

MINUTES OF MEETING

BE IT REMEMBERED that the Commissioners of the Port of Bay City Authority met Tuesday, October 14, 2025 in a regular meeting at the Office of the Authority, 1305 Seventh St, Bay City, Texas. The following Commissioners, staff, and guests were present:

George Harrison	Chairman
Joey Sliva	Vice- Chairman
Matt Ashcraft	Secretary
Lee Weathers	Commissioner
Craig Hlavinka	Harbor Master
Sharron Perez	Office Manager
Absent:	
Buddy Treybig	Commissioner
Trey Treybig	Commissioner
Visitors:	
Mike Ferdinand	Executive Director MCEDC
Jessica Sheppard	The Bay City Sentinel
Virtual:	
Leslie Bacon	Norton Rose Fulbright
Dimitri Millas	Norton Rose Fulbright
Hayden Smith	Anchor QEA
Ian Fisher	Anchor QEA
Luke Cressman	HDR Engineering

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

Item 1 - Commissioner Joey Sliva led those in attendance in prayer.

Item 2 – Chairman George Harrison led those in attendance in the pledge of allegiance to the flags.

Item 3 – The minutes of the regular meetings of August 14, 2025 and September 18, 2025 were provided to the Commissioners prior to the meeting for their review. On the September 18, 2025 minutes, the title of the new position needed to be corrected to Port Business Director. On motion Commissioner Matt Ashcraft, seconded by commissioner Lee Weathers, the Commissioners unanimously approved the minutes of the regular meetings of August 14, 2025 and September 18, 2025 with the position title being corrected to Port Business Director.

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

ACE HARDWARE	5,482.06
--OPERATING SUPPLIES	
ANCHOR QEA	12,500.19
--IMPROVEMENTS – MATAGORDA HARBOR	
ANCHOR QEA	18,044.13
--IMPROVEMENTS – MATAGORDA HARBOR	
ANCHOR QEA	8,000.60
--WEST MOORING PARK	
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	85.71
--TELEPHONE	
B&C MOWING AND LANDSCAPING	500.00
--REPAIRS & MAINTENANCE – HARBOR	
BAY CITY LIONS CLUB	60.00
--PROMOTION & DEVELOPMENT	
DANIEL INDUSTRIES	205.00
--REPAIRS & MAINTENANCE - PORT	
DANIEL INDUSTRIES	205.00

--REPAIRS & MAINTENANCE – PORT	
DIRECT ENERGY	129.17
--PUBLIC UTILITIES	
DIRECT ENERGY	364.31
--PUBLIC UTILITIES	
DIRECT ENERGY	5,280.84
--PUBLIC UTILITIES	
DIRECT ENERGY	59.35
--PUBLIC UTILITIES	
ELLEN DODD	1,600.00
--SPECIAL DISTRICT ACCOUNTING FEES	
EVERGREEN SOLUTIONS LLC	1,625.00
--PROFESSIONAL SERVICES	
FRONTZ ELECTRICAL MECHANICAL SERVICE	195.00
--REPAIRS & MAINTENANCE - OFFICE	
HDR ENGINEERING INC	1,469.50
--WEST BULKHEAD IMPROVEMENTS	
HDR ENGINEERING INC	13,069.14
--WEST BULKHEAD IMPROVEMENTS	
CRAIG HLAVINKA	3,764.38
--UTILITIES	
--OPERATING SUPPLIES	
--REPAIRS & MAINTENANCE - HARBOR	
--MISCELLANEOUS EXPENSE	
--VEHICLE EXPENSE	
--TRAVEL	
KRONBERGS FLAGS AND FLAGPOLES	422.00
--OPERATING SUPPLIES	
LOWES	828.51
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	47.50
--PUBLIC UTILITIES – PUMP	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	227.20
--PUBLIC UTILITIES – TRAILER PARK	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	135.60
--PUBLIC UTILITIES – HOUSE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	248.25
--PUBLIC UTILITIES – BOAT SHED	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	417.95
--PUBLIC UTILITIES – TENT AND FISH CLEANING TABLE	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	670.55
--PUBLIC UTILITIES – SPRINKLER	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	111.90
--PUBLIC UTILITIES – RESTROOM	
MATAGORDA WASTE DISPOSAL & WATER SUPPLY CORPORATION	140.30
--PUBLIC UTILITIES – MEETING HOUSE	
MCCOY'S BUILDING SUPPLY	615.51
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
NAPA AUTO & TRUCK PARTS	309.04
--VEHICLE EXPENSE	
NORTON ROSE FULBRIGHT	15,666.24
--ATTORNEY FEES	
QUILL LLC	34.57
--OPERATING SUPPLIES	
QUILL LLC	181.03
--OPERATING SUPPLIES	
SAFETY-KLEEN SYSTEMS INC	575.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
ANDREA SAVAGE	500.00
--REPAIRS & MAINTENANCE - HARBOR	
JAY SCHOLTEN	1,600.00
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SHARRON'S BOOKKEEPING AND TAX SERVICE	7,790.36
--OPERATING SUPPLIES	
--PROFESSIONAL SERVICES	
--TRAVEL	
--OFFICE MANAGER	
SHORELINE CONSTRUCTION	40,489.19
--REPAIRS & MAINTENANCE – MATAGORDA HARBOR	
SOUTH TEXAS CORRUGATED PIPE	3,134.50

--REPAIRS & MAINTENANCE - HARBOR	
SUTHERLAND LUMBER COMPANY	798.80
--REPAIRS & MAINTENANCE - HARBOR	
THE BAY CITY SENTINEL	422.28
--ADVERTISING	
THRYV	30.95
--PROMOTION & DEVELOPMENT	
TOWN SQUARE PUBLICATIONS	945.00
--PROMOTION & DEVELOPMENT	
VERIZON WIRELESS	183.81
--TELEPHONE	
TERRY RAINOSEK	225.00
--PREPAID RENT	

Item 5 – The financial reports and monthly billing and collection reports for September 2025 were provided to the Commissioners. Sharron Perez reviewed the financials and asked if the Commissioners had any questions. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the financials for September 2025. George Harrison advised Sharron Perez to contact Stephanie Pawlosky with Matagorda County Drainage District No. 1 to finalize the reconciliation of the Caney Creek Dredging cost.

