

MINUTES OF MEETING

November 16, 2022

7:30 A.M.

A meeting was held November 16, 2022, at 7:30 A.M. in the District's office located at 24460 Hwy 124, Hamshire, Texas. Present were Chairman Frank R. Rose and Secretary Reggie Boykin and Commissioner Joel Levingston, Jr.

1. Meeting was called to order at 7:30 A.M. by Chairman Frank R. Rose. He announced that this meeting was being recorded for the purpose of transcribing the minutes.
2. Minutes of previous meeting were read and approved.
3. Office Update -
 - A. Commissioners reviewed the districts regular checks written October 30, 2022 to November 15, 2022.
 - B. Commissioners reviewed the monthly financial report presented by Shanna Verret which showed an ending fund balance of \$1,263,245.00 a decrease of \$67,281.82 from last month.
 - C. There was no monthly insurance summary.
 - D. A discussion was held to approve the Pipeline Utility Permit that is a standard agreement matching other District's and entities. Motion was made by Chairman Rose and seconded by Commissioner Levingston to adopt the permit application as presented. This permit will be in effect immediately. All vote AYE.
 - E. A discussion was held to adopt a Drainage Easement application for the District to give the District jurisdiction on easements for new development. Motion was made by Commissioner Levingston and seconded by Commissioner Boykin to adopt the Drainage Easement. This policy will be in effect immediately for all future development. All voted AYE.
 - F. Motion was made by Commissioner Levingston and seconded by Commissioner Boykin to approve and adopt the Jefferson County Rules Regulations and Requirements for Subdivision and Flood Plain 2022. By adopting this policy, it will allow the District to be consistence with Jefferson County Rules and Regulations. This policy will be in effect immediately for all future development. All voted Aye
 - G. Executive Session – Texas Government Code Section: 551-074 Discuss personnel or to hear complaints against personnel. The Board reviewed many applications and has selected several applicants to interview for the General Manager position.
5. Project/Equipment Update –
 - A. Equipment Update
 1. Superintendent Folsom reported that all equipment is up and running.
 - B. Project Update –
 1. Completed projects –
 - a) C. Reneau – Todd Rd
5. Project/Equipment Update (cont)
 2. Projects in Progress –
 - a) D. Tobey – Powers Rd – There is a low water crossing that will need to be removed from the ditch as it is causing blockage. The District will need to install 2- 84" x 25' pipes in the crossing to alleviate drainage from I-10. A ditch will need to be cleaned from J. Melancon to I-10.
 - b) Tazz RV Park – Clearing of the right-of-way is in progress. There is blockage in the ditch from construction of the store, that will need to be removed from the ditch. Jefferson County Engineer will be surveying the ditch to ensure proper crossing for emergency vehicles.

- c) Rose Ditch – E. Hamshire Rd – The lower end of the ditch has been mowed and sprayed. We have verbal confirmation from Ms. Layton to go in on her property and clean the ditch.

3. Upcoming Projects –

- a) Broussard Property – E. Hamshire Rd
- b) Levingston Ranch – Levingston Ranch Rd – Mow, spray and install pipe
- c) A. Mitchell – E Hamshire Rd – needs pipe installed for crossing to gain access to adjoining property.

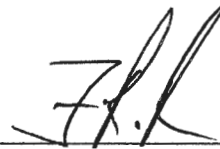
4. Mayhaw Bayou Study –Superintendent Folsom is to contact Mr. Corely at L J A Engineering to get a status update on the study.

6. New Business –

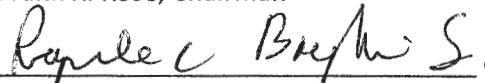
A. No Meeting Updates

B. Board Comments – Shanna Verret informed the board that there is a vacancy on the Board of Directors for Jefferson Central Appraisal District and if any board member would like to submit his name for that position, they will need to do so before January 18, 2023. Commissioner Boykin said he may be interested in submitting his name for nomination.

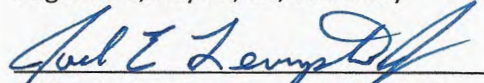
C. Next regular meeting date was set for Wednesday, December 14, 2022 at 7:30 a.m.
With no further business, meeting adjourned at 8:33 a.m.



