

MINUTES OF A REGULAR MEETING
OF
TRINITY BAY CONSERVATION DISTRICT
Tuesday, July 9, 2024
9:00 O'clock A.M.

THE STATE OF TEXAS
COUNTY OF CHAMBERS

The Board of Directors of Trinity Bay Conservation District met at the offices of the District in Stowell, Texas on Tuesday, July 9, 2024, with the following Directors present:

Victor Caraway	President
Lester Hankamer	Secretary
Rick Nicely	Director
Annette Rayburn	Director

Also present were Jerry Shadden, Crystal Threadgill, David Hoyt, Mike Will, and Amos Roy, District Employees; Brad Moon, of the Chambers County Sherriff Department, Sharisa Nelson of the Seabreeze Beacon, and Kalari Clark from The Progress.

Agenda Item 1:

President Caraway called the Meeting to order at 9:00 a.m.

Agenda Item 2:

The meeting was opened with a prayer by General Manager Shadden, who then led us in the Pledge of Allegiance to the American and Texas flags.

Agenda Item 3:

PUBLIC COMMENT

None.

Agenda Item 4:

APPROVE MINTUES

Director Rayburn, made a Motion to approve Minutes of a Regular Meeting held June 12, 2024. The motion was seconded by Secretary Hankamer and it passed by unanimous vote.

Agenda Item 5:

FINANCIAL REPORTS

Secretary Hankamer, made a Motion to approve the Financial Reports for June 30, 2024. The motion was seconded by Director Nicely and it passed by unanimous vote.

Agenda Item 6:

TAX REPORTS

Director Nicely, made a Motion to approve the Tax Reports for June 30, 2024. The motion was seconded by Director Rayburn and it passed by unanimous vote.

Agenda Item 7:

ACCOUNTS PAYABLE

Secretary Hankamer, made a Motion to approve Accounts Payable. The motion was seconded by Director Nicely and it passed by unanimous vote.

Agenda Item 8:

2023-2024 YEAR END PROJECTIONS AND PROPOSED 2024-2025 BUDGET

General Manager Shadden – I emailed all of you a copy of this last week. I did a year end projection and what I felt like our Budget would be for next year with recommending a 3% raise for our employees and our insurance went up about 5%. They said about 4.67% so I just rounded it off to 5%.

You should all have a copy in front of you, so on the drainage side, the best way is to go to page 6, the difference in the salaries was \$35,000.00, overtime is the same, vehicle allowance went down a little bit, insurance and medical went down a little bit compared to what it was last year even with a 5% increase,. Normally the easiest thing to do is to take what we spent this year already and divide it by 9 months and multiply that by 12 and that pretty much gives you right on the money of what you spent in the whole year. Unless you have something, like for instance, we bought the parts for our dragline to redo the tracks, so if I know there will another expense coming up I will add that in to it, but normally the other stuff is just simple math.

Out TCDRS went up \$52,000.00 so overall our personnel cost went up \$61,750.00, our supplies come out of 2 accounts, general supplies and office supplies, this went down by \$1,900.00. Equipment repair expenses, that is a \$50,000.00 track job that is coming up on the dragline, that we are hoping to get to

do that this year. Vehicle maintenance repair, we bought a few new trucks and spent \$60,000.00 is what it come out to be, so I added \$20,000.00 to it. The gates, pipes and materials, this is what we do I repairs and it went up \$165,000.00, Audit expenses, professional fees, outside engineering, we spent quite a bit in outside engineering so that line went up \$60,000.00. Contract Services went up \$110,500.00, Dues and Fees went up \$3,200.00. When it was all said and done, I added the bridges into it and so far, I have had about \$180,000.00 worth of bills this year, so I put in there \$80,000.00 for next year, so it dropped that \$400,000.00 and when it was all said and done it was a -\$149,225.00.

Back to the front on page 2, this is the tax rate. So, look at the bottom, Chambers County values went up. In the end it added \$407,000.00 and we can only go up 5%, so I went up the 5% from what it was last year which gives us an extra \$214,000.00 in Drainage.

This is about as close as I can get without having all the certified tax rates, housing and homesteading, etc. There is a worksheet to do that and they said that should be out at this end of this month or the first of the next month.

So, this is where we are on the Drainage. We still have a little over \$2,000,000.00 in operating for 6 months and we are spending about \$440,000.00 a month so we are going to come out pretty much even at the end of the year. And we still have \$2.4 million in the saving's CD. That is our reserve money for anything else we need to do.

