

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, June 26, 2025, 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
Trey Treybig	Commissioner
Buddy Treybig	Commissioner
Craig Hlavinka	Harbor Master
Sharron Perez	Office Manager
Virtual:	
Dimitri Millas	Norton Rose Fulbright
Leslie Bacon	Norton Rose Fulbright
Luke Cressman	HDR Engineering
Elizabeth Bonorden	HWU LLP
Visitors:	
Mike Ferdinand	MCEDC Executive Director
Jessica Sheppard	The Bay City Sentinel
Alyssa Dibbern	Matagorda Bay Foundation

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

Item 1 – Those in attendance recited the pledge of allegiance to the flags led by George Harrison.

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

Item 3 – The Commissioners were provided copies of the minutes of the regular meeting of May 8, 2025. On motion of Commissioner Trey Treybig, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the minutes of the regular meeting of May 8, 2025.

Item 4 – On motion of Commissioner Matt Ashcraft, seconded by Commissioner Trey Treybig, the following disbursements were unanimously ratified and approved:

ANCHOR QEA	11,191.15
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
--MOCR/DIVERSION CHANNEL	
ANCHOR QEA	3,656.00
--IMPROVEMENTS – MATAGORDA HARBOR	
AQUA-ZYME SERVICES INC	320.00
--PUBLIC UTILITIES	
AQUA-ZYME SERVICES INC	320.00
--PUBLIC UTILITIES	
A-TEAM LANDSCAPING & LAWN	500.00
--REPAIRS & MAINTENANCE – OFFICE	
AT&T	206.14
--TELEPHONE	
AT&T	758.95
--TELEPHONE	
AT&T	47.68
--TELEPHONE	
BEST CARPET CARE – BAY CITY JANITORIAL	678.74
--OPERATING SUPPLIES	
DANIEL INDUSTRIES	205.00
--REPAIRS & MAINTENANCE - PORT	
DANIEL INDUSTRIES	1,205.00
--REPAIRS & MAINTENANCE - PORT	
DIRECT ENERGY	56.08
--PUBLIC UTILITIES	
DIRECT ENERGY	121.65
--PUBLIC UTILITIES	
DIRECT ENERGY	4.78
--PUBLIC UTILITIES	
DIRECT ENERGY	279.72
--PUBLIC UTILITIES	
DIRECT ENERGY	4,022.63
--PUBLIC UTILITIES	

ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
GFL ENVIRONMENTAL	1,193.40
--PUBLIC UTILITIES	
LOWES	2,720.93
--OPERATING SUPPLIES	
MATAGORDA COUNTY APPRAISAL DISTRICT	636.11
--APPRAISAL DISTRICT FEES	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
--PUBLIC UTILITIES – PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	245.20
--PUBLIC UTILITIES – TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	126.40
--PUBLIC UTILITIES – HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	293.55
--PUBLIC UTILITIES – BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	284.30
--PUBLIC UTILITIES – TENT AND FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	682.75
--PUBLIC UTILITIES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	108.10
--PUBLIC UTILITIES – RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	97.30
--PUBLIC UTILITIES – MEETING HOUSE	
MCCOY’S BUILDING SUPPLY	757.24
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
NORTON ROSE FULBRIGHT	7,622.50
--ATTORNEY FEES	
NORTON ROSE FULBRIGHT	11,307.50
--ATTORNEY FEES	
PITNEY BOWES GLOBAL	194.31
--MISCELLANEOUS EXPENSE	
PITNEY BOWES	3,000.00
--OPERATING SUPPLIES	
POSTMASTER	188.00
--MISCELLANEOUS EXPENSE	
QUILL LLC	220.38
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SHARRON’S BOOKKEEPING AND TAX SERVICE	7,510.12
--OPERATING SUPPLIES	
--PROFESSIONAL SERVICES	
--TRAVEL	
--OFFICE MANAGER	
SHORELINE CONSTRUCTION	26,217.95
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER CO	188.45
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER CO	537.84
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLAND LUMBER CO	114.52
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
THE HOME DEPOT	656.16
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
THRYV	29.40
--PROMOTION & DEVELOPMENT	
THRYV	29.41
--PROMOTION & DEVELOPMENT	
VERIZON WIRELESS	181.82
--TELEPHONE	
CRAIG HLAVINKA	5,058.35
--TRAVEL	
--OPERATING SUPPLIES	
--VEHICLE EXPENSE – GAS & OIL	
--MISCELLANEOUS EXPENSE	
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
JOHN MERCK	100.00
--SECURITY DEPOSIT	
ROBERT CORNETT	391.14
--SECURITY DEPOSIT	
PAUL PATRANELLA	2,050.00
--SECURITY DEPOSIT	
--PREPAID RENT	

JIMIN XIANG

1,350.00

--SECURITY DEPOSIT

--PREPAID RENT

Item 5 – The financial reports and monthly billing and collection reports for May 2025 were provided to the Commissioners. Sharron Perez reviewed the financials and asked if the Commissioners had any questions. On motion of Commissioner Trey Treybig, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously approved the financials for May 2025.

