

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Thursday, December 14, 2024, at the Recreation Room, Matagorda Harbor, Matagorda, Texas. The following Commissioners and staff were present:

George Harrison	Chairman
Joey Sliva	Vice-Chairman
Matt Ashcraft	Secretary
Lee Weathers	Commissioner
Buddy Treybig	Commissioner
Trey Treybig	Commissioner
Craig Hlavinka	Harbor Master
David Svec	Dock Master
Sharron Perez	Office Manager
Leslie Bacon	Norton Rose Fulbright
Dimitri Millas	Norton Rose Fulbright
Virtual:	
Luke Cressman	HDR Engineers Inc
Visitors:	
Mike Ferdinand	Executive Director - MCEDC
Hayden Smith	Anchor QEA LLC
Ian Fisher	Anchor QEA LLC
Dan Opdyke	Anchor QEA LLC
Bill Balboa	Matagorda Bay Foundation
Alyssa Dibbern	Matagorda Bay Foundation
Mike Reddell	The Bay City Sentinel
Jessica Sheppard	The Bay City Sentinel

The meeting was called to order at 4:00pm by Commissioner George Harrison.

Item 1 – Joey Sliva led those in attendance in prayer.

Item 2 – Those in attendance recited the pledge of allegiance to the flags led by George Harrison.

Item 3 – The minutes for the regular meeting of November 14, 2024 and the special called meeting of November 25, 2024 were provided to the Commissioners prior to the meeting. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Trey Treybig, the Commissioners unanimously approved the minutes of the regular meeting of November 14, 2024 and the special called meeting of November 25, 2024.

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

ACE HARDWARE	589.31
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
ANCHOR QEA LLC	13,994.51
--PROFESSIONAL FEES	
--MOCR, DIVERSION CHANNEL	
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	699.23
--TELEPHONE	
AT&T	611.02
--TELEPHONE	
AT&T	75.27
--TELEPHONE	
B&C MOWING & LANDSCAPING LLC	250.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
B&C MOWING & LANDSCAPING LLC	750.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
COASTAL SIGNS & MORE LLC	72.00
--OPERATING SUPPLIES	
DANIEL INDUSTRIES	410.00
--REPAIRS & MAINTENANCE – PORT	

DIRECT ENERGY	114.93
--PUBLIC UTILITIES	
DIRECT ENERGY	29.54
--PUBLIC UTILITIES	
DIRECT ENERGY	8.36
--PUBLIC UTILITIES	
DIRECT ENERGY	327.29
--PUBLIC UTILITIES	
DIRECT ENERGY	4,270.51
--PUBLIC UTILITIES	
ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
EL CAMPO SPRAYING INC	10,556.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
--REPAIRS & MAINTENANCE - PORT	
GFL ENVIRONMENTAL	1,182.39
--PUBLIC UTILITES	
GRAINGER	382.52
--OPERATING SUPPLIES	
GRAINGER	556.07
--OPERATING SUPPLIES	
HARRISON, WALDROP, & UHEREK LLP	12,720.00
--INDEPENDENT AUDITOR FEES	
HDR ENGINEERS INC	2,398.50
--WEST BASIN BULKHEAD PROJECT	
HDR ENGINEERS INC	3,003.00
--WEST BASIN BULKHEAD PROJECT	
LOWES	1,400.00
--OPERATING SUPPLIES	
MATAGORDA COUNTY	10,456.63
--TAX COLLECTION FEES	
MATAGORDA COUNTY SELF-INSURANCE POOL	3,351.00
--REPAIRS & MAINTENANCE – PORT	
--PORT OF BAY CITY IMPROVEMENTS	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
--PUBLIC UTILITIES – PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	216.00
--PUBLIC UTILITIES – TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	75.00
--PUBLIC UTILITIES – HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	376.35
--PUBLIC UTILITIES – BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	398.75
--PUBLIC UTILITIES – TENT AND FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	897.65
--PUBLIC UTILITES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	105.30
--PUBLIC UTILITIES – RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	90.90
--PUBLIC UTILITIES – MEETING HOUSE	
MCCOY’S BUILDING SUPPLY	1,258.81
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
NORTON ROSE FULBRIGHT	5,168.75
--ATTORNEY FEES	
PITNEY BOWES GLOBAL	194.31
--MISCELLANEOUS EXPENSE	
PITNEY BOWES BANK INC	600.00
--OPERATING SUPPLIES	
QUILL LLC	351.17
--OPERATING SUPPLIES	
QUILL LLC	251.42
--OPERATING SUPPLIES	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SHARRON’S BOOKKEEPING AND TAX SERVICE	7,582.09
--OFFICE MANAGER – CONTRACT SERVICES	
--PROFESSIONAL SERVICES	
--TRAVEL	
--OPERATING SUPPLIES	
SHORELINE CONSTRUCTION	14,702.96
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	