Frank R. Rose, Chairman



Reginald C. Boykin, Sr., Secretary



Joel E. Levingston, Jr., Commissioner

DRAINAGE DISTRICT No. 3
Jefferson County, Texas

Maintaince Operations Fund
Expenditures

DATE	CHECK NO	PAYEE	AMOUNT	DESCRIPTION
10/31/2022	12554	PAYROLL ACCOUNT	12,678.00	Salary & Auto Allowance
10/31/2022	ACH	FICA	5,103.76	FICA Taxes
10/31/2022	ACH	Texas County & District Retirement System	1,921.02	Retirement
10/31/2022	12555	Amwins Group	3,154.80	Insurance
10/31/2022	12556	Waukesha-Pearce	564.64	Equipment Repairs
10/31/2022	12557	Centerpoint Energy	86.28	Natural Gas
10/31/2022	12558	Windstream	298.68	Telephone
10/31/2022	12559	Entergy	323.63	Electricity
10/31/2022	12560	Jux Technologies	187.50	Professional Services
10/31/2022	12561	Southeast Regional Planning Commissioner	150.00	Membership Dues
10/31/2022	12562	Allison Gentz-Tax Assessor	7.50	License Renewal
10/31/2022	12563	TWCARMF	197.00	General Liability / Workers Comp
10/31/2022	12564	Winnie Welding Works	480.00	Equipment Rental
10/31/2022	12565	Richard Gonzales	7.00	Reimbursement for 2018 Dodge Inspection
10/31/2022	12566	AT&T	120.90	Telephone
			25,280.71	
11/15/2022	12567	Payroll Account	10,424.00	Salaries
11/15/2022	12568	Southeast Tx Gov't Employees Benefit Pool	15,474.58	Insurance
11/15/2022	12569	County Treasurer, Life Insurance	31.79	Insurance
11/15/2022	12570	The Examiner	459.00	Advertising
11/15/2022	12571	Office Depot	128.96	Office Supplies
11/15/2022	12572	Tractor Supply	109.72	Equipment Repairs
11/15/2022	12573	Postmaster	180.00	Postage
11/15/2022	12574	AT&T	119.92	Telephone
11/15/2022	12575	West Jefferson Co. MWD	28.77	Water
11/15/2022	12576	Hamshire Waste	68.00	Waste Disposal
11/15/2022	12577	Jux Technologies	68.00	Dues & Subscriptions
11/15/2022	12578	Funchess, Mills, White	1,075.00	Auditor Fees
			28,167.74	
		TOTAL	53,448.45	

7:42 AM
 11/07/22
 Accrual Basis

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
 October 2022

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUES					
101 - Current Taxes	1,766.33	62,660.63	1,766.33	62,660.63	751,928.00
102 - Delinquent Taxes	1,084.70	666.63	1,084.70	666.63	8,000.00
103 - Interest	0.00	83.37	0.00	83.37	1,000.00
104 - Rendition Penalty	0.00	0.00	0.00	0.00	0.00
106 - Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total REVENUES	<u>2,851.03</u>	<u>63,410.63</u>	<u>2,851.03</u>	<u>63,410.63</u>	<u>760,928.00</u>
Total Income	<u>2,851.03</u>	<u>63,410.63</u>	<u>2,851.03</u>	<u>63,410.63</u>	<u>760,928.00</u>
Gross Profit	2,851.03	63,410.63	2,851.03	63,410.63	760,928.00
Expense					
1 - SALARIES					
1002 - Clerical	4,197.00	4,197.37	4,197.00	4,197.37	50,368.00
1009 - Dept Head / Foreman	6,395.00	6,395.87	6,395.00	6,395.87	76,750.00
1010 - Commissioners	900.00	900.00	900.00	900.00	10,800.00
1015 - Extra Help	0.00	3,166.63	0.00	3,166.63	38,000.00
1048 - Equipment Operators/Asst	9,664.00	13,955.62	9,664.00	13,955.62	167,467.00
Total 1 - SALARIES	<u>21,156.00</u>	<u>28,615.49</u>	<u>21,156.00</u>	<u>28,615.49</u>	<u>343,385.00</u>
2 - FRINGE BENEFITS					
2001 - FICA Expenses	1,628.38	2,538.50	1,628.38	2,538.50	30,462.00
2002 - Retirement	1,921.02	1,988.38	1,921.02	1,988.38	23,861.00
2003 - Insurance	16,783.87	23,227.25	16,783.87	23,227.25	278,727.00
2004 - Worker's Compensation	190.00	916.63	190.00	916.63	11,000.00
2006 - Auto Allowance	1,650.00	1,650.00	1,650.00	1,650.00	19,800.00
2007 - Retirement Wage Contg	0.00	2,916.63	0.00	2,916.63	35,000.00
2008 - Health Ins. Savings Acct	0.00	1,000.00	0.00	1,000.00	12,000.00
Total 2 - FRINGE BENEFITS	<u>22,173.27</u>	<u>34,237.39</u>	<u>22,173.27</u>	<u>34,237.39</u>	<u>410,850.00</u>
3 - MATERIALS & SUPPLIES					
3006 Batteries	0.00	250.00	0.00	250.00	3,000.00
3008 Bolts Nuts Nails & Screws	0.00	83.37	0.00	83.37	1,000.00
3009 Antifreeze & Coolant	0.00	166.63	0.00	166.63	2,000.00
3010 Books & Printed Matter	0.00	416.63	0.00	416.63	5,000.00
3012 Prints, Maps & Etc	0.00	83.37	0.00	83.37	1,000.00
3014 Chains & Hooks	0.00	66.63	0.00	66.63	800.00
3016 Chemicals Weed Control	0.00	2,166.63	0.00	2,166.63	26,000.00
3018 Cleaners & Solvents	0.00	125.00	0.00	125.00	1,500.00
3019 - Additives & Lubricants	0.00	208.37	0.00	208.37	2,500.00
3020 Metal Culvert Pipe	0.00	4,166.63	0.00	4,166.63	50,000.00
3022 Copying Supplies	0.00	166.63	0.00	166.63	2,000.00

