



BOARD OF COMMISSIONERS
Frank R. Rose, Chairman
Reggie Boykin, Secretary
Jay Levingston, Jr., Commissioner

NOTICE OF MEETING AND AGENDA

BOARD OF COMMISSIONERS FOR DRAINAGE DISTRICT NO. 3
JEFFERSON COUNTY, TEXAS

JANUARY 16, 2024

7:30 A.M.

Notice is hereby given that the Board of Commissioners of Jefferson County Drainage District No. 3 will meet at 7:30 a.m., on the **16th day of January, 2024**, at its regular meeting place in the District's Office, 24460 Hwy 124, Hamshire, Texas.

Said meeting will be a Regular meeting for the purpose of transacting the routine business of the District.

I. Call to order and take roll.

II. Announcement:

This Commissioner's meeting is being recorded for the purpose of transcribing minutes.

III. Public Comments

At this time, the Board will listen to comments from the public and others regarding both agenda action items and items that are not on the agenda. No action may be taken on non-agenda items. Public participation is limited to the designated open forum portion of a regular meeting. No presentation shall exceed a maximum of five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. COMPLAINTS AGAINST SPECIFIC EMPLOYEES OR INDIVIDUALS ARE NOT ALLOWED. THESE COMPLAINTS ARE COVERED BY A SEPARATE POLICY. Members of the public will not be allowed to offer comments on agenda action items when that item is on the floor for discussion unless requested to do so by the Chairman of the Board. This audience participation period is not the appropriate means for bringing complaints for which resolution is sought.

IV. Approve Minutes from December 13, 2023 meeting.

V. Office Update

- A. Review and Accept Regular District Bills December 30, 2023 to January 15, 2024
- B. Review and Accept Monthly Financial Reports
- C. Review and Accept Monthly Insurance Summary
- D. Review and Ratify Approval for Grant Applications by JWSA, INC
 - 1. Hazard Mitigation Plan Application
 - 2. Project Scoping Application
- D. Consider and Approve 2023-24 Budget Amendment
- E. Executive Session – *See footnote ¹*
- F. Consider and take action, if any, on items discussed in Executive Session

VI. Equipment/Project Update

- A. Equipment Update –
- B. Project Update
 - New Construction Updates –**
 - 1. Longhorn RV Park – Wilber Rd
 - 2. AGY RV Park – Hwy 73
 - 3. Oasis Truck Stop – Hwy 73 & Kiker Rd

VI. Equipment/Project Update (cont)

Completed Projects

1. E. Callerman – E Hamshire Rd

Projects in Progress

1. R. Byerly –Ditch 318-1 - Englin Rd
3. V. Wright – Ditch 308 - Vincent Rd
4. B. Bundick – Vincent Rd

Upcoming Projects

1. B. Fischer – Wise Rd
2. N. Mitchell – E. Hamshire Rd
3. Labelle Properties Hwy 73 – Ditch 750-B
4. K. Broussard – Wilber Rd – Ditch 124 & 110
5. D. Drawhorn – Ditch 750B – Wise Rd

VII. New Business

- A. Meeting Updates
- B. Board Comments
- C. Set Next Meeting Date

¹ The District reserves the right to adjourn into executive session at any time during the course of this meeting as authorized by the Texas Open meetings Act, Texas Government Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), and any other provision under Texas law that permits a governmental body to discuss a matter in a closed executive session. Should any final action, decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the Commissioners upon notice thereof; as the Commissioners shall determine.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Commissioners of Jefferson County Drainage District No. 3 is a true and correct copy of said Notice at a place convenient and readily accessible to the general public at all times in its administrative office at 24460 Hwy 124, Hamshire, Texas. This notice can also be viewed via the District's website at <http://jcdd3.org>. This notice remained so posted continuously for at least 72 hours immediately preceding the scheduled time of said Meeting. And further, that a true and correct copy of said notice was furnished to the County Clerk of Jefferson County for posting in the Jefferson County Courthouse.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on January 9, 2024.

