

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

MINUTES OF MEETING

NOVEMBER 17, 2021

7:30 A.M.

A meeting was held November 17, 2021, at 7:30 A.M. in the District's office located at 24460 Hwy 124, Hamshire, Texas. All Commissioners were present. Also present were Billy Hooper, Anita Melancon, Cindy Day, Donna Bryan, Jack Adams, and Jean Caruthers, all residents of Drainage District No. 3.

1. Meeting was called to order at 7:30 A.M. by Chairman McCall. 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. Commissioner Rose read the public meeting rules. Billy Hooper addressed the Board concerning progress on flooding problems since last meeting. Chairman McCall informed Mr. Hooper that the interlocal agreement request was to be presented at Jefferson County Commissioners Court meeting. Also Mr. Hooper requested cleaning ditch on Gallier Rd and the ditch near the water tower.
4. Office Update -
 - A. Commissioners reviewed the districts checks written October 30 to November 15, 2021.
 - B. Commissioners reviewed the monthly financial report presented by Shanna Verret which showed an ending fund balance of \$1,391,059.34, an increase of \$7,115.51, this month.
 - C. There was no insurance summary submitted this month, but Shanna reported that a new insurance company is offering to bid our insurance premiums.
 - D. After discussion Commissioner Rose made the motion and Commissioner Boykin seconded to accept the 2022 holiday schedule. All voted AYE.
 - E. Shanna reported that the District's job opening has been posted on Indeed.com.
4. Project/Equipment Update –
 - A. Equipment Update
 1. Superintendent Folsom reported that we have a mower for the mini-x and the chipper for the mini-x has been repaired, but is not working 100%.
 - B. Project Update –
 1. Superintendent Folsom reported work has been completed on Hebert, Green, Meguess properties.
 2. Work is progressing on Toribio property on Englin Rd.
 3. Superintendent reported upcoming projects that are on the schedule:
 - a) Rose Ditch – East Hamshire Rd
 - b) Deaton Ditch – Hamshire Rd
 - c) Clubb Ditch – Wise, Hamshire, & Gallier Rd and Beaumont Rice Mill
 4. Also TXDOT is working on correcting road ditch flooding on Hwy 73 near Tony Viator property.
 5. Superintendent Folsom stated that the District will work on Shellhammer Rd on Copeland/Wedling property.
5. New Business –
 - A. Meeting Updates –
 1. Shanna Verret reported that GLO River Basin Flood Studies held a meeting on November 16, 2021 at 2pm at the Alice Keith Center in Beaumont. This meeting was to collect data on flooding issues for a 16-county area.

2. Also a meeting will be held November 22, 2021 to kick off grant awarded for the Mayhaw Bayou Study to help with flooding in Drainage District No. 3.

B. Board Comments – Shanna Verret will get a quote from Jux Technologies to install video capabilities to view maps & plans in the DD3 conference room. She is also getting a quote for an upgrade for her computer.

C. Next regular meeting date was set for Wednesday, December 15, 2021 at 7:30 a.m.

With no further business, meeting adjourned at 8:40 a.m.

LeRoy McCall, Jr. Chairman

Frank R. Rose, Secretary

Reginald C. Boykin, Sr., Commissioner

DRAINAGE DISTRICT NO. 3

Commissioner's Meeting
NOVEMBER 17, 2021
7:30 a.m.

PLEASE PRINT		
FIRST & LAST NAME	ADDRESS OR COMPANY	CITY/ZIP
Billy Hooper	11621 E. Hamshire Rd.	Hamshire Tx 77422
ANITA MELANCON	11196 E. HAMSHIRE Rd	HAMSHIRE TX 77622
DONNA Bryson	12396 E. Hamshire Rd	
Cindy Way	11957 E. Hamshire Rd.	Hamshire
Jack Adams	17109 E. Hamshire Rd.	Hamshire
Jean CARUTHERS	11534 E. Hamshire Rd	HAMSHIRE