Water is a little bit of a different story. On our water sales, I projected that we were going to spend \$8,229,000.00 and my year end projection of \$8,105,000.00 next year it is \$8,191,550.00 is what I am projecting we are going to receive from water and sewer sales. If you got to page 16, Salaries went up from \$1,400,000.00 to \$1,505,000.00 with a 3% raise for the employees. We had \$100,00.00 for overtime and \$120,000.00 is realistic, we are out all the time. Temp service went up \$5,00.00 Vehicle allowance went down, FICA went up \$14,000.00, medical insurance went up \$19,410.00, TCDRS went up \$8,800.00 so overall personnel costs went up \$169,010.00.

General supplies went up \$34,600.00, material and supplies went down \$50,000.00 because we take a lot of that money out of utilities, lines and plants at the end if it is enough money to take it out of capital. Anything less than \$5,000.00 will come out of material & supplies and anything over \$5,000.00 gets taken out of utilities, lines and plants capital. Our chemicals went up \$69,000.00 right at \$70,000.00. Plant supplies went up \$16,400.00 and so over all it went up \$34,600.00. Repairs and maintenance went up \$6,500.00, maintenance and plants went up \$1,000.00, professional fees and outside engineering for the changes we are having to do and the studies went up \$64,000.00. Telephone and utilities had more money than we needed so it went down \$12,000.00, bond and insurance premiums went up \$40,000.00. Contract services went up \$40,000.00 and that is also things like our uniforms contract we have with Munro's. Equipment lease \$7,400.00, permits went down a little, our water cost went up \$25,000.00, sewage disposal is up \$30,000.00, so overall \$136,692.00.

What I did was to make it up, I took it out of utilities, lines and plants at the end. I had \$200,000.00 in there for vehicles last year and I dropped it to \$100,000.00. I cut \$407,760.00 out of the total budget and it pretty much evened out to \$42.00 difference.

The only thing is with this, last year when we raised the rates, we set it up to where we could take \$80,000.00 a month out of the budget and put it in an account. Right now, we have \$564,000.00 in that account and we will put another \$80,000.00 this month, so it will be around \$600,000.00. We have a tank to put in, Mike updated his list for you. So, we have all these things to do, the only concern is that I do not know that I am going to be able to take the \$80,000.00 since I cut the budget \$400,000.00. That is a decision for the Board to make at the next meeting, if we want to continue to put money aside to take care of the maintenance issues that we have. I hate to say it, but maybe we need to do a 3% to 5 % increase, in some form, whether it is we raise the amount we charge for 5/8" meter vs. a 1" meter vs. a 2" meter and so on. By TCEQ rules we are kind of low on that because we did not go up as much as we were able to. There are all kids of different ways to go, I talked about in the past a service fee, or fuel charge fee. Any telephone bill etc. that you have, they charge all kinds of different fees on it. So anyway, that is something that the Board needs to look at and see if we want to stay in the same position that we are in this year. Victor looked at it and figured it would be about 5%.

President Caraway – Yes, you said we needed about \$400,000.00

General Manager Shadden – Yes.

President Caraway – So on an \$8,000,000.00 budget that would be a 5% increase.

General Manger Shadden – And like I said, Mike gave you a list of all his priority things we are doing. We put a concrete junction box at the sewer plant, we upgraded the electronics at all the plants as far as computers and new pumps.

NO ACTION NEEDED

Agenda Item 9:
RESALE OFFER - PARCEL 28793

General Manager Shadden – East Chambers took this over for non-tax pay. This is on 1406 and Baur Rd. and evidently it is behind his house and it is land locked. So, there is no way to get to it and he

made an offer of \$4,000.00. East Chambers and the County have agreed to take it and normally we go along with it and take our share.

Director Nicely, made a Motion to approve accepting a resale offer submitted by Elva Carreon Tijerna for Parcel 28793 in the amount of \$4,000.00. The motion was seconded by Director Rayburn and it passed by unanimous vote.

Agenda Item 10:
GREASE/GRIT TRAP ORDINANCE

General Manager Shadden – Implementing a grease/grit trap ordinance, a grease trap is required for all facilities, including Municipal, State or Federal which business activities is the source of cooking grease, oil and the sewer, such as restaurants, cafeterias and food processing plants and is located in an area that has adopted an ordinance. TCEQ requires us to do this. We also have problems with grease for these places that are putting grease in the traps. The grit traps are required for car washes and wash spaces that have also adopted the ordinance.

Mike has put together an ordinance, and this is actually Jack in the Box at their sewer pump station right now (photo shown). They actually have a grease trap at Jack in the Box but they are not cleaning it and it is overflowing in the pump station and clogging the pumps up.