STEWART DOORS LTD	2,025.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SUTHERLANDS	931.35
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
TEXAS GENERAL LAND OFFICE	139,569.20
--BOGGY CUT GIWW	
THE HOME DEPOT	975.61
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
THRYVE	29.00
--PROMOTION & DEVELOPMENT	
VERIZON WIRELESS	180.11
--TELEPHONE	
WEST MARINE PRO	17.51
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
BRETT SWEENEY	450.00
--SECURITY DEPOSIT REFUND	
CRAIG HLAVINKA	4,160.91
--OPERATING SUPPLIES	
--TELEPHONE	
--VEHICLE EXPENSE – GAS & OIL	
--TRAVEL	
--MISCELLANEOUS EXPENSE	

Item 5 – The financial reports and monthly billing and collection reports for November 2024 were provided to the Commissioners. Sharron Perez reviewed the financials for November 2024 and asked if the Commissioners had any questions. There were no questions at this time. On motion of Commissioner Lee Weathers, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously approved the financials for November 2024.

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 this time. On motion of Commissioner Lee Weathers, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously approved the delinquent account report.

Item 7 – Craig Hlavinka gave a report on the activity at the Port of Bay City Turning Basin. Everything is running smoothly. Roehm America still has a lot on the yard but should be done by the end of January. Gary Hickl is about sixty percent completed on the road repair.

Craig Hlavinka gave a report on the activity at Matagorda Harbor. Minor maintenance projects are being done during the off-season.

Item 8 – The Commissioners discussed the 2024 amended budget as prepared by Sharron Perez. There was a brief discussion of the accounts that were being amended. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the following amended budget totals:

Total Amended Budgeted Revenues	\$ 5,405,124.00
Total Amended Personnel	\$ 286,685.00
Total Amended Operations	\$ 1,712,943.00
Total Amended Promotion & Development	\$ 82,357.00
Total Amended Capital	\$ 857,400.00

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 9 – Luke Cressman, with HDR Engineers Inc, updated the Commissioners on the Port of Bay City Turning Basin – West Basin bulkhead Improvements. The draft coordination letters have been prepared and sent to MARAD for review. Tribal and environmental areas are still be worked on. HDR is moving forward with the draft NEPA information. Site work should be completed in early February. Currently, geotech results are pending. The projected timeline for submission is between the end of January and first part of February.

Item 10 – Luke Cressman, with HDR Engineers Inc, updated the Commissioners on the Caney creek Dredging Project. HDR is currently waiting on the U.S. Army Corps of Engineers’ Real Estate Division. HDR reached out on Monday, the Real Estate Division is holding on signatures. It is possible that the project will go out for bids in January, and dredging could start in March.

Item 11 – Bill Balboa, with the Matagorda Bay Foundation, updated the Commissioners on the Boggy Spoil Island Project. The project kick-off meeting was held last week, and various correspondence is going through agencies. The Texas General Land Office will need the matching funds soon. George

Harrison asked if this will be the implementation of the earthen berm on the Gulf Intracoastal Waterway. Bill Balboa advised that it would and also includes wetlands and an oyster reef.

