

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, January 11, 2024, at the Matagorda County Economic Development Corporation Board Room, 1112 Seventh St, Bay City, Texas. The following Commissioners and staff were present:

George Harrison	Chairman
Joey Sliva	Vice-Chairman
Matt Ashcraft	Secretary
Buddy Treybig	Commissioner
Trey Treybig	Commissioner
Lee Weathers	Commissioner
Craig Hlavinka	Harbor Master
Sharron Perez	Office Manager
Dimitri Millas	Norton Rose Fulbright
Leslie Bacon	Norton Rose Fulbright
Visitors:	
Mike Reddell	Bay City Sentinel

The meeting was called to order at 6:30pm by Commissioner George Harrison.

Item 1 – George Harrison led those in attendance in the pledge of allegiance to the flags.

Item 2 – Joey Sliva led those in attendance in prayer.

Item 3 – The minutes of the regular meeting of December 14, 2023 were reviewed. On motion of Commissioner Trey Treybig, seconded by Commissioner Lee Weathers, the minutes of the regular meeting of December 14, 2023 were unanimously approved as read. The minutes of the special called meeting of November 20, 2023 were not available to review and were tabled until the next meeting.

Item 4 - On motion of Commissioner Joey Sliva, seconded by Commissioner Matt Ashcraft, the following disbursements were unanimously ratified and approved:

ACE HARDWARE	139.49
--OPERATING SUPPLIES	
AQUA MARINE SUPPLY	2,050.72
--REPAIRS & MAINTENANCE – HARBOR	
A TEAM LANDSCAPING	200.00
--REPAIRS & MAINTENANCE - OFFICE	
AT&T	198.24
--TELEPHONE EXPENSE	
AT&T	754.28
--TELEPHONE EXPENSE	
AT&T	957.72
--TELEPHONE EXPENSE	
AT&T	1,281.13
--TELEPHONE EXPENSE	
B 5 CONSTRUCTION	55,693.75
--BAY CITY OFFICE IMPROVEMENTS	
B&C MOWING & LANDSCAPING LLC	250.00
--REPAIRS & MAINTENANCE – HARBOR	
BAY CITY JANITORIAL	475.88
--OPERATING SUPPLIES	
B ALLEN CUMBIE	3,337.25
--ATTORNEY’S FEES	
DIRECT ENERGY BUSINESS	3,889.48
--PUBLIC UTILITIES	
DIRECT ENERGY BUSINESS	286.65
--PUBLIC UTILITIES	
ELLEN DODD	1,360.00
--SPECIAL DISTRICT ACCOUNTING FEE	
GFL ENVIRONMENTAL	1,126.83
--PUBLIC UTILITIES	
GULF INTRACOASTAL CANAL ASSOCIATION	600.00
--SEMINARS AND DUES	
HART INTERCIVIC	107.29
--ELECTION EXPENSE	
LOWES	962.95
--REPAIRS & MAINTENANCE – HARBOR	
MATAGORDA COUNTY ECONOMIC DEVELOPMENT CORPORATION	50,000.00
--PROMOTION & DEVELOPMENT	
MATAGORDA WD&WSC	111.10
--PUBLIC UTILITIES (HOUSE)	

MATAGORDA WD&WSC	1,003.65
--PUBLIC UTILITIES (SPRINKLER)	
MATAGORDA WD&WSC	396.75
--PUBLIC UTILITIES (BOAT SHED)	
MATAGORDA WD&WSC	315.40
--PUBLIC UTILITIES (TENT AND FISH CLEANING)	
MATAGORDA WD&WSC	108.50
--PUBLIC UTILITIES (RESTROOM)	
MATAGORDA WD & WSC	47.50
--PUBLIC UTILITIES (PUMP)	
NAPA AUTO AND TRUCK PARTS	570.24
--GAS, OIL – VEHICLE EXPENSE	
NORTON ROSE FULBRIGHT US LLP	6,518.75
--ATTORNEY FEES	
PITNEY BOWES	500.00
--OPERATING SUPPLIES	
PRESLEYS AUTOMOTIVE AND STARTER	1,412.87
--GAS, OIL – VEHICLE EXPENSE	
QUILL CORPORATION	53.99
--OPERATING SUPPLIES	
QUILL CORPORATION	93.98
--OPERATING SUPPLIES	
QUILL CORPORATION	285.53
--OPERATING SUPPLIES	
QUILL CORPORATION	63.99
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – HARBOR	
SHARRON'S BOOKKEEPING	7,049.90
--OFFICE MANAGER – CONTRACT SERVICES	
--PROFESSIONAL FEES	
--TELEPHONE EXPENSE	
-- OPERATING SUPPLIES	
--TRAVEL	
SHORELINE CONSTRUCTION	29,114.37
--REPAIRS & MAINTENANCE – HARBOR	
SOUTH TEXAS CORRUGATED PIPE INC	3,155.00
--REPAIRS & MAINTENANCE - HARBOR	
THE HOME DEPOT	855.73
--REPAIRS & MAINTENANCE - HARBOR	
VERIZON	135.42
--TELEPHONE EXPENSE	
CRAIG HLAVINKA	6,225.55
--TRAVEL	
--VEHICLE EXPENSE	
--OPERATING SUPPLIES	
--REPAIRS & MAINTENANCE – HARBOR	