This is going to be something that we are required to do by TCEQ that if they do not have a grease trap, we are going to have to require them to do this. That is going to be like Cattleman's, the old gas station, there is no grease trap in there and we are there maybe once a month and having to hire a flush truck at \$4,000 - \$5,000 to come and unstop the line because it is full of grease.

President Caraway – Are we going to have to inspect these?

General Manager Shadden – Yes.

President Caraway – On a semi-annual or what?

Mike Will, District Employee – In the ordinance that I wrote up, depending on how long it is used, this that and the other, it will be about an average of every 90 days they are required to turn in a manifest showing that they did pump them out. But during installation time, we would inspect it at that point and that would be the only time we have to do the construction inspection it.

President Caraway – This will affect all the restaurants correct? Like the small sandwich shops and in town we have a lot of taco shops and that sort of thing.

General Manager Shadden – And if it does not have one Mike, like Sonic should, business is pretty new, Jack in the Box and Whataburger should have them. But like you say, Cattleman's, Primo Taco and all the other ones.

President Caraway – You got the gas stations, I am more familiar with Winnie than the other side, but they fry chicken and stuff. Even the one on the other side, they sell food as well, so that would affect them. The hotels, do they have them at this point?

Mike Will, District employee – Not that I know of.

President Caraway – So it would affect them, because they cook breakfast and that sort of thing there. The school, I guess the school probably has them now, I don't know that.

General Manager Shadden – I would think that with their new cafeteria that they built, they would.

President Caraway – I don't know if they cook at all the different schools, but they have cafeterias. So, we would have to look at that. They Home EC building that would probably have to have one. The County buildings and all the Community building would have to have them as well. This is going to affect a lot of people.

General Manager Shadden – The size is going to depend on the size of the facility. So, if it El Primo Taco down here in a trailer, you would have a 500-gallon tank, which is the smallest that we figured.

Mike Will, District Employee – There are also exceptions, where they can put a grease trap under the sink for the little facilities. They can maintain it that way instead of going through the expense of putting them under ground.

President Caraway – Is one like the one you get at the Lumber yard work, like a 75 gallon? It basically just works like a septic tank.

Mike Will, District Employee – I think a lot of them we will have look at. I do not know what all you have in your packet, but in the back, it talks about sizes depending on occupancy, how long you are open, what it is you are actually doing in there and you can just go down and check the boxes.

President Caraway – I guess I would be interest to know is what it is going to cost people to do it?

Mike Will, District Employee – It could vary anywhere from \$500 or \$600 maybe up to \$20,000.00 or \$30,000.00 depending on the size. I know it is a lot of money for these restaurants and stores, but like Jerry said, it is costing us anywhere from \$4,000.00 to \$5,000.00 to get the line unblocked, and we are paying for it.

President Caraway – Yes, and I am not saying that they do not need it, I am just looking at it from the other end as well.

Mike Will, District Employee – Oh I understand completely. I have thought about it and I have worked on this ordinance for a long time.

President Caraway – The TCEQ, they are requiring it?

Mike Will, District Employee – Any time, let's say for an example, we have an unauthorized discharge they do require them. But in this situation a second unauthorized discharge they are going to make us go back and find the source where it came from and we are going to get fined for that. In a sense, they don't go out and look at them themselves, they rely on us to do our own policing and enforcement on them. But they do require grease traps or interceptor of some sort.

President Caraway –Okay.

General Manager Shadden – We are not asking to implement this today; we are just bringing it to your attention that this something maybe in October that we may need to start.

NO ACTION NEEDED

II. DRAINAGE REPORT:

Amos Roy reported on Drainage.

SPINDLETOP BAYOU S. OF SH65:

We were able to complete this section of Spindletop Bayou as of the week before last. This side was started back in March of this year. This makes both sided of Spindletop from IH-10 to SH-124 cleaned. The New Komatsu with the forestry cutter will be moved to the East side of SH124 as well as the Cat Long Reach to accompany it.

CARTER ROAD DITCH:

Cat Fecon – Finished the job at FM 1410 the week before last. It was then brought in for a P.M. service and minor repairs. This machine is now cutting the vegetation remaining on Carter Rd.

ONION BAYOU TRIBUTARY:

Komatsu Mower Long Reach- This machine finished this ditch last week. Still at an Onion Bayou Tributary, the landowner needed another crossing repaired. It had two 24" pipes in it that had separated and collapsed. We upsized them to 30" pipes further improving the flow in this area. This machine will clean a 1700' ditch easement that we have in the area requested by the landowner.