7:42 AM
 11/07/22
 Accrual Basis

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
 October 2022

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
3027 Electrical Supplies	0.00	250.00	0.00	250.00	3,000.00
3030 Fencing Material	0.00	541.63	0.00	541.63	6,500.00
3032 Concrete, Sand, Aggregat	0.00	833.37	0.00	833.37	10,000.00
3034 Diesel Fuel	0.00	4,166.63	0.00	4,166.63	50,000.00
3036 Diesel Fuel ON ROAD	0.00	1,666.63	0.00	1,666.63	20,000.00
3037 Gasoline	0.00	583.37	0.00	583.37	7,000.00
3040 Hardware - Misc	0.00	250.00	0.00	250.00	3,000.00
3041 Hose & Fittings & Filters	0.00	833.37	0.00	833.37	10,000.00
3048 Lumber, Timbers, Rope	0.00	208.37	0.00	208.37	2,500.00
3050 Medical & Safety	0.00	250.00	0.00	250.00	3,000.00
3051 Motor Oil & Grease	0.00	833.37	0.00	833.37	10,000.00
3056 Paint & Brushes	0.00	83.37	0.00	83.37	1,000.00
3072 Rope Wire Manila & Burlap	0.00	66.63	0.00	66.63	800.00
3073 Spare Parts, Heavy Equip	0.00	83.37	0.00	83.37	1,000.00
3077 Computer Supplies	0.00	125.00	0.00	125.00	1,500.00
3078 Office Supplies	0.00	208.37	0.00	208.37	2,500.00
3080 Steel Angle Iron Rods, Etc	0.00	208.37	0.00	208.37	2,500.00
3083 Tires & Tubes	0.00	750.00	0.00	750.00	9,000.00
3084 Minor Equipment	0.00	833.37	0.00	833.37	10,000.00
3095 Welding Supplies	0.00	166.63	0.00	166.63	2,000.00
3099 Sundry	0.00	166.63	0.00	166.63	2,000.00
Total 3 - MATERIALS & SUPPLIES	0.00	21,008.37	0.00	21,008.37	252,100.00
4 - MAINTENANCE & UTILITES					
4001 Cooling and Heating	0.00	83.37	0.00	83.37	1,000.00
4009 Building & Structure	0.00	291.63	0.00	291.63	3,500.00
4010 Tractors & Mowers	0.00	1,041.63	0.00	1,041.63	12,500.00
4011 Equipment Repairs	564.64	4,166.63	564.64	4,166.63	50,000.00
4013 Marine Craft	0.00	166.63	0.00	166.63	2,000.00
4014 - Auto - Truck	7.00	250.00	7.00	250.00	3,000.00
4015 Communication Equip	0.00	125.00	0.00	125.00	1,500.00
4020 Miscellaneous	0.00	41.63	0.00	41.63	500.00
4030 Tools	0.00	250.00	0.00	250.00	3,000.00
4051 Freight	0.00	25.00	0.00	25.00	300.00
4052 Postage	0.00	41.63	0.00	41.63	500.00
4053 Natural Gas/Butane	86.28	308.37	86.28	308.37	3,700.00
4054 Telephone	419.58	500.00	419.58	500.00	6,000.00
4056 Electricity	323.63	500.00	323.63	500.00	6,000.00
4057 Water & Sewer	33.24	166.63	33.24	166.63	2,000.00
4058 Garbage Waste Disposal	68.00	100.00	68.00	100.00	1,200.00
Total 4 - MAINTENANCE & UTILITES	1,502.37	8,058.15	1,502.37	8,058.15	96,700.00

