

MINUTES OF A PUBLIC HEARING AND REGULAR MEETING  
OF  
TRINITY BAY CONSERVATION DISTRICT  
Wednesday, September 10, 2025  
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 Wednesday, August 13, 2025, with the following Directors present:

|                 |           |
|-----------------|-----------|
| Victor Caraway  | President |
| Les Hankamer    | Secretary |
| Annette Rayburn | Director  |
| Justin Woody    | Director  |

Also present were Jerry Shadden, David Hoyt, Crystal Threadgill, and Amos Roy, District Employees; Kate Leverett of Germer PLLC, Celeste Denora of the Vindicator, Josh Kahla - Chambers County Constable, Precinct 5, and Susan LeBlanc of Representative Terri Leo-Wilson's office.

**Agenda Item 1:**

President Caraway called the Public Hearing 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 ON PROPOSED REDUCED 2025-2026 TAX RATE

None.

General Manager Shadden – We reduced our Tax Rate this year to 0.29133.

President Caraway – This is the same as we discussed last meeting correct?

General Manager Shadden – Yes sir, it is what was in your preliminary budget.

**Agenda Item 4:**

CLOSE PUBLIC HEARING

Secretary Hankamer made a Motion to close the Public Hearing and resume the Regular Meeting. The motion was seconded by Director Woody and it passed by unanimous vote.

**Agenda Item 5:**

APPROVE MINUTES

Director Woody made a Motion to approve the Minutes of a Regular Meeting held August 13, 2025. The motion was seconded by Director Rayburn and it passed by unanimous vote.

**Agenda Item 6:**

FINANCIAL REPORTS

Secretary Hankamer, made a Motion to approve the Financial Reports for August 31, 2025. The motion was seconded by Director Rayburn and it passed by unanimous vote.

**Agenda Item 7:**

TAX REPORTS

Director Woody, made a Motion to approve the Tax Reports for August 31, 2025. The motion was seconded by Secretary Hankamer and it passed by unanimous vote.

**Agenda Item 8:**

ACCOUNTS PAYABLE

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

**Agenda Item 9:**

**RESOLUTION 25-10 REDUCED TAX RATE**

Secretary Hankamer, made a Motion to approve adopting the reduced tax rate of 0.29133/\$100. The motion was seconded by Director Woody and Director Rayburn and it passed by unanimous vote.

**Agenda Item 10:**

**STATUTORY NOTICE TO PURCHASERS OF REAL PROPERTY**

General Manager Shadden – This is for Relators; they need this for real property adopted so we do this at the same time. It is the same as we do every year.

Director Rayburn, made a Motion to approve the Statutory Notice to Purchasers of Real Property adopting the reduced Tax Rate 0.291133/\$100. The motion was seconded by Director Woody and it passed by unanimous vote.

**Agenda Item 11:**

**RESOLUTION 25-11 HOMESTEAD EXEMPTIONS**

General Manager Shadden – We offer a Homestead exemption just like the County does and a disability and 65 and over reduced on our water rates.

Director Woody, made a Motion to establish Homestead Exemptions. The motion was seconded by Secretary Hankamer and it passed by unanimous vote.

**Agenda Item 12:**

**RESOLUTION 25-07 CERTIFIED TAX VALUE FOR JEFFERSON COUNTY**

General Manager Shadden – We had the preliminary that we had in the Budget last meeting but this is the actual certified tax rate.

Secretary Hankamer, made a Motion to adopt the Certified Tax Value for Jefferson County. The motion was seconded by Director Woody and it passed by unanimous vote.

**Agenda Item 13:**

**2025-2026 FISCAL BUDGET**

General Manager Shadden – Last meeting we went over the preliminary budget which it is pretty much the same thing, I recalculated the whole thing from an eight month basis to a nine month basis so it moved maybe a little bit but not very much. Each individual account I go back and take what we have spent and divide it by nine and multiply it by twelve and it gives me the number of what it should cost us for next year. I did it last time on 8 and when we got the report it in, I did it on 9, so it is finished and it really didn't change much.

President Caraway – Do you add where you are going to have increases like insurance and that sort of thing?

General Manager Shadden – Yes sir. I put 7% in there for the Health Insurance, 5% for Retirement, and 10% for the General Insurance, and a 3% increases for cost of living raises which is the same the County is doing.

Director Rayburn, made a Motion to approve the proposed 2025-2026 Fiscal Budget. The motion was seconded by Director Woody and it passed by unanimous vote.