Item 12 – Hayden Smith, with Anchor QEA, thanked the Commissioners for the continued opportunities to work with the Port Authority on various projects. Ian Fisher updated the Commissioners on the Matagorda Harbor Maintenance Dredging Project. Ian Fisher advised that, similar to Luke Cressman's report, they are waiting for the US Army Corps of Engineers' Real Estate Division to approve the spoil disposal area. He has heard back from operations and it is being reviewed by the Real Estate Division. Ian Fisher has asked that it be expedited.

Item 13 – Hayden Smith reviewed the Addendum to the Matagorda Harbor Maintenance Dredging Project for Construction Administration proposal by Anchor QEA. The addendum includes the bid solicitation package, recommendation for award, and management of the dredging project. Anchor QEA will have someone onsite for thirty-two hours. There will be daily progress surveys and reports to ensure the amount of dredge material is correct. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Buddy Treybig, the Commissioners unanimously approved the Addendum to the Matagorda Harbor Maintenance Dredging Project for Construction Administration as proposed by Anchor QEA in the amount of \$58,200.

Item 14 – Hayden Smith updated the Commissioners on the Colorado River Diversion Channel and Parker's Cut Phase 1 Project. There has been a meeting with NOAA and U.S. Fish and Game regarding the project. The agencies have provided positive feedback and appreciate being involved at the start of the project. A meeting with Texas Parks and Wildlife will be held tomorrow. A joint meeting with all of the agencies will be held on February 6, 2025. George Harrison advised that the initial meetings have gone very well. George Harrison thanked Bill Balboa for his assistance with these meetings. The various agencies see the need for the projects and the environmental benefits of the projects. Bill Balboa thanked the Commissioners for being proactive with the project.

Item 15 – George Harrison discussed the need for a general contract with a local engineering service for small projects to be in place. Norton Rose Fulbright prepared a general contract for simple projects with minimal risk. George Harrison advised this will allow the Port Authority to move forward on small projects based on compensation outlined in the general contract that Norton Rose Fulbright will prepare. Larger scopes of work would be reviewed. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Buddy Treybig, the Commissioners unanimously approved engagement of a local engineering firm for professional services based on the general contract to be prepared by Norton Rose Fulbright.

Item 16 – Craig Hlavinka advised that the representative for TIRZ No 1 and TIRZ No 2 needed to be reappointed. Craig Hlavinka is the current representative for both. On motion of Commissioner Trey Treybig, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously reappointed Craig Hlavinka as the Port Authority's representative for TIRZ No 1 and TIRZ No 2.

Items 17 - 19 – Craig Hlavinka advised that the maintenance for Matagorda Harbor, pavement work at Matagorda Harbor, and vegetation control of Port properties need to be put out for bid. Craig Hlavinka is working to complete the bid specifications. The bid notices will have to be published in the newspaper two times a week apart. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved putting out for bid the maintenance at Matagorda Harbor, the pavement work at Matagorda Harbor, and the vegetation control of Port properties.

Item 20 – Leslie Bacon, with Norton Rose Fulbright, advised the Commissioners that the only items to be discussed would be in Executive Session.

Item 21 – Michael Ferdinand, Matagorda County Economic Development Executive Director, thanked the Commissioners that attended the MCEDC annual meeting. He advised that Jessica Russell and Kandas Graham were awarded the top awards for their work in Matagorda County. He then updated the Commissioners on the various prospects interested in Matagorda County.

Item 22 – There were no other public or Commissioner comments at this time.

Item 23 – At approximately 4:45pm, on motion of Commissioner Matt Ashcraft, seconded by Commissioner Trey Treybig, the Commissioners unanimously closed the regular meeting and adjourned to executive session to discuss the purchase, lease, or value of real property. All members of the general public exited the meeting.

Item 24 – The meeting was called back into regular session at approximately 4:58pm with no action being taken in Executive Session.

Item 25 – On motion of Commissioner Trey Treybig, seconded by Commissioner Lee Weathers, the Commissioners unanimously adjourned the meeting at 4:59pm.

Attest:

/s/ George Harrison

Approve:

/s/ Matthew Ashcraft