Speak
SPEAK
SPEAK
SPEAK
SPEAK

DRAINAGE DISTRICT NO. 3

Jefferson County, Texas

Maintained Operations Fund

Expenditures

OCTOBER 31 TO NOVEMBER 15, 2021

DATE	CHECK No.	PAYEE	AMOUNT	DESCRIPTION
10/31/2021	12057	VOID		
10/31/2021	12058	PAYROLL	\$ 10,215.50	SALARIES & AUTO ALLOWANCE
10/31/2021	EFT	IRS - FICA TAXES	\$ 1,255.97	FICA TAXES
10/31/2021	EFT	TEXAS COUNTY & DISTRICT RETIREMENT	\$ 980.36	EMPLOYER CONTRIBUTION
10/31/2021	12059	UNITED HEALTH	\$ 1,103.32	RETIREE MEDICAL SUPPLEMENT
10/31/2021	12060	UNITED HEALTH	\$ 1,104.72	RETIREE RX SUPPLEMENT
10/31/2021	12061	OFFICE DEPOT	\$ 246.03	OFFICE SUPPLIES
10/31/2021	12062	SAM'S CLUB	\$ 31.98	MISCELLANOUS SUPPLIES
10/31/2021	12063	O'REILLY	\$ 39.98	TOOLS
10/31/2021	12064	CENTERPOINT ENERGY	\$ 42.33	NATURAL GAS
10/31/2021	12065	VERIZON	\$ 133.08	MOBILE PHONE SERVICE
10/31/2021	12066	WINDSTREAM	\$ 604.28	PHONE SERVICE - SEPT & OCT
10/31/2021	12067	ENTERGY	\$ 251.56	ELECTRICITY
10/31/2021	12068	SOUTHEAST TEXAS PLANNING COMMISSION	\$ 150.00	2022 MEMBERSHIP DUES
10/31/2021	12069	ALLISON GETZ - TAX ASSESSOR	\$ 7.50	2018 DODGE RAM LICENSE RENEWAL
10/31/2021	12070	SHANNA VERRET	\$ 7.50	REIMBURSEMENT FOR TRUCK INSPECTION 2018 DODGE
		TOTAL	\$ 16,174.11	
11/15/2021	12071	PAYROLL	\$ 7,665.50	SALARIES
11/15/2021	12072	SOUTHEAST TX GOVT EMPLOYEE BENEFIT POOL	\$ 13,368.21	INSURANCE - MEDICAL & DENTAL
11/15/2021	12073	COUNTY TREASURER	\$ 23.73	LIFE INSURANCE
11/15/2021	12074	FRED FOLSOM	\$ 20.92	REIMBURSEMENT FOR DYE
11/15/2021	12075	BEAUMONT TRACTOR	\$ 1,087.85	TRACTOR REPAIRS
11/15/2021	12076	W. JEFFERSON MWD	\$ 27.67	WATER
11/15/2021	12077	HAMSHIRE WASTE	\$ 68.00	WASTE DISPOSAL
11/15/2021	12078	JUX TECHNOLOGIES	\$ 68.00	WEB HOSTING
11/15/2021	12079	WINNIE WELDING WORKS	\$ 720.00	EQUIPMENT RENTAL - MOVES
		TOTAL	\$ 23,049.88	
		TOTAL	\$ 62,273.87	

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUES					
101 - Current Taxes	27,993.70	51,791.38	27,993.70	51,791.38	621,497.00
102 - Delinquent Taxes	1,643.39	666.63	1,643.39	666.63	8,000.00
103 - Interest	103.77	83.37	103.77	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>29,740.86</u>	<u>52,541.38</u>	<u>29,740.86</u>	<u>52,541.38</u>	<u>630,497.00</u>
Total Income	<u>29,740.86</u>	<u>52,541.38</u>	<u>29,740.86</u>	<u>52,541.38</u>	<u>630,497.00</u>
Gross Profit	29,740.86	52,541.38	29,740.86	52,541.38	630,497.00
Expense					
1 - SALARIES					
1002 - Clerical	4,077.00	4,078.00	4,077.00	4,078.00	48,936.00
1009 - Dept Head / Foreman	6,212.00	6,212.38	6,212.00	6,212.38	74,549.00
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	5,042.00	13,388.37	5,042.00	13,388.37	160,660.00
Total 1 - SALARIES	<u>16,231.00</u>	<u>27,745.38</u>	<u>16,231.00</u>	<u>27,745.38</u>	<u>332,945.00</u>
2 - FRINGE BENEFITS					
2001 - FICA Expenses	1,255.97	2,472.12	1,255.97	2,472.12	29,665.00
2002 - Retirement	2,116.54	2,784.13	2,116.54	2,784.13	33,410.00
2003 - Insurance	11,252.53	21,255.38	11,252.53	21,255.38	255,065.00
2004 - Worker's Compensation	0.00	916.63	0.00	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>16,275.04</u>	<u>32,994.89</u>	<u>16,275.04</u>	<u>32,994.89</u>	<u>395,940.00</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	31.98	166.63	31.98	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
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
3027 Electrical Supplies	0.00	250.00	0.00	250.00	3,000.00