7:42 AM

11/07/22

Accrual Basis

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
5 - MISCELLANEOUS SERVICES					
5009 Professional Services	0.00	833.37	0.00	833.37	10,000.00
5021 Dues & Subscriptions	413.00	208.37	413.00	208.37	2,500.00
5027 Engineering Fees	0.00	833.37	0.00	833.37	10,000.00
5028 Assessor/Collector Fees	0.00	166.63	0.00	166.63	2,000.00
5029 Attorney Fees	0.00	833.37	0.00	833.37	10,000.00
5031 Filing, Records & Photos	0.00	8.37	0.00	8.37	100.00
5032 Accounting Services	0.00	41.63	0.00	41.63	500.00
5036 Treasurer Commision	1,462.86	83.37	1,462.86	83.37	1,000.00
5038 Supplemenal Tax Refunds	0.00	166.63	0.00	166.63	2,000.00
5040 Insurance Autos & Trucks	0.00	500.00	0.00	500.00	6,000.00
5041 Insurance Property	0.00	416.63	0.00	416.63	5,000.00
5043 Insurance General Liab	7.00	166.63	7.00	166.63	2,000.00
5044 Insurance Official Liab	0.00	166.63	0.00	166.63	2,000.00
5045 Bonds Surety & Notary	93.00	83.37	93.00	83.37	1,000.00
5053 Equipment Rental	480.00	1,416.63	480.00	1,416.63	17,000.00
5054 Contract Aerial Spraying	0.00	1,333.37	0.00	1,333.37	16,000.00
5055 Contract Spraying	0.00	1,500.00	0.00	1,500.00	18,000.00
5062 Travel & Meeting Expense	0.00	66.63	0.00	66.63	800.00
5064 Training & Education	0.00	125.00	0.00	125.00	1,500.00
5074 Independent Auditor Fees	0.00	1,750.00	0.00	1,750.00	21,000.00
5095 Bank Service Charges	0.00	250.00	0.00	250.00	3,000.00
5098 Appraisal District Fees	0.00	750.00	0.00	750.00	9,000.00
5099 Sundry	0.00	83.37	0.00	83.37	1,000.00
Total 5 - MISCELLANEOUS SERVICES	2,455.86	11,783.37	2,455.86	11,783.37	141,400.00
6 - CAPITAL OUTLAY					
6001 Office Machines	0.00	375.00	0.00	375.00	4,500.00
6002 Excavation Equipment	0.00	14,583.37	0.00	14,583.37	175,000.00
6011 Machinery & Equipment	0.00	8,333.37	0.00	8,333.37	100,000.00
6014 Building & Structures	0.00	3,416.63	0.00	3,416.63	41,000.00
6022 Furniture & Fixtures	0.00	416.63	0.00	416.63	5,000.00
6042 Auto Truck & Trailer	0.00	4,166.63	0.00	4,166.63	50,000.00
6045 Land/ROW Acquisitions	0.00	416.63	0.00	416.63	5,000.00
Total 6 - CAPITAL OUTLAY	0.00	31,708.26	0.00	31,708.26	380,500.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	47,287.50	135,411.03	47,287.50	135,411.03	1,624,935.00
Net Ordinary Income	-44,436.47	-72,000.40	-44,436.47	-72,000.40	-864,007.00

7:42 AM

11/07/22

Accrual Basis

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
October 2022

	<u>Oct 22</u>	<u>Budget</u>	<u>Oct 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Expense					
Transfer Account	22,510.00	0.00	22,510.00	0.00	0.00
Total Other Expense	22,510.00	0.00	22,510.00	0.00	0.00
Net Other Income	-22,510.00	0.00	-22,510.00	0.00	0.00
Net Income	<u>-66,946.47</u>	<u>-72,000.40</u>	<u>-66,946.47</u>	<u>-72,000.40</u>	<u>-864,007.00</u>

DRAINAGE DISTRICT No. 3
Statement of Cash Flows
October 2022

	<u>Oct 22</u>
OPERATING ACTIVITIES	
Net Income	-66,946.47
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-1,095.73
EMPLOYEE PAID EXPENSES:202-0400 Employee Insurance	<u>760.38</u>
Net cash provided by Operating Activities	<u>-67,281.82</u>
Net cash increase for period	-67,281.82
Cash at beginning of period	<u>1,330,526.82</u>
Cash at end of period	<u><u>1,263,245.00</u></u>