



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

APRIL 19, 2023

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 **19TH of APRIL 2023**, 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. Read and Approve Minutes from March 22, 2023 meeting.

V. Bid Opening

A. Consider and approve, award, execute, receive and file Invitation For Bid IFB-23-0419/SV Sale of Excavator, Equipment, Implements & Miscellaneous Items.

VI. Office Update

A. Review and Accept Regular District Bills March 30 to April 15, 2023

B. Review and Accept Monthly Financial Reports

C. Review and Accept Monthly Insurance Summary

D. Consider and Approve the retainment of Jeff Roebuck as the attorney for the District

E. Consider and Approve a Resolution authorizing the membership of the Texas SmartBuy Membership Program

F. Consider and Approve the payment for education and training for Shanna Verret to attend training sessions for the State of Texas Procurement and Basic Texas Purchaser Course

G. Consider and Approve a Resolution authorizing Ruffus Lavergne and Shanna Verret to participate in TAC's cybersecurity training program for County Government Employees required by Texas Government Code § 2054.5191.

H. **Announcement of an executive (