

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, June 6, 2024, at the office of the Authority, 1305 7th Street, Bay City, Texas. The following Commissioners and staff were present:

George Harrison	Chairman
Joey Sliva	Vice-Chairman
Matt Ashcraft	Secretary
Lee Weathers	Commissioner
Buddy Treybig	Commissioner
Craig Hlavinka	Harbor Master
Sharron Perez	Office Manager
Leslie Bacon	Norton Rose Fulbright
Dimitiri Millas	Norton Rose Fulbright
Virtual:	
Luke Cressman	HDR Engineers Inc
Hayden Smith	Anchor QEA LLC
Mike Ferdinand	Executive Director - MCEDC
Visitors:	
Mike Reddel	The Bay City Sentinel
Kate Allen	Visitor
Absent:	
Trey Treybig	Commissioner

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

Those in attendance recited the pledge of allegiance to the flags.

Joey Sliva led those in attendance in prayer.

Item 1 – The minutes for the regular meetings of February 8, 2024, April 11, 2024, and May 16, 2024 and the special called meeting of May 23, 2024 were provided to the Commissioners prior to the meeting. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the minutes for the regular meetings of February 8, 2024, April 11, 2024, and May 16, 2024 and the special called meeting of May 23, 2024 were unanimously approved.

Item 2 – On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the following disbursements were unanimously ratified and approved for the months of March 2024 and June 2024:

PAID IN MARCH 2024:

ACE HARDWARE	584.44
--REPAIRS & MAINTENANCE – HARBOR	
AQUA-ZYME SERVICES INC	320.00
--PUBLIC UTILITIES	
AQUA-ZYME SERVICES INC	320.00
--PUBLIC UTILITIES	
A-TEAM LANDSCAPING	200.00
--REPAIRS & MAINTENANCE - OFFICE	
AT&T	69.18
--TELEPHONE	
AT&T	197.40
--TELEPHONE	
AT&T	755.41
--TELEPHONE	
AT&T	957.96
--TELEPHONE	
AT&T	85.26
--TELEPHONE	
AT&T	1,791.19
--TELEPHONE	
B&C MOWING & LANDSCAPING LLC	250.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
B5 CONSTRUCTION	40,928.13
--BAY CITY OFFICE IMPROVEMENTS	
B ALLEN CUMBIE	97.50
--ATTORNEY FEES	
BAUER VISUAL GRAPHICS INC	19,280.41
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
DIRECT ENERGY	131.02
--PUBLIC UTILITIES	
DIRECT ENERGY	129.77

--PUBLIC UTILITIES	
DIRECT ENERGY	30.68
--PUBLIC UTILITIES	
DIRECT ENERGY	53.91
--PUBLIC UTILITIES	
DIRECT ENERGY	53.54
--PUBLIC UTILITES	
DIRECT ENERGY	3,623.01
--PUBLIC UTILITIES	
DIRECT ENERGY	276.44
--PUBLIC UTILITIES	
DRIFTWOOD C&C	4,280.00
--BAY CITY OFFICE IMPROVEMENTS	
ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
FLOCK SAFETY	2,061.64
--SECURITY & SAFETY	
GFL	1,113.93
--PUBLIC UTILITIES	
GFL	1,098.36
--PUBLIC UTILITIES	
HDR ENGINEERING LLC	5,416.25
--PROFESSIONAL FEES	
LOWES	873.96
--OPERATING SUPPLIES	
MATAGORDA COUNTY	2,012.63
--TAX COLLECTION FEES	
MATAGORDA COUNTY APPRAISAL DISTRICT	8,840.55
--APPRAISAL DISTRICT FEES	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
--PUBLIC UTILITIES – PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	204.40
--PUBLIC UTILITIES – TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	106.70
--PUBLIC UTILITIES – HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	465.80
--PUBLIC UTILITIES – BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	285.60
--PUBLIC UTILITIES – TENT AND FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	1,337.50
--PUBLIC UTILITES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	85.50
--PUBLIC UTILITIES – RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	424.40
--PUBLIC UTILITIES – MEETING HOUSE	
MCCOYS BUILDING SUPPLY	297.92
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
MCCOYS BUILDING SUPPLY	1,136.04
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
MCCOYS BUILDING SUPPLY	42.99
--OPERATING SUPPLIES	
NAPA AUTO & TRUCK PARTS	324.58
--VEHICLE EXPENSE	
PITNEY BOWES	194.31
--MISCELLANEOUS EXPENSE	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SHARRON'S BOOKKEEPING AND TAX SERVICE	7,335.15
--OFFICE MANAGER – CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TRAVEL	
SHORELINE CONSTRUCTION	39,001.25
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SOUTH TEXAS CORRUGATED PIPE	3,337.50
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER-SOUTHWEST INC	884.96
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER-SOUTHWEST INC	832.69
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
THRYVE	29.61
--PROMOTION & DEVELOPMENT	
THRYVE	29.41
--PROMOTION & DEVELOPMENT	
VERIZON WIRELESS	175.63
--TELEPHONE	
WEST MARINE PRO	1,131.36