**Agenda Item 14:**

**BOND RESOLUTION FOR ISSUING \$3,500,000 UNLIMITED REVENUE BONDS, SERIES 2025**

Kate Leverett, District Attorney – We have submitted the application to TCEQ and they came back and wanted a specific Bond Resolution in the packet and they also wanted the engineering report bookmarked. So, the engineers have done that and I just need to provide this to them. It is not changing anything they just want a specific Resolution in the application, so that is what this is.

General Manager Shadden – And we did do the expedited?

Kate Leverett, District Counsel – Yes, and so you just need to approve it and Crystal will print it and Jerry will sign it.

Secretary Hankamer – How long is the turn around on something like this?

Kate Leverett, District Counsel – When it is expedited, it is usually 45 days.

Secretary Hankamer, made a Motion to adopt a bond resolution for issuing \$3,500,000 Unlimited Revenue Bonds, Series 2025. The motion was seconded by Director Rayburn and it passed by unanimous vote.

**Agenda Item 15:****PAYMENT OF \$292,379.94 TO EASTEX UTILITY FOR WORK AND MATERIAL ON HAND FOR 20" WATER LINE PROJECT**

General Manager Shadden – They have fused all the pipe and pulled the liner and the pipe under I10. The pipe is on the ground. We did an amendment to where we will pay for them to do the taps also, and I see that they have the MJ fittings on the ground out there. As of right now they have it dug up and bore underneath the little access road to tie into the 8" line. They have been out there working and done quite a bit of road, and they bore under FM 1406 already. Now it is just making the taps and tying pieces together. They have sent us a bill for \$292,379.94 for doing bores and materials on hand.

President Caraway – Any estimate as to about when that might finish?

General Manager Shadden – I know they had some hold up because of so many fiber optics going down FM 1406 and they had to go down the side and bored across. We had to change the line a little so they could find a window to get in between, some of them are 18 feet deep and some are 6 feet deep. I see that they have it dug up and as soon as they have that it is a matter of fusing the other pipes and making taps, so weather permitting and things like that, I think another month and a half they ought to be through.

There is a subdivision that is wanting to come in on 1663 that he was going to have to upgrade the water line from a 6" to an 8" so when we went back and ran the model with the 20 there, it brought it up to 56 lbs., so now instead of wanting to build 100 homes, he is looking at building 300 homes because the capacity is there. So, it is going to make a difference. We also have a truck stop out on 73 and Kiker that is ready to go with an RV Park and all kinds of stuff. So, this is well worth the money that we are spending to be able to expand in the future.

President Caraway – So, a couple of months of getting it all cleaned up and finished.

General Manager Shadden – Yes.

Director Woody, made a Motion to approve a payment of \$292,379.94 to Eastex Utility for work and materials on hand for the 20-inch water line project. The motion was seconded by Secretary Hankamer and it passed by unanimous vote.

**Agenda Item 16:****UPDATE ON WATER TANK PROJECT**

General Manager Shadden – It has been submitted to the TCEQ for their review, Sandra that was our engineer, she left Plummer and went to another firm in Florida. But it has all been submitted, we are waiting on the bond and the approval from them to build it and it should be done pretty quick.

Secretary Hankamer – So we don't have any action on this.

General Manager Shadden – No, I just try to add them on here so in the future if anything comes up it is on there and we can talk about it.

Secretary Hankamer – Right.

NO ACTION NEEDED.

**Agenda Item 17:****UPDATE ON WESTSIDE WASTEWATER EVALUATION STUDY**

General Manager Shadden – They are just about finished; they are on the last phase of it now. I will have them come down and go over it with the Board with a detailed study and packet and everyone can understand exactly what we got out of this study. Just my feelings; I thought the lines on the other side were way too small and they feel like we are in fairly good shape right now.

NO ACTION NEEDED

**Agenda Item 18:****UPDATE ON SEWER AGREEMENT BETWEEN TRINITY BAY AND THE CITY OF ANAHUAC**

General Manager Shadden – Victor and I went to the Anahuac meeting on Monday night and explained to them that what we are looking for is some kind of agreement for the future. We have some subdivisions that are wanting to go in and will require to go to the Anahuac plant and they have agreed to sit down with a couple of our Board members and myself and couple of their Board members and the attorneys and hash out an agreement where we have a plan to move forward and make sure we can serve there.

Director Woody – Can I make a recommendation?

General Manager Shadden – Yes sir.

Director Woody – So, that is one option. But if Anahuac denies us, we still have a plant over there that is not operational.

General Manager Shadden – Yes.