JEFFERSON COUNTY DRAINAGE DISTRICT No. 3

By: _____

Frank R. Rose, Chairman

***NOTICE OF MEETING AND AGENDA
JANUARY 16, 2024 – 7:30 A.M.***

I, the undersigned County Clerk of Jefferson County, do hereby certify that the above Notice of Meeting of the Jefferson County Drainage District No. 3 Board of Commissioners, is a true and correct copy of said Notice, and that I received and posted said Notice on the Courthouse Doors and the bulletin board at the Courthouse of Jefferson County, Texas, at a place readily accessible to the general public at all times on the _____ day of _____, 20____ at _____.m. and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Dated this the _____ day of _____, 20_____.

By: _____
Jefferson County Clerk

Return File Copy To: Jefferson County Drainage District No. 3, P.O. Box 388, Hamshire, TX 77622

MINUTES OF MEETING

JANUARY 16, 2023

7:30 A.M.

meeting was held January 16, 2023, at 7:30 A.M. in the District's office located at 24460 Hwy 124, Hamshire, Texas. Present were Chairman Frank R. Rose, Reggie Boykin, Secretary, and Commissioner Joel Levingston, Jr.

1. Meeting was called to order at 7:30 A.M. by Chairman Frank R. Rose.
2. He announced that this meeting was being recorded for the purpose of transcribing the minutes.
3. There were no Public Comments
4. The Minutes of December 13, 2023 meeting were approved on a motion made by Commissioner Boykin and seconded by Commissioner Levingston. All voted Aye.
5. Office Update -
 - A. Commissioners reviewed and accepted the Districts' regular checks written December 31, 2023 to January 15, 2024. Motion was made by Chairman Rose, seconded by Commissioner Levingston. All voted Aye.
 - B. Commissioners reviewed and accepted the monthly financial report presented by Shanna Verret which showed an ending fund balance of \$1,336,652.84 an increase of \$31,038.15 from last month. Motion was made by Commissioner Boykin and seconded by Commissioner Levingston. All voted Aye
 - C. Insurance summary from January to November 2023 was presented by Shanna Verret. The active employees have a profit of \$102,334.48 and retirees show a profit of \$16,500.94. Motion was made by Commissioner Levingston and seconded by Commissioner Boykin to accept the insurance summary as presented. All voted AYE.
 - D. A motion was made by Commissioner Levingston and seconded by Commissioner Boykin to ratify action taken to approve JWSA, Inc. to proceed with the FEMA grant applications, to meet the submission deadline of January 8, 2024. Planning grants are capped at \$25,000 federal share, so if awarded, the District would have a \$25,000 local match requirement and federal funds of \$25,000. All voted Aye.
 - D. A motion was made by Commissioner Boykin and seconded by Commissioner Levingston to table the budget amendment that would create line items for grant money, until we find out if said funds are awarded. All voted Aye.
 - F. Executive session – None
6. Equipment/Project Update –
 - A. Equipment Update
 1. General Manager Ruffus Laverne reported that all equipment is running.
 - B. Project Update –
 1. Longhorn RV Park – Wilber Rd – County Engineer informed the engineer that they will stop reviewing the plans until all recommendations and TECQ permits have been obtained.
 2. AGY RV Park – Hwy 73 – Plan revisions are being made to meet the county requirements.
 3. Oasis Truck Stop – Kiker Rd & Hwy 73 – A meeting was held via Zoom with the County Engineer, Environmental Control, TBCD and Interfield Engineers on Tuesday, January 10, 2024. Interfield Engineers are to submit a complete Master Plan that shows all development for the property so that a more comprehensive review of the development can be done. Until then there will be no further reviews or recommendations by Jefferson County Engineers office.

Projects Completed –

- a) E. Callerman – E Hamshire Rd/W. Oakland Rd

MINUTES OF MEETING

JANUARY 16, 2023

7:30 A.M.