Item 6 – Sharron Perez advised that there are twenty delinquent accounts that ten-day letters will be sent to. There are no accounts that she is concerned about at this time.

Item 7 – Craig Hlavinka gave a report on the activity at the Port of Bay City Turning Basin. Everything is running smoothly. The new roof on the warehouse is defective. Matagorda County Self-Insurance Pool representatives and the metal company are looking at it.

Craig Hlavinka gave a report on the activity at Matagorda Harbor. Everything is running smoothly. There is a 170' workboat from the Corps of Engineers in working on the Colorado River Locks.

Item 8 – George Harrison advised the Commissioners that Leslie Bacon and Dimitri Millas, with Norton Rose Fulbright, had prepared the Assignment and Assumption of and Amendment to the Lease with Landlord's Agreement and Consent between Russell Durham, Debbie Durham, Brandi Ryman, and Ry Ryman regarding the restaurant lease at Matagorda Harbor. Russell Durham and Debbie Durham are exiting the business. Brandi Ryman and Ry Ryman are continuing to operate the restaurant facility. Dimitri Millas advised that Norton Rose Fulbright are good with the terms. On motion of Commissioner Joey Sliva, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously approved the Assignment and Assumption of and Amendment to the Lease with Landlord's Agreement and Consent for the restaurant lease at Matagorda Harbor.

Item 9 – Elizabeth Bonorden, with HWU LLP, presented the 2023 audit to the Commissioners. The Port Authority received an unmodified opinion. The auditors did not find any financial issues. Elizabeth Bonorden reviewed page 5 advising the Commissioners that the total net position of the Port Authority was \$30.5 million with 74% of the funds being unrestricted. The net position increased \$1.6 million with the largest difference being due to the difference in unrealized gains/losses in the investment account. Page 11 shows the Governmental Fund Balance Sheet. The unassigned fund balance is \$15.1 million. George Harrison reported that the investment account continues to grow. Page 13 shows the revenue and expenditures. The tax revenue continued to increase although the tax rate decreased due to the higher property valuations. Overall, the net change in fund balance increased \$1.6 million. Page 24 shows the breakdown in cash accounts and investments. Page 26 shows the breakdown in revenue types. Page 27 shows the breakdown in lease receivables. Page 28 shows the breakdown in capital assets reflecting the completion of the bulkhead. Page 38 shows the budget to actual comparisons. There were no issues to report. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners, unanimously approved the independent audit report for the year ended December 31, 2023 as prepared by HWU LLP.

Item 10 – The Commissioners reviewed the engagement letter for the independent audit report for the year ended December 31, 2024 as submitted by HWU LLP. George Harrison reviewed the engagement letter and advised that it was a standard engagement letter. The projected cost is not to exceed \$11,925. George Harrison advised the Commissioners that HWU LLP has been doing a great job. On motion of Commissioner Joey Sliva, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously approved the engagement letter for the independent audit report for the year ended December 31, 2024 as submitted by HWU LLP, not to exceed \$11,925.

Item 11 – The Commissioners reviewed the 2026 Texas County and District Retirement System rate of 12.76% which was a slight decrease from the 2025 rate of 12.93%. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Buddy Treybig, the Commissioners unanimously approved the 2026 Texas County and District Retirement System rate of 12.76%.

Item 12 – The Commissioners discussed the vacant tire shop located at 1317 7th St in Bay City, Texas that the Port Authority recently purchased. The building was purchased with the intent to demolish it and construct a new office building for the Port Authority. The Commissioners advised Craig Hlavinka to develop a bid package to include demolition of the building and ensure construction fencing is installed around the site for demolition. On motion of Commissioner Trey Treybig, seconded by Matt Ashcraft, the Commissioners unanimously approved Craig Hlavinka to develop the bid package for the demolition of the tire shop located at 1317 7th St, Bay City, Tx.

Item 13 – George Harrison advised the Commissioners that several meetings have been held with Rebecca Jaegar, with Dockwa. Dockwa is a harbor management system. Tenants can download an app, receive monthly invoices, pay their slip rentals, reserve transit slips, etc. Currently, the Port Authority is using three sets of QuickBooks to handle the monthly bookkeeping transactions. Dockwa would support the monthly accounts receivable and produce a journal entry that would transfer to one QuickBooks Online account. The online account would then be used by Ellen Dodd for accounts payable and Sharron Perez to track accounts receivable and process payroll allowing all of the bookkeeping to be in one spot. The Dockwa app would allow tenants to pay by cash, check, credit card, or bank draft. The Dockwa app will also provide electronic slip contracts annually for tenants to sign. Joey Sliva advised that the presentations by Dockwa were exciting to see how the program could work for the harbor and the Port turning basin. Craig Hlavinka advised that Dockwa is probably the biggest player in harbor software and that he would like to see the Port Authority move forward with the software. George Harrison received a one-page contract that has not been reviewed by Norton Rose Fulbright prior to the Port meeting. Craig Hlavinka advised that the contract slip lease agreement has been used for several years and needs to be reviewed for possible updates. Craig Hlavinka will forward the slip lease agreement to Norton Rose Fulbright for review. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Joey Sliva, the Commissioners unanimously approved entering into a contract with Dockwa for the harbor management system pending review of the contract by Norton Rose Fulbright.