RUSH DITCH:

Dragline – Using the Dragline to clean out the sand bars on Rush ditch.

NOTE**Roughly 1.25 miles to go. He is having to work the section twice to get the shelf right in order to from, then he is able to get on the shelf and tend to the ditch itself.

Komatsu Dozer – This machine is cutting and reestablishing the shelf and will tidy up the spoils to help speed up the dragline.

Komatsu Grinder: This machine finished the section that it needed and was moved in for minor repairs.

SPINDLETOP AT IH-10:

Cat 308 – This machine is in the bottom of Spindletop working on top of the concrete floor under the access road and Interstate.

Cat Long Reach 324 – Digging out materials that the smaller equipment brings them and loading it into the TxDot supplied dump trucks.

Cat Skid Steer Loader: - This machine is grinding wood debris that has gathered at the access so that we can remove it.

EAST FORK OF WHITES BAYOU:

Cat 329 – This machine is setting the 96" x 40' pipe on the location.

Cat D3 Dozer – This machine is assisting in moving and backfilling the materials to complete the pipe installation.

SPRAY CREWS:

1. The ground crews are averaging about 800 gallons a day.
2. If the ground crews cannot spray, they will go mow with the tractors or other equipment.

I. UTILITIES REPORT:

Mike Will reported on Water and Wastewater.

1. Crews have been working on the lead service line inventory. The lead service line inventory is an inventory of every service line in our distribution system, including both the utility owned and customer owned service lines. The deadline to complete this survey is October.
2. We have completed the Property Loss Control Survey with Starr Technical Risk. Starr Technical Risk is a company that verifies we are following all the required safety requirements in and around our facilities.
3. West WTP ground storage tank replacement update:
 - a. We hired a company to perform geophysical test at the West Water Treatment Plant. This company surveyed the proposed site where the new GST will be constructed. They survey for underground utilities such as piping, electrical, chemical lines and control wiring. The survey was performed last week, we are waiting on those results.
 - b. We discussed with Plumer Engineering the possibility of adding a ring to the one existing ground storage tank to increase storage capacity for the future. However, after they reviewed the foundation print, they said it would not support the additional weight.
4. King Solutions completed the pipe bursting project in Oak Island at the intersection of Eagle Road and West Bay Shore.
5. We will be meeting with Plummer Engineering later this month to asses lift stations on the West side of the District as part of the sewer study.
6. We currently have 12 fire hydrants that need to be repaired or replaced.
7. The Trinity River Authority has issued a potential failure watch for the Lake Livingston Dam spillway. Per TRA there is no immediate danger at this time. The Trinity River supplies raw water to the West WTP.
8. At the West WTP we currently have two high service pumps with issues. On Wednesday we had Pumps of Houston come to the plant to asses them both, we are waiting on a repair quote for them both.
 - a. High service Pump #2 is locked up.
 - b. High service pimp #4 is making an abnormal sound.

IV. EXECUTIVE SESSION

GOVERNMENT CODE 551, SUBCHAPTER D

SECTION 551.071 - CONSULTATION WITH DISTRICT'S ATTORNEY REGARDING POSSIBLE LITIGATION

SECTION 551.072 - DELIBERATION ABOUT REAL PROPERTY

SECTION 551.074 - MATTERS OF PERSONNEL

SECTION 551.075 - CONFERENCE WITH EMPLOYEE

SECTION 551.076 - TO DELIBERATE THE DEPLOYMENT OR SPECIFIC OCCASIONS FOR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Notice concerning any and all subjects for any and all purposes permitted by §551.071-551.084 of the Texas Government Code and the Texas Open Meetings Act, including, but not limited to, §551.071—for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

V. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

None taken.

VI. BOARD MEMBER REPORTS:

President Caraway – I just want to say that I appreciate both sides. The drainage guys work hard as well, they are doing their work today. But the water guys have done an exceptional job of keeping the water going. I know some of them stayed all night through the hurricane to keep the water plants going and I really appreciate it.

VII. ADJOURN.

Director Nicely made a Motion to Adjourn. The motion was seconded by Secretary Hankamer and it passed by unanimous vote.

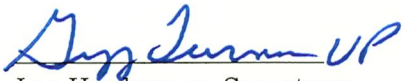
Meeting Adjourned at 9:45 a.m.

READ AND APPROVED:



Victor Caraway, President

Attest



Les Hankamer, Secretary
Gregg Turner, vice-President

Date: 9-11-24