Projects in Progress –

- a) R. Byerly – Englin Rd
- b) V. Wright – Vincent Rd
- c) B. Bundick – Vincent Rd
- d) N. Mitchell – E. Hamshire Rd

Upcoming Projects – Jobs A-C will require the mini x to perform the clearing of brush and cleaning of the ditches

- a) B. Fischer – Wise Rd
- b) Labelle Properties Hwy 73 – Ditch 750B
- c) K. Broussard – Wilber Rd – Ditch 124 & 110
- d) D. Drawhorn – Wise Rd – Ditch 750B

7. New Business

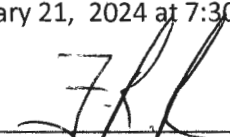
A. Meeting Updates –

- 1. General Manager Ruffus Lavergne and Shanna Verret participated in a Zoom meeting on January 11, 2024 at 2:00pm with the Region 5. Neches Regional Flood Planning Group. Discussion with TWBD in regards to wrapping up the first round of funding and the second round will start in the spring. There was discussion of the various projects that have been completed and they are looking forward to the upcoming funding session. The next meeting will be April 11, 2024 at 2:00pm.
- 2. SETRPC – 2024 Annual Meeting – Thursday, January 18, 2024 – City of Beaumont Event Centre at 6:30pm General Manager Ruffus Lavergne will be attending.


B. No Board Comments

C. The next regular meeting date is set for Wednesday, February 21, 2024 at 7:30a.m.

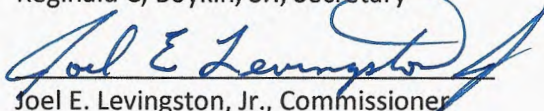
With no further business, meeting adjourned at 7:57 a.m.



Frank R. Rose, Chairman



Reginald C. Boykin, Sr., Secretary



Joel E. Levingston, Jr., Commissioner

DRAINAGE DISTRICT No. 3
Account QuickReport

As of November 30, 2023

Date	Num	Name	Split	Amount
12/31/2023	ACH	PAYROLL ACCOUNT	SALARIES & AUTO ALLOWANCE	\$ 14,723.00
12/31/2023	ACH	PAYROLL TAX LIABILITY	FICA TAXES	\$ 3,012.78
12/31/2023	ACH	Texas County & District Retirement System	RETIREMENT	\$ 1,773.29
01/02/2024	12976	Amwins Group Benefits, LLC	INSURANCE	\$ 4,425.20
01/02/2024	12977	AT&T	TELEPHONE	\$ 106.53
01/02/2024	12978	Windstream	TELEPHONE	\$ 359.41
01/02/2024	12979	Entergy	ELECTRIC	\$ 158.16
01/02/2024	12980	Jux Technologies	DUES & SUBSCRIPTIONS	\$ 58.00
01/02/2024	12981	Victor Insurance Management	BONDS	\$ 50.00
01/02/2024	12982	Belinda Levingston Photography	PROFESSIONAL SERVICES	\$ 287.97
		TOTAL DECEMBER 31, 2023		<u>\$ 24,954.34</u>
1/15/2024	12983	VOID		
1/15/2024	12991	PAYROLL ACCOUNT	SALARIES	\$ 12,198.00
1/15/2024	ACH	PAYROLL TAX LIABILITY	FICA TAXES	\$ 2,528.62
1/15/2024	12984	SETXGEBP	INSURANCE	\$ 17,341.01
1/15/2024	12985	COUNTY TREASURER, LIFE INSURANCE	INSURANCE	\$ 42.61
1/15/2024	12986	HAMSHIRE WASTE	WASTE DISPOSAL	\$ 68.00
1/15/2024	12987	JERRY FAYE'S FLORAL ART	SUNDRY	\$ 100.00
1/15/2024	12988	GULFWAY LUMBER	BUILDING & STRUCTURE	\$ 315.97
1/15/2024	12989	WEST JEFFERSON CO. MWD	WATER	\$ 28.77
1/15/2024	12990	WARD MITIGATION CONSULTING INC	PROFESSIONAL SERVICES	\$ 8,000.00
		TOTAL JANUARY 15, 2024		<u>\$ 40,622.98</u>
			TOTAL EXPENSES	\$ 65,577.32