Director Woody – My suggestion is by the next Board meeting, if we have a cost and timeline to bring the plant back up, because we are only putting in 25% of what our capacity is. We could handle the initial build out of this one subdivision in our plant alone.

What would it take to get our plant and the timeline to get it back online? Make us 2 options, either we come to an agreement with the City of Anahuac, or we move forward with our plant.

President Caraway – I agree with that totally.

General Manager Shadden – I had the plant operator in here yesterday and we went over all of the stuff that he needed. We had gotten a price from PEECO to repair it and get it back in service, so I told him to upgrade the cost and that I wanted to go ahead and get it back in service.

Director Woody – I do not know if Kate has this agreement or not, it is the original 1984 agreement between the City of Anahuac and ...

Kate Leverett, District Counsel - I do not know if I have it, but I am sure it is in our file.

Director Woody – We did reach out to the City of Anahuac's attorney and spoke to him and he requested that Jerry come to that Anahuac City Council meeting so that everyone can get on the same page, so now we just need to sit down with him to work on a new agreement.

President Caraway – Which 2 of us would like to be involved in that? Justin, I think you did a lot of leg work on it already and ought to be. You want to be?

Secretary Hankamer – Yes.

President Caraway – Okay. The 2 of you since it is your area. And if for some reason one of you can not make it, let one of know and we will fill in for you.

NO ACTION NEEDED

**Agenda Item 19:**

RENEWING GENERAL INSURANCE WITH ARTHUR J. GALLAGHER RISK MANAGEMENT FOR \$495,118.70

General Manager Shadden – This is our insurance on our trucks, equipment, buildings, risk insurance, internet, cyber security, umbrella policy, cash handling for the ladies up front, even the Board members are Bonded this is the whole package. It went up 10% this year.

Secretary Hankamer made a Motion to approve renewing the General Insurance with Arthur J. Gallagher Risk Management for \$495,118.70. The motion was seconded by Director Rayburn, and it passed by unanimous vote.

**Agenda Item 20:**

UPDATING SIGNATURE CARDS AT EAST CHAMBERS COUNTY BANK

General Manager Shadden – This is going to be up to Justin, he is way down there, so it is up to you whether you want to be on the account or not. All of the Board members except you are on the bank accounts to be a 2<sup>nd</sup> signature on checks.

Director Woody – If it is a need then yes, if it is not needed then no.

General Manager Shadden – At this time it is not a need, we can usually get Victor, Rick or Annette to sign checks.

Director Woody – It is fine, if y'all need me in the future I am here.

General Manager Shadden – Oaky.

NO ACTION NEEDED.

**Agenda Item 21:**

ELECTING BOARD POSITIONS

General Manager Shadden – When Gregg left, it left the Cice-President position open. So, we need a Vice-President. If y'all want to change the positions of the Board, it is up to the Board's discretion.

Director Woody – Can we table that until Rick is back?

President Caraway – Yes.

TABLED.

**Agenda Item 22:**

**FOURTH AMENDED TBCD RAW WATER SUPPLY CONTRACT EXTENDING FOR (5) FIVE YEARS**

General Manager Shadden – This is with CLCND for our raw water. Normally the contract is set up to renew for every 2 years but they asked for 5, because again, it's just paperwork. It comes back to the Board every year to renew and it is built in to where they have the right to increase their rates with our approval. So instead of doing it every 2 years, they are asking us to go to every 5. Kate has reviewed it and she thought it was fine.

Kate Leverett, District Counsel -I recommend approval.

Director Rayburn, made a Motion to approve the Fourth Amended TBCD Raw Water Supply Contract Extending for (5) five years. The motion was seconded by Director Woody and it passed by unanimous vote.

**Agenda Item 23:**

**RESOLUTION 25-12: ENGINEERING SERVICES PERTAINING TO APPLICATION AND IMPLEMENTATION, IF AWARDED, OF THE DISTRICT'S FY2025 POST FIRE HMGP FROM TDEM**

General Manager Shadden – I brought this to the Board last month. The Board agreed to use Traylor and Associates as the Grant Administrator, so this is to hire an engineering firm to do the work as needed if required. We put it in the newspaper and went out for proposals, and we graded them all and we felt like LJA which is our engineer of record already, would do the best job for us. We are asking the Board to procure them if we do receive this Grant to run a water line down I10 for fire protection purposes.

Secretary Hankamer – How many responses did we get?

General Manager Shadden – I want to say 3.

Secretary Hankamer – Better than I thought.