--REPAIRS & MAINTENANCE - HARBOR	
WILLIAMS SCOTSMAN INC	286.05
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	4,411.87
--OPERATING SUPPLIES	
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
--VEHICLE EXPENSE – GAS & OIL	
--TRAVEL	
PAID IN JUNE 2024:	
AQUA MARINE SUPPLY	2,423.14
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
A-TEAM LANDSCAPING	200.00
--REPAIRS & MAINTENANCE – OFFICE	
AT&T	750.53
--TELEPHONE	
AT&T	110.27
--TELEPHONE	
AT&T	69.18
--TELEPHONE	
AT&T	1,586.90
--TELEPHONE	
BAY CITY JANITORIAL & BEST CARPET CARE	497.89
--OPERATING SUPPLIES	
B ALLEN CUMBIE	976.24
--ATTORNEY FEES	
DIRECT ENERGY	511.32
--PUBLIC UTILITIES	
ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
GRAINGER	668.25
--OPERATING SUPPLIES	
GRAINGER	53.21
--OPERATING SUPPLIES	
GRAINGER	16.43
--OPERATING SUPPLIES	
GRAINGER	173.31
--OPERATING SUPPLIES	
GRAINGER	627.59
--OPERATING SUPPLIES	
HDR ENGINEERING INC	2,219.00
--PROFESSIONAL SERVICES	
HOME DEPOT CREDIT SERVICES	1,868.31
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
LOWES	2,965.78
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
LYLE PRINTING	210.88
--OPERATING SUPPLIES	
MATAGORDA COUNTY APPRAISAL DISTRICT	8,840.55
--APPRAISAL DISTRICT FEES	
MATAGORDA COUNTY SELF-INSURANCE POOL	203,604.00
--INSURANCE & BONDS	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
--PUBLIC UTILITIES – PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	232.40
--PUBLIC UTILITIES – TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	75.10
--PUBLIC UTILITIES – HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	228.40
--PUBLIC UTILITIES – BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	318.95
--PUBLIC UTILITIES – TENT AND FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	587.05
--PUBLIC UTILITIES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	108.30
--PUBLIC UTILITIES – RESTROOM	
NORTON ROSE FULBRIGHT	4,300.00
--ATTORNEY FEES	
PITNEY BOWES GLOBAL FINANCIAL	194.31
--MISCELLANEOUS EXPENSE	
POSTMASTER	170.00
--MISCELLANEOUS EXPENSE	
QUILL LLC	253.97
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SHARRON'S BOOKKEEPING AND TAX SERVICE	7,750.28

--OFFICE MANAGER – CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TRAVEL	
--OPERATING SUPPLIES	
SHORELINE CONSTRUCTION	16,964.50
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SOUTH TEXAS CORRUGATED PIPE	825.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
STERLING SOLUTIONS INC	200.00
--PROMOTION & DEVELOPMENT	
SUTHERLAND LUMBER COMPANY	163.95
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER COMPANY	253.60
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
VERIZON WIRELESS	179.66
--TELEPHONE	
WEST MARINE PRO	2,229.35
--OPERATING SUPPLIES	
WILLIAMS SCOTSMAN INC	286.05
--MISCELLANEOUS EXPENSE	
CRAIG HLAVINKA	8,286.42
--OPERATING SUPPLIES	
--TELEPHONE	
--MISCELLANEOUS EXPENSE	
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
--VEHICLE EXPENSE	
--TRAVEL	
--SEMINARS & DUES	
DAVID MARKHAM	700.00
--SECURITY DEPOSITS	
KEITH DODSON	675.00
--SECURITY DEPOSITS	
--PREPAID RENT	
RANDY DOUGLAS	809.80
--SECURITY DEPOSITS	
--PREPAID RENT	

Item 3 – The financial reports and monthly billing and collection reports for May 2024 were provided to the Commissioners prior to the meeting. Sharron Perez reviewed the financial reports and monthly billing and collection reports for May 2024. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the financial reports and monthly billing and collection reports for May 2024. Detailed copies of these reports are kept as part of the current records of the Port of Bay City Authority.

Item 4 – Sharron Perez advised that there are twelve delinquent accounts that ten-day letters will be sent to. There are no accounts that she is concerned about at this time.

Item 5 – Craig Hlavinka gave a report on activity at the Port of Bay City Turning Basin and Matagorda Harbor. Craig Hlavinka reported the Port management seminar that he attended. The rail contractor for Air Liquide has started the dirt work for the rail bed. The piling replacement has been pushed back to next week.

At Matagorda Harbor, the wood is being replaced on docks. Craig Hlavinka and David Svec are starting getting ready for hurricane season. One big improvement at Matagorda Harbor is replacing the breaker on “A” dock. The breaker has been ordered but has not been delivered yet.