DRAINAGE DISTRICT No. 3 Profit & Loss Budget Performance December 2023

	Dec 23	Budget	Oct - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUES					
101 - Current Taxes	83,222.85	69,173.00	150,487.52	207,519.00	830,076.00
102 - Delinquent Taxes	1,619.56	416.67	6,710.51	1,249.97	5,000.00
103 - Interest	5,579.34	1,250.00	16,502.27	3,750.00	15,000.00
104 - Rendition Penalty	0.00	0.00	0.00	0.00	0.00
106 - Miscellaneous	0.00	83.33	0.00	250.03	1,000.00
Total REVENUES	90,421.75	70,923.00	173,700.30	212,769.00	851,076.00
Total Income	90,421.75	70,923.00	173,700.30	212,769.00	851,076.00
Gross Profit	90,421.75	70,923.00	173,700.30	212,769.00	851,076.00
Expense					
1 - SALARIES					
1002 - Clerical	4,741.00	4,741.83	14,223.00	14,225.53	56,902.00
1009 - Dept Head / Foreman	5,583.00	5,583.75	16,749.00	16,751.25	67,005.00
1010 - Commissioners	900.00	900.00	2,700.00	2,700.00	10,800.00
1015 - Extra Help	0.00	3,000.00	0.00	9,000.00	36,000.00
1048 - Equipment Operators/Asst	14,072.00	14,080.75	42,216.00	42,242.25	168,969.00
Total 1 - SALARIES	25,296.00	28,306.33	75,888.00	84,919.03	339,676.00
2 - FRINGE BENEFITS					
2001 - FICA Expenses	1,887.28	2,530.00	5,661.84	7,590.00	30,360.00
2002 - Retirement	1,773.29	2,280.83	5,319.87	6,842.53	27,370.00
2003 - Insurance	19,192.02	23,750.00	69,513.86	71,250.00	285,000.00
2004 - Worker's Compensation	0.00	916.67	811.00	2,749.97	11,000.00
2006 - Auto Allowance	1,625.00	1,625.00	4,875.00	4,875.00	19,500.00
2007 - Retirement Wage Contg	0.00	2,886.67	400.00	8,659.97	34,640.00
2008 - Health Ins. Savings Acct	128.89	687.50	128.89	2,062.50	8,250.00
Total 2 - FRINGE BENEFITS	24,606.48	34,676.67	86,710.46	104,029.97	416,120.00
3 - MATERIALS & SUPPLIES					
3006 Batteries	24.58	250.00	24.58	750.00	3,000.00
3008 Bolts Nuts Nails & Screws	0.00	83.33	0.00	250.03	1,000.00
3009 Antifreeze & Coolant	0.00	166.67	0.00	499.97	2,000.00
3010 Books & Printed Matter	95.00	416.67	95.00	1,249.97	5,000.00
3012 Prints, Maps & Etc	0.00	83.33	0.00	250.03	1,000.00
3014 Chains & Hooks	0.00	66.67	0.00	199.97	800.00
3016 Chemicals Weed Control	0.00	1,916.67	0.00	5,749.97	23,000.00
3018 Cleaners & Solvents	0.00	125.00	0.00	375.00	1,500.00
3019 - Additives & Lubricants	0.00	208.33	0.00	625.03	2,500.00
3020 Metal Culvert Pipe	0.00	4,166.67	0.00	12,499.97	50,000.00
3022 Copying Supplies	293.96	166.67	293.96	499.97	2,000.00

