve to eighteen feet. There is a \$4 million rollover to fund a hopper dredge to dredge the Mouth of the Colorado River. The Commissioners discussed the possible reallocation of funds. The Commissioners discussed various items such as the jetties, Diversion Channel, changing the Diversion Dam to a weir dam. The 221 agreement was discussed including the permanent placement area that has not been designated. The Corps of Engineers is looking into the permanent placement area. Craig Hlavinka discussed the need to dredge the harbor.

Craig Hlavinka reported on activity at the Port of Bay City. GulfMark continues to ship three shipments per month. Craig Hlavinka visited with Terry Evans regarding shipping. They are using pipeline to move product. Craig Hlavinka was contacted by Roehm's contractor who is interested in leasing ten to fifteen acres and discussed upgrading the road. George Harrison discussed the cost of improvements versus the cost of the lease. Presently, the Port of Bay City is charging \$500 per acre.

Craig Hlavinka reported on the activity at Matagorda Harbor. Occupancy is at 88% for all docks excluding G-dock which is at 59%. Everything is going smoothly. HDR is working on the bid specifications for the tournament pavilion.

Item 6 – The Commissioners discussed the amended budget for the year 2021 as prepared by Sharron Perez. There was a brief discussion of the accounts that were being amended. On motion of Commissioner Lee Weathers, seconded by Commissioner George Harrison, the Commissioners unanimously approved the following amended budget totals:

Total Amended Budgeted Revenues	\$ 3,424,500.00
Total Amended Budgeted Personnel	\$ 251,222.02
Total Amended Budgeted Operations	\$ 876,909.11
Total Amended Budgeted Promotion	\$ 65,142.00
Total Amended Budgeted Capital	\$ 6,452.00

A copy of the detailed amended budget is attached as part of these minutes, and a properly signed amended budget will be provided to the Port's bookkeeper.

Item 7 – The Commissioners reviewed the outside auditor's engagement letter for the audit of the year ending December 31, 2021. On motion of Commissioner George Harrison, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the engagement letter as submitted by HWU for the year ended December 31, 2021, with the cost not to exceed \$11,250.

Item 8 – The Commissioners discussed putting out for bids for a 50'X100' steel open air structure to replace the tournament pavilion at Matagorda Harbor. On motion of Commissioner George Harrison, seconded by Commissioner Joey Sliva, the Commissioners unanimously approved putting out for bids for a 50'X100' steel open air structure. Craig Hlavinka will publish the bid notification upon completion of the bid specifications by HDR Engineering.

Item 9 – The Commissioners discussed putting out for bids the maintenance at Matagorda Harbor. Joey Sliva inquired about the time frame of the bid. The bid is set to cover a two-year period. On motion of Commissioner Joey Sliva, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved putting out for the maintenance at Matagorda Harbor.

Item 10 – The Commissioners discussed putting out for bids the mowing/spraying of Port of Bay City properties. This bid is for a three-year period. On motion of Commissioner Joey Sliva, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved putting out for bid the mowing/spraying of Port of Bay City properties.

Items 11 and 12 – AEP and Air Liquide have met and agreed to the acreage for the substation and transmission line easements. The Commissioners discussed the original acreage, terms, and cost. The acreage has increased to a total of 8.0410 acres, and AEP is wanting a perpetual easement instead of the original sixty-five years. The original cost was \$125,000. The Commissioners discussed a base amount with an escalator. Air Liquide still has to release the remaining acreage before an agreement can be entered into. No action was taken at this time.

Item 13 – Sharron Perez contacted Insyteful regarding the website training. There are still software issues; however, Insyteful advised Sharron Perez to start sending the documents into Insyteful. They will start to upload the documents to the website. Training will be set up as soon as the software issue is resolved.

Item 14 – Scott Hardwick, Executive Director of Matagorda County Economic Development Corporation, updated the Commissioners on several ongoing projects and several prospects interested in Matagorda County. There are several solar and wind prospects interested in Matagorda County. MCEDC held their annual meeting and presented a three-to-five-year plan to attendees for economic development of the County.

Item 15 – There were no public or Commissioner comments at this time.

Item 16 – There was no new or unfinished business at this time.

Items 17 and 18 – There was no item to discuss requiring executive session to be entered into.

Item 19 – There was a brief discussion regarding the status of the potential sale of Waterfront Restaurant. SBA is requiring a real estate lien in order to loan the funds for the purchase of the restaurant. George Harrison met with Craig Hinton regarding the possibility of the Port Authority purchasing the building. Tim Bell will be contacted to appraise the building.

At this time, the Commissioners discussed the AEP situation further. George Harrison discussed the possible perpetual easement and having an abandonment clause in the agreement. The Commissioners discussed possibly selling the property to AEP due to the potential risk of any accidents. There was further discussion regarding selling the substation property due to the potential liability and leasing the transmission line property with right of first refusal. The Commissioners discussed possible terms and costs.

There being no further business to come before the meeting, the Commissioners adjourned the meeting at 8:34pm.

Attest:

Approve:

/S/ Mike Griffith

/S/ Joey Sliva