Item 14 – Luke Cressman, with HDR Engineering, advised the Commissioners that the dredging of Caney Creek has been completed. The dredge company is starting demobilization and awaiting the signed seal by the surveyors. The Corps of Engineers will have to approve the seal. Luke Cressman will forward the photos to the Commissioners once he receives them. George Harrison asked if HDR had or will perform a physical inspection of the spoil site. Luke Cressman advised that this is completed based on the surveys received throughout the dredging. The last invoice sent covered July. Matagorda County Drainage District No 1 paid the dredging company, while the Port Authority paid the engineers. The tipping fee owed to the Corps of Engineers is still outstanding as well as HDR Engineering's final invoice. Once these have been received, the entities will meet to reconcile the costs and determine the amount of reimbursement due to Matagorda County Drainage District No 1 by the Port of Bay City Authority based on the interlocal agreement for the project. The Port Authority would like to move forward quickly to reimburse Drainage District No 1. Matt Ashcraft asked Luke Cressman to forward the photos to all of the Commissioners. Luke Cressman will once he receives the photos.

Item 15 – Luke Cressman, with HDR Engineering, updated the Commissioners regarding the Port of Bay City Turning Basin – West Basin Bulkhead Improvements. The NEPA documents have been revised based off of MARAD comments and will be submitted tomorrow. Craig Hlavinka provided some sampling information for the permits. George Harrison asked how MARAD feels the project has been handled to this point. Luke Cressman advised that MARAD is happy with the progress on the project. The grant contract will need to be prepared soon. Norton Rose Fulbright will be ready to review the contract once it is prepared. Luke Cressman advised that once the contract is signed, the Port Authority can begin submitting payments for reimbursement. George Harrison advised that once the design is complete the Port Authority will put out a press release. Luke Cressman advised that the biggest delay will be in the review process.

Item 16 – Dimitri Millas, with Norton Rose Fulbright, updated the Commissioners regarding the boat ramp in Sargent and the 1.7-acre tract under the bridge in Matagorda. Matagorda County Attorney Matthew Sloan is currently reviewing both.

Item 17 – Michael Ferdinand, Matagorda County Economic Development Executive Director, updated the Commissioners on various projects and prospects for Matagorda County. One geothermal project has really engaged and will want to meet with the Port Authority regarding shipping modules into the Port Turning Basin. A grant is critical for a microchip related facility. Three RFIs were submitted. Another project will go before Commissioners' Court requesting a tax increment reinvestment zone. MCEDC is continuing to work a major impact project. Green projects have gone quiet. HIF is still working on moving their project forward. Union Pacific is continuing to work with landowners. MCEDC will be reviewing another project during their executive session tomorrow. George Harrison advised that he met with PCC, and PCC is still doing due diligence. Tariffs have slowed projects down.

Item 18 – Alyssa Dibbern, with Matagorda Bay Foundation, expressed their appreciation for the Port Authority's assistance with various projects.

George Harrison advised the Commissioners that the Port Authority received the Texas Parks and Wildlife Department Boating Access Planning Grant in the amount of \$250,000. The grant is for the design of the boat ramp and infrastructure. The Port Authority will reach out for support and insight on the project. The award of the grant also puts the Port Authority in line for construction grants.

George Harrison advised that the Port Authority's July meeting will be held on July 17, 2025.

There were no additional public or Commissioner comments at this time.

Item 19 – At approximately 7:17pm, on motion of Commissioner Matt Ashcraft, seconded by Commissioner Joey Sliva, the Commissioners unanimously closed the regular meeting and adjourned to Executive Session to discuss the purchase, exchange, lease, or value of real property if deliberations in an open meeting would have a detrimental effect on the position of the government body in negotiations with a third party and personnel matters, including by not limited to employees' compensation, benefits, and responsibilities. All members of the general public were asked to exit the meeting.

Item 20 – The meeting was called back into regular session at approximately 8:03pm with no action being taken in Executive Session.

The Commissioners discussed engaging a compensation specialist to review salaries. A review should be completed every decade to ensure competitive compensation. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved entering into a Consulting Services Agreement with Evergreen Solutions LLC for management consulting services.

George Harrison advised Craig Hlavinka that the Port Authority has an existing contract with Lora Beth Robicheaux for architectural services. Craig Hlavinka will contact Lora Beth Robicheaux concerning the preparation of a CAD drawing for an information office with a conference room. The Texas Navy would like to have a display inside the building. The building will be owned and operated by the Port Authority.

George Harrison also advised Craig Hlavinka to have Lora Beth Robicheaux look at the bait camp. The elevated deck, shed over the bait tanks, A-frame that is tied to the bait camp, and ADA compliancy of the restrooms and ramp. A stipulation of the MARAD grant is that all properties owned by the Port Authority meet ADA compliance requirements or that a plan is in place to bring the properties to ADA compliance.

Item 21 – There was no further business to discuss. On motion of Commissioner Trey Treybig, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously adjourned the meeting at 8:10pm.

Attest:

Approve:

/S/ George Harrison

/S/ Matthew Ashcraft