Secretary Hankamer, made a Motion to awarding by Resolution 25-12 a contract for engineering services pertaining to application and implementation, if awarded, of the District's FY2025 Post Fire Hazard Mitigation Grant Program (HMGP) grants from the Texas Division of Emergency Management (TDEM) and authorize the execution of a contract. The motion was seconded by Director Woody and it passed by unanimous vote.

**II. DRAINAGE REPORT:**

Amos Roy reported on Drainage.

**RUSH DITCH:**

The dragline is back on Rush ditch. We are on the East side this time and we started at the mouth of Rush where it dumps into Spindletop. We will work this watershed upstream towards I-10.

**DOUBLE BAYOU TRIBUTARY:**

We have completed this tributary as far as cutting the vegetation from the water shed. We are using our short reach bucket machine to dip out some of the debris and fix a couple of the crossings thought the ditch.

**MAYHAW TRIBUTARY:**

We worked in collaboration with Chambers County to clean these two areas of water shed this week. They furnished the dump trucks to haul the spoils off for us.

**ELM BAYOU TRIBUTARY:**

We cleaned this tributary of vegetation then dipped the debris from the ditch with a CAT long reach.

**ELM BAYOU:**

This machine finished the section it was working North of Fairview and we have placed it on the South side of Fairview where it continues to much vegetation on the water shed.

**SPRAY CREW:**

Ground crews are spraying on the West side of our District and were able to cover approximately 23 miles of watershed. They also continue to mow ditch right of ways when weather is not permissible for herbicide applications. The helicopter covered approximately 120 miles of drainage.

**AREAS THAT NEED ATTENTION:**

**I have listed below areas and locations that we need to get to in no particular order or priority:**

- 1. Oyster Bayou South of Fairview (drainpipes)
- 2. Parts of Double Bayou and its major tributaries (Recently started the second area)
- 3. Clear our floating barriers in front of salt checks (Helicopter is spraying them this week) - DONE
- 4. Repair a swing gate at Brown and Root, gates located on the South end of Robinson Lake. (Middle gate is gone.) (Waiting on the lumber to come in)
- 5. Elm Bayou South of Fairview (Long Reach is on location now)
- 6. Fix the erosion at Fitzgerald's gates on the North side of Robinson Lake. Ordered the mirifi geotextile and secured the 6" x 12" rip raff material for the project.

**ARIAL SPRAY LOCATIONS:**

|                                   |                                                      |
|-----------------------------------|------------------------------------------------------|
| 8/12/125 – 150 Acres              | 8/14/25 – 200 Acres                                  |
| Job 26 - Jackson /Blackwell 2     | Job 5 - Middleton's (III G 1 141)                    |
| Job 27 – Jackson / Blackwell 1    | Job 6 – Middleton's East Fork Double Bayou 65 to I10 |
| Job 28 – Fitzgeralds 2            | Job 7 – East Fork Double Bayou 65 to I10             |
| Job 29 – Fitzgeralds 1            | Job 23 – Oyster Bayou 65 to I10                      |
| Job 30 – W. Morris / Lagow        | Job 24 – Oyster Bayou Fairview to 65                 |
| Job 31 – Canada Ranch Gates North | Job 24 – Oyster Bayou Fairview to 65                 |
| 08/13/25 – 200 Acres              | 8/18/25 – 150 Acres                                  |
| Job – Swope                       | Job 34 – Crooked Bayou                               |
| Job 32 – Anahuac Ditch            | Job 35 – White's Bayou                               |
| Job 33 – West Fork Double Bayou   | Job 44 – Jett Devillier                              |
| Job 1 – Middleton's (III R192)    | Job 45 – Ogden Huddleston/Devillier                  |
| Job 2 – Middleton (III E150)      | Job 46 – Ogden McBride to 1410                       |
| Job 3 – Hamilton/Gilbert          |                                                      |
| Job 4 – Hamilton GI 142           |                                                      |

**III. UTILITY REPORT:**

David Hoyt reported on Water and Sewer.  
We Installed 2 New Grinders.  
This past month we installed 5 new water meters.  
We installed a new fire hydrant and replaced a fire hydrant out by Gator Junction a month or so ago. We had to order a riser and they got that put on and got it back in service. White's Bayou has been tied back in and everything is in service out there.

One of our retired meter readers has come out and is helping us locate the last couple of hundred meters that the contractors could not find. The contractors have been out of town working in other places while we are doing this. He is also out in Smith Point and the Double Bayou area checking the meters that were on vacant lots, condemned buildings and stuff like that to see if anything can be picked up and no one is using them so that we can clean these routes up and see exactly how many these guys are going to be reading now.