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

Item 7 – Craig Hlavinka gave a report on the activity at the Port of Bay City. Everything is running smoothly.

Craig Hlavinka gave a report on the activity at Matagorda Harbor. Boats have been moved around to allow the dredging company to begin dredging the harbor.

Item 8 – Luke Cressman, with HDR Engineering, updated the Commissioners on the Port of Bay City Turning Basin – West Basin Bulkhead Improvements. NEPA still needs to be completed. MARAD was in the process of their last legal review when furloughed. Luke Cressman will verify with Stephen Lebo that the meeting next week has been cancelled. Luke Cressman sent a progress change request to clarify the dates. This did not add or change any agreed to scope or cost, but simply provided a contract date extension to keep HDR Engineering officially under contract through the grant agreement signing. Leslie Bacon reviewed the change and had no comments. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved the Scope Change document clarifying the dates.

Item 9 – Hayden Smith, with Anchor QEA, discussed the dredging project at Matagorda Harbor. Hayden Smith, Craig Hlavinka, and David Svec met with representatives from Viking Dredging, LLC and the US Army Corps of Engineers to confirm the spoil disposal site usage and approve the temporary pipeline placement to pump the dredge material to the spoil disposal site. The current survey is showing 59,000 cubic yards to dredge material. The original amount of dredge material was 63,000 cubic yards. The decreased amount of dredge material will save some costs on the dredging project.

Item 10 – Ian Fisher, with Anchor QEA, updated the Commissioners on the Matagorda Harbor Improvements Project by Anchor QEA. discussed the Addendum to the Scope of Work for the Matagorda Harbor Maintenance Dredging Project for Construction Administration proposal by Anchor QEA. The original scope was for thirty days with eight site visits. The proposed timeline, according to the bid received, is forty-five days. Anchor QEA is hoping to cover the administration of the project in eight visits but is proposing an addendum to cover the extended timeframe if needed. Leslie Bacon has reviewed and had no additional comments. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the commissioners unanimously approved the Addendum to the Scope of Work for the Matagorda Harbor Maintenance Dredging Project for Construction Administration proposal by Anchor QEA.

Item 11 – Ian Fisher, with Anchor QEA, updated the Commissioners on the Matagorda Harbor Improvements project. Anchor QEA kicked off the design phase two weeks ago. Ian Fisher touched base with Craig Hlavinka regarding questions. The geo-tech reports have been received. Ian Fisher will forward the reports once they are completed.

Item 12 – Hayden Smith, with Anchor QEA, updated the Commissioners on the Matagorda Bay Mitigation Trust proposal. The grant application was submitted an hour to an hour and a half ahead of time. The award will happen in early January based on prior year awards.

Item 13 – Ian Fisher, with Anchor QEA, updated the Commissioners on the West Mooring Dock Park Restoration project. Data Collection is still being done. The geo tech report should be completed in the next week or two. A draft of the environmental report has been prepared and is being held as a draft until the permit type is decided. George Harrison advised that the Port Authority is still waiting on the MOU with Matagorda County for the project. Norton Rose Fulbright is working with County Attorney Matt Sloan to complete the MOU.

Item 14 – Leslie Bacon, with Norton Rose Fulbright, had no comments for regular session. GulfMark Energy lease will be ready next month. Norton Rose Fulbright sent out the demolition contract for the building on 1317 Seventh Street in Bay City, Texas.

Item 15 – Mike Ferdinand, Executive Director of Matagorda County Economic Development Corporation, advised the Commissioners of the various prospects interested in Matagorda County and the status of the projects. Prospective companies are concerned about tariffs. Union Pacific has defined the route a little more and is discussing the route with landowners. George Harrison advised that he will meet with PCC Chemicals later this month.

Item 16 – There were no public or Commissioner comments at this time.

Item 17 – At approximately 6:56pm, on motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously adjourned to Executive Session. All members of the general public exited the meeting.

Item 18 – At approximately 7:28pm, the Commissioners entered Regular Session with no action being taken in Executive Session.

Item 19 – The Commissioners discussed the requested Air Liquide easement. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Lee Weathers, the Commissioners unanimously approved Norton Rose Fulbright to prepare the easement agreement with the easement cost being \$100,000. Craig Hlavinka will work with Norton Rose Fulbright and once the proposed easement agreement is prepared it will be forwarded to Air Liquide.

Item 20 – The hiring committee reported to the Commissioners that Jessica Russell was interviewed this morning. On motion of Commissioner Matt Ashcraft, seconded by Commissioner Joey Sliva, the Commissioners unanimously approved making an offer to Jessica Russell at the compensation discussed in Executive Session for the position of Port Business Director.

On motion of Commissioner Joey Sliva, seconded by Commissioner Matt Ashcraft, the Commissioners unanimously adjourned the meeting at 7:31pm.

Attest:

Approve:

/S/ George Harrison

/S/ Matthew Ashcraft