DRAINAGE DISTRICT No. 3 Profit & Loss Budget Performance December 2023

	Dec 23	Budget	Oct - Dec 23	YTD Budget	Annual Budget
3027 Electrical Supplies	0.00	250.00	366.32	750.00	3,000.00
3030 Fencing Material	0.00	541.67	0.00	1,624.97	6,500.00
3032 Concrete, Sand, Aggregat	0.00	833.33	0.00	2,500.03	10,000.00
3034 Diesel Fuel	0.00	4,166.67	2,385.42	12,499.97	50,000.00
3036 Diesel Fuel ON ROAD	0.00	1,666.67	2,170.26	4,999.97	20,000.00
3037 Gasoline	0.00	583.33	2,798.12	1,750.03	7,000.00
3040 Hardware - Misc	0.00	250.00	42.99	750.00	3,000.00
3041 Hose & Fittings & Filters	0.00	833.33	0.00	2,500.03	10,000.00
3048 Lumber, Timbers, Rope	0.00	208.33	0.00	625.03	2,500.00
3050 Medical & Safety	0.00	250.00	0.00	750.00	3,000.00
3051 Motor Oil & Grease	0.00	833.33	0.00	2,500.03	10,000.00
3056 Paint & Brushes	0.00	83.33	0.00	250.03	1,000.00
3072 Rope Wire Manila & Burlap	0.00	66.67	0.00	199.97	800.00
3073 Spare Parts, Heavy Equip	0.00	83.33	0.00	250.03	1,000.00
3077 Computer Supplies	0.00	208.33	0.00	625.03	2,500.00
3078 Office Supplies	242.41	208.33	409.03	625.03	2,500.00
3080 Steel Angle Iron Rods, Etc	0.00	125.00	0.00	375.00	1,500.00
3083 Tires & Tubes	826.75	750.00	826.75	2,250.00	9,000.00
3084 Minor Equipment	0.00	708.33	0.00	2,125.03	8,500.00
3095 Welding Supplies	0.00	166.67	0.00	499.97	2,000.00
3098 - Clothing & Work Wear	947.28	125.00	947.28	375.00	1,500.00
3099 Sundry	0.00	166.67	132.86	499.97	2,000.00
Total 3 - MATERIALS & SUPPLIES	2,429.98	20,758.33	10,492.57	62,275.03	249,100.00
4 - MAINTENANCE & UTILITES					
4001 Cooling and Heating	0.00	83.33	0.00	250.03	1,000.00
4009 Building & Structure	0.00	291.67	254.16	874.97	3,500.00
4010 Tractors & Mowers	0.00	1,041.67	0.00	3,124.97	12,500.00
4011 Equipment Repairs	0.00	4,166.67	5,204.24	12,499.97	50,000.00
4013 Marine Craft	0.00	166.67	0.00	499.97	2,000.00
4014 - Auto - Truck	0.00	250.00	0.00	750.00	3,000.00
4015 Communication Equip	0.00	125.00	0.00	375.00	1,500.00
4020 Miscellaneous	0.00	41.67	0.00	124.97	500.00
4030 Tools	29.32	250.00	887.06	750.00	3,000.00
4051 Freight	0.00	25.00	0.00	75.00	300.00
4052 Postage	0.00	41.67	0.00	124.97	500.00
4053 Natural Gas/Butane	103.61	308.33	303.57	925.03	3,700.00
4054 Telephone	0.00	500.00	906.15	1,500.00	6,000.00
4056 Electricity	0.00	500.00	382.25	1,500.00	6,000.00
4057 Water & Sewer	28.77	166.67	117.29	499.97	2,000.00
4058 Garbage Waste Disposal	68.00	100.00	204.00	300.00	1,200.00
Total 4 - MAINTENANCE & UTILITES	229.70	8,058.35	8,258.72	24,174.85	96,700.00