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
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	3,333.37	0.00	3,333.37	40,000.00
3036 Diesel Fuel ON ROAD	0.00	1,500.00	0.00	1,500.00	18,000.00
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	103.48	833.37	103.48	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	246.03	208.37	246.03	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	381.49	19,800.11	381.49	19,800.11	237,600.00
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	208.49	3,333.26	208.49	3,333.26	40,000.00
4013 Marine Craft	0.00	166.63	0.00	166.63	2,000.00
4014 - Auto - Truck	0.00	250.00	0.00	250.00	3,000.00
4015 Communication Equip	95.85	125.00	95.85	125.00	1,500.00
4020 Miscellaneous	0.00	41.63	0.00	41.63	500.00
4030 Tools	39.98	250.00	39.98	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	81.43	308.37	81.43	308.37	3,700.00
4054 Telephone	737.36	500.00	737.36	500.00	6,000.00
4056 Electricity	251.56	500.00	251.56	500.00	6,000.00
4057 Water & Sewer	27.67	166.63	27.67	166.63	2,000.00
4058 Garbage Waste Disposal	68.00	100.00	68.00	100.00	1,200.00
Total 4 - MAINTENANCE & UTILITES	1,510.34	7,224.78	1,510.34	7,224.78	86,700.00

DRAINAGE DISTRICT No. 3 Profit & Loss Budget Performance October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
5 - MISCELLANEOUS SERVICES					
5009 Professional Services	0.00	833.37	0.00	833.37	10,000.00
5021 Dues & Subscriptions	232.76	208.37	232.76	208.37	2,500.00
5027 Engineering Fees	0.00	833.37	0.00	833.37	10,000.00
5028 Assessor/Collector Fees	1,440.18	166.63	1,440.18	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	0.00	83.37	0.00	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	291.63	0.00	291.63	3,500.00
5043 Insurance General Liab	0.00	166.63	0.00	166.63	2,000.00
5044 Insurance Official Liab	0.00	166.63	0.00	166.63	2,000.00
5045 Bonds Surety & Notary	100.00	83.37	100.00	83.37	1,000.00
5053 Equipment Rental	0.00	1,250.00	0.00	1,250.00	15,000.00
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	1,458.37	0.00	1,458.37	17,500.00
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	1,772.94	11,200.11	1,772.94	11,200.11	134,400.00
6 - CAPITAL OUTLAY					
6001 Office Machines	0.00	375.00	0.00	375.00	4,500.00
6002 Excavation Equipment	0.00	25,000.00	0.00	25,000.00	300,000.00
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	6,666.63	0.00	6,666.63	80,000.00
6045 Land/ROW Acquisitions	0.00	416.63	0.00	416.63	5,000.00
Total 6 - CAPITAL OUTLAY	0.00	44,624.89	0.00	44,624.89	535,500.00
Reconciliation Discrepancies	-0.10		-0.10		
Total Expense	36,170.71	143,590.16	36,170.71	143,590.16	1,723,085.00
Net Ordinary Income	-6,429.85	-91,048.78	-6,429.85	-91,048.78	-1,092,588.00

DRAINAGE DISTRICT No. 3
Profit & Loss Budget Performance
October 2021

	Oct 21	Budget	Oct 21	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	-6,429.85	-91,048.78	-6,429.85	-91,048.78	-1,092,588.00

DRAINAGE DISTRICT No. 3
Statement of Cash Flows
October 1 through November 9, 2021

	<u>Oct 1 - Nov 9, 21</u>
OPERATING ACTIVITIES	
Net Income	-6,429.85
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-1,419.07
EMPLOYEE PAID EXPENSES:202-0400 Employee Insurance	751.55
EMPLOYEE PAID EXPENSES:202-0600 Employee Retirement	1,136.18
	<hr/>
Net cash provided by Operating Activities	-5,961.19
Net cash increase for period	-5,961.19
Cash at beginning of period	1,397,020.58
Cash at end of period	<u><u>1,391,059.39</u></u>



HOLIDAYS - 2022

January 17 (Monday) - Martin Luther King, Jr. Day

February 21 (Monday) - President's Day

April 14 & 15 (Thursday & Friday) - Good Friday

May 30 (Monday) - Memorial Day

July 4 (Monday) - Independence Day

September 5 (Monday) - Labor Day

November 10 & 11 (Thursday & Friday) - Veteran's Day

November 23 & 24 & 25 (Wednesday, Thursday & Friday) - Thanksgiving

December 22, 23 & 26 (Thursday, Friday & Monday) Christmas

January 2, 2023 (Monday) - New Year's