Jerry and I talked the other day and they are down to the last couple of hundred, it is actually less than 200. They came in here Tuesday or Wednesday of last week and changed out a few not many. I would like to go ahead and buy some more meters and us change them out on our own again. The communication was not real great with these people, I am not saying I would not use them again, I am just not happy with the communication that we have had with them on this. We were paying them \$66.00 a meter to change them out and our guys doing it on overtime is going to cost us about \$63.00-\$64.00 a meter, it is very close and the accuracy is better when we do it ourselves. There have been some cases where we have had some customers call or come in complaining about the meter reading and the first thing we need to do is see what that old meter reading was, and I contacted them and on most cases, they are not able to give me that. They are supposed to be taking pictures of these meters while they are in the ground, a lot of them are so bad that they have to bust the lens out of them so we can get the last final read, but they can't show me the meters in the ground. That is what they were supposed to be taking pictures of. So, that has been a battle when people are calling in with high bills. But it has been nice to be able to go back an analog these meters on the customers that have high bills before I even call the customers to see if they have a leak. This is going to tell us if this is running constant all the time, it logs minute by minute day by day. It is full proof it you have a leak or not.

The way we are going at it right now is, any time we come in contact with a meter, if it is pulled for non-pay, regardless of what the situation is, I am having them put a new auto-read in. The only time that we do not change them is if that meter/bill is in question, I do not change it until that is settled. Once it is settled we go back and change it. But, I would like to go back and start changing them ourselves.

President Caraway – I think the thing that it will help as well is resetting boxes and stuff like that we can do them while we are there rather than have to go back later and do them.

David Hoyt – We have changed out over 1,000 boxes since we started this project.

Director Woody – Didn't I hear before where our crews were going behind them fixing them.

David Hoyt – Anything they do over and above changing the meter would cost us more money. We put a crew out there from day one to handle this. Now when he came in last week, they didn't call or anything, they just showed up and I told hey my man is off this week and he called me back and said how about if they change them and if they break anything I fix it at no charge. I told him he wanted to do that that was fine. I do not think they got a whole lot done, I do not have a total number of what was done but I think it was very few. That is part of the problem, we are so scattered out here, they are used to doing subdivisions where it is meter to meter to meter, they are not making any money off of this job and I think that is why we are where we are at with it.

Director Woody – I think it is a good idea.

President Caraway – Yes, I do to. How much money do we have to a lot to that?

General Manager Shadden – I think we can buy another 500 meters at this time. I just want to make sure that as we get the bills from the water line project and stuff like that that we have the funds to do that. We had a high service pump burn up at the water plant in Anahuac so we have to buy a new motor for that. It has been 8 months to a year ago that we put a new high service pump in and for them to be able to get the bucket, which is the breakers and the heaters and all that, to put in the control panel it has taken 8 months to get it. He told me yesterday that they were going to put it in and they think they may have gotten the wrong bucket. So that means we have 2 high service pumps down there that are done. I told him to go ahead and buy a new motor. So we have these things to pay for too. I think we are good at 500 meters.

President Caraway – When we put the 200 we have on hand in about how many do we have left, about?

David Hoyt – I think around 1500.

President Caraway – So this 500 will get us close to 1000.

David Hoyt – Yes. As far as the 1" meters go, they are about \$450 a piece but I am buying 10 here and there in between months and keeping those changed out as we go.

President Caraway – How much more expensive are those?

David Hoyt – The 5/8 are about \$260 and the 1" are \$450.

President Caraway – Okay. So another couple hundred for the 1".

General Manager Shadden – Which we will get this money back when the Bonds sell.

President Caraway – Right, I understand that. As money allows, I am all for getting it finished.

#### **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.**

**VI. BOARD MEMBER REPORTS:**

**VII. ADJOURN.**

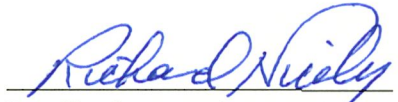
Secretary Hankamer made a Motion to Adjourn. The motion was seconded by Director Woody and Director Rayburn and it passed by unanimous vote.

Meeting Adjourned at **9:46 a.m.**

READ AND APPROVED:

  
\_\_\_\_\_  
Victor Caraway, President

Attest

  
\_\_\_\_\_  
~~Les Hankamer, Secretary~~  
Richard Nicely, Director

Date: 10-8-25