Item 6 – Matagorda County Attorney Jennifer Chau has been out of the office for the last three weeks; therefore, the Matagorda County Jennifer Chau has not presented the conveyance documents to Commissioners’ Court. After Commissioners’ Court approves the conveyance, it will be filed with Bay City Abstract. Leslie Bacon advised that Jennifer Chau had no issues with the conveyance documents of the 1.7 acres located under the bridge in Matagorda, Texas from Matagorda County to the Port of Bay City Authority.

Item 7 – Luke Cressman, with HDR Engineers Inc, updated on the Caney Creek Dredging Project. Last Friday, the letter of permission and Nationwide 35 permit were received. The drawing set was reviewed by the US Corps of Engineers and revisions were sent back to HDR Engineers Inc to reference use of the US Corps of Engineers placement 100. Matagorda County Drainage District No. 1 has to determine the dates for the bid package. Luke Cressman is working with Matagorda County Drainage District No. 1 to determine the dates. The permitting process usually takes approximately two and a half years. Luke Cressman advised that HDR Engineers Inc has a list of dredges that will be invited to bid on the dredging project.

Item 8 – Luke Cressman, with HDR Engineers Inc, updated the Commissioners on the West Basin Bulkhead Improvements project at the Port of Bay City Turning Basin. There are several documents that Norton Rose Fulbright. The pre-bid cost approval is important to have in place to get reimbursed. In regard to the Title VI requirements, HDR Engineers Inc sent back to Norton Rose Fulbright to approve for signage at Bay City office and at Matagorda Harbor. Luke Cressman discussed posting the Title VI information in the newspaper and on the website. Information has to be provided on the website for complaints. The information does not have to be posted at the industrial port. George Harrison discussed obtaining a rendition for public information that can be published and posted. George Harrison also discussed having a public meeting thirty minutes before a regular meeting to be compliant with Title VI. Luke Cressman thanked the Port Authority for trusting HDR Engineers Inc for trusting them with the project. Luke Cressman advised that there will be a group meeting with the new grant lead. George Harrison advised that he will be tied up the first part of July.

Item 9 – Hayden Smith, with Anchor QEA, updated the Commissioners on the Matagorda Harbor Maintenance Dredging Project. The real estate license application has been submitted as well as the regulatory application. Hayden Smith advised that the Anchor QEA is still on schedule to submit the engineering design to the Port Commissioners next week for review.

Item 14 – Kate Allen advised that she will report back to those with interest in the Caney Creek Dredging project that the signed letter of permission was received as well as the Nationwide 35 permit. The Nationwide 35 permit allows the usage of US Corps of Engineers placement zone 100 for a five-year period. The permit has been reviewed by Matagorda County Drainage District No. 1 as the permit holder. The Port of Bay City Authority is partnered on the dredging project as it is also a navigation issue. The Port Authority and MCDD No. 1 have an interlocal agreement in place that splits the cost 50/50 thru December 31, 2029. Kate Allen requested an update on the Sargent Beach replenishment project. George Harrison discussed the project with Seth Jones with the US Army Corps of Engineers. The project has been delayed. The Port Authority is a partner in this project; however, Matagorda County is the entity in charge of the project. The sand being utilized for the refurbishment will be dredged from the Mouth of the Colorado River and barged to Sargent. The dredging is proposed to begin September 2025. The timing of the dredge project is being driven by the Texas General Land Office's construction of the sand retention structures in Sargent. George Harrison advised that the Port Authority has no responsibility or authority over the project. George Harrison made a formal request to the US Army Corps of Engineers as soon as the dredge is in the area to dredge the Mouth of the Colorado River jetties. The Sargent Beach Refurbishment project will move forward as soon as the sand retention structures are constructed. Kate Allen advised that in her opinion all depends on this project. Kate Allen then inquired about the West Mooring Park project. George Harrison advised that the project will move forward once Matagorda County approves the lease with the US Army Corps of Engineers. The Port Authority does have a draft MOU that is holding on the approval of the lease by Matagorda County. The MOU gives authority to the Port of Bay City Authority to refurbish the boat launches. The Port Authority will meet with the Sargent Chamber of Commerce regarding plans for the boat ramp and fish cleaning tables.

Item 10 – At approximately 6:59pm, all members of the general public exited the meeting. The Commissioners adjourned to Executive Session.

Item 11 – At approximately 7:11pm, the Commissioners entered Regular Session with no action being taken in Executive Session.

Item 12 – Leslie Bacon had no additional items to report on at this time.

Item 13 – Mike Ferdinand, Matagorda County Economic Development Corporation Executive Director, updated the Commissioners on various projects looking at Matagorda County. There are various prospects showing interest in Matagorda County.

Item 14 – There were no comments from Commissioners at this time.

Item 15 – There being no further business to come before the Board, on motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously adjourned the meeting at 7:12pm.

Attest:

Approve:

/S/ George Harrison

/S/ Matthew Ashcraft