Item 5 – There was a brief discussion regarding year-end adjustments that will need to be made; therefore, the Commissioners tabled the financials until these can be made. George Harrison discussed Glenn Escovedo, the LPL Financial/IBC Investment representative, attending the February meeting to review the Port Authority's investments. The investment policy is being reviewed and updated by Norton Rose Fulbright and will be discussed at the next meeting. Norton Rose Fulbright is also working on a legal calendar for all of the various deadlines and policy updates for the Port Authority. George Harrison also reviewed the white board strategy that will be implemented showing all of the various projects including updated progress, engineering firms, and next steps.

Item 6 - Craig Hlavinka reported on activity at the Port of Bay City. There will be eight barges in January. AEP is working on rerouting the electrical line on the northwest corner of the property.

Craig Hlavinka reported on the activity at Matagorda Harbor. Occupancy at the harbor is 91% excluding G-dock which is at 91%. The fish cleaning tables will be locked Monday thru Wednesday next week due to the weather. The Commissioners asked if Matagorda Bait and Tackle could post it on facebook so patrons would be aware. George Harrison advised that he and Joey Sliva had met with Mark Holland regarding repair items at Matagorda Harbor. Some items discussed were the GFI outlets at the fish cleaning tables, installing a ladder at the fuel dock incase someone were to fall in, and the bird issues in the public restrooms. The Commissioners discussed adding mesh to the doors to keep the birds out. Also, the boat ramp on the south side was discussed. It is shorter than the one on the north side and during low tide people are going off the drop off point. The drop off point is about ten inches. There is yellow paint on the planks marking the end of the ramp. The Commissioners discussed adding signage cautioning boaters during low tide. Matt Ashcraft discussed using sac concrete to extend the ramp area.

Buddy Treybig discussed building a ramp extension on top of the existing ramp and pushing it out to extend the existing ramp.

Item 7 – Leslie Bacon, with Norton Rose Fulbright, reviewed the lease with Shaun and Courtney Kulcak for the bait shop at Matagorda Harbor. The lease is for a five-year period beginning at \$1750 per month with a three present annual escalation. Shaun Kulcak had requested that the payment be due monthly instead of semi-annually. Other items covered in the lease include but are not limited to notices given for fishing tournaments, signage restrictions, and no lease assignments. George Harrison advised that the Port Authority offered a cap on fuel increase to twenty-five percent. Shaun Kulcak countered with forty percent. The Commissioners briefly discussed the cap on fuel prices and settled at thirty-five percent. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the lease agreement between the Port of Bay City Authority of Matagorda County, Texas and Shun and Courtney Kulcak for the bait shop at Matagorda Harbor.

Item 8 – The Commissioners briefly discussed the 1.7 acres located under the bridge in Matagorda. Matagorda County has not prepared the necessary documents at this time. This item was tabled for now.

Item 9 – Sharron Perez has not submitted the new contract for 2024 thru 2026. Sharron Perez will forward the contract to Norton Rose Fulbright for their review. This item was tabled until the February meeting.

Items 10 and 11 – The Commissioners briefly discussed West Mooring Park in Sargent. Matagorda County has not completed the lease agreement with the US Corps of Engineers; therefore, the project cannot move forward. These items were tabled.

Item 12 – Sharron Perez updated the Commissioners regarding the Bay City office remodel. The building was vacated December 26, 2023. The Port phones are forwarded to Craig Hlavinka at Matagorda Harbor. Two windows are being added to the side of the building and well as the front door being relocated to the side of the building to alleviate the water being pushed into the front door. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the additional work for a net increase of \$5225 and the scope of work associated with the changes.

Item 13 – Mike Ferdinand, Executive Director of Matagorda County Economic Development Corporation was not in attendance; therefore, there was no update from Matagorda County Economic Development Corporation.

Items 14 and 15 – There being no items to discuss in Executive Session none was entered into.

Item 16 – George Harrison advised that there has been no notable progress regarding the development of the West Side of the Port Turning Basin. The Commissioners discussed the consideration to be received from Air Liquide for the rail easement in the amount of \$400,000. The Commissioners also discussed the consideration to be by AEP for the various easements in the amount of \$475,000.

Item 17 – There being no further business to discuss, the meeting was adjourned at 7:04pm.

Attest:

Approve:

/s/ George Harrison

/s/ Matthew Ashcraft