DRAINAGE DISTRICT No. 3 Profit & Loss Budget Performance December 2023

	Dec 23	Budget	Oct - Dec 23	YTD Budget	Annual Budget
5 - MISCELLANEOUS SERVICES					
5009 Professional Services	192.00	833.33	192.00	2,500.03	10,000.00
5021 Dues & Subscriptions	100.00	291.67	375.50	874.97	3,500.00
5027 Engineering Fees	0.00	1,666.67	0.00	4,999.97	20,000.00
5028 Assessor/Collector Fees	0.00	166.67	1,450.26	499.97	2,000.00
5029 Attorney Fees	0.00	833.33	0.00	2,500.03	10,000.00
5031 Filing, Records & Photos	0.00	8.33	0.00	25.03	100.00
5032 Accounting Services	0.00	41.67	0.00	124.97	500.00
5036 Treasurer Commision	0.00	133.33	0.00	400.03	1,600.00
5038 Supplemenal Tax Refunds	0.00	166.67	0.00	499.97	2,000.00
5040 Insurance Autos & Trucks	0.00	500.00	0.00	1,500.00	6,000.00
5041 Insurance Property	0.00	500.00	0.00	1,500.00	6,000.00
5043 Insurance General Liab	0.00	166.67	121.00	499.97	2,000.00
5044 Insurance Official Liab	0.00	166.67	0.00	499.97	2,000.00
5045 Bonds Surety & Notary	0.00	83.33	100.00	250.03	1,000.00
5053 Equipment Rental	480.00	1,416.67	960.00	4,249.97	17,000.00
5054 Contract Aerial Spraying	0.00	1,333.33	0.00	4,000.03	16,000.00
5055 Contract Spraying	0.00	1,416.67	0.00	4,249.97	17,000.00
5062 Travel & Meeting Expense	0.00	66.67	0.00	199.97	800.00
5064 Training & Education	18.00	125.00	18.00	375.00	1,500.00
5074 Independent Auditor Fees	0.00	2,083.33	975.00	6,250.03	25,000.00
5095 Bank Service Charges	0.00	250.00	0.00	750.00	3,000.00
5098 Appraisal District Fees	2,100.56	750.00	2,100.56	2,250.00	9,000.00
5099 Sundry	0.00	83.33	0.00	250.03	1,000.00
Total 5 - MISCELLANEOUS SERVICES	2,890.56	13,083.34	6,292.32	39,249.94	157,000.00
6 - CAPITAL OUTLAY					
6001 Office Machines	0.00	375.00	1,746.06	1,125.00	4,500.00
6002 Excavation Equipment	0.00	14,583.33	153.58	43,750.03	175,000.00
6011 Machinery & Equipment	0.00	8,333.33	0.00	25,000.03	100,000.00
6014 Building & Structures	4,670.42	3,333.33	4,670.42	10,000.03	40,000.00
6022 Furniture & Fixtures	0.00	416.67	279.99	1,249.97	5,000.00
6042 Auto Truck & Trailer	0.00	4,166.67	0.00	12,499.97	50,000.00
6045 Land/ROW Acquisitions	0.00	416.67	0.00	1,249.97	5,000.00
Total 6 - CAPITAL OUTLAY	4,670.42	31,625.00	6,850.05	94,875.00	379,500.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	60,123.14	136,508.02	194,492.12	409,523.82	1,638,096.00
Net Ordinary Income	30,298.61	-65,585.02	-20,791.82	-196,754.82	-787,020.00

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
December 2023

	Dec 23	Budget	Oct - Dec 23	YTD Budget	Annual Budget
Other Income/Expense					
Other Expense					
Transfer Account	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	30,298.61	-65,585.02	-20,791.82	-196,754.82	-787,020.00

DRAINAGE DISTRICT No. 3
Statement of Cash Flows
December 2023

	<u>Dec 23</u>
OPERATING ACTIVITIES	
Net Income	30,298.61
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	<u>739.54</u>
Net cash provided by Operating Activities	<u>31,038.15</u>
Net cash increase for period	31,038.15
Cash at beginning of period	<u>1,305,614.69</u>
Cash at end of period	<u><u>1,336,652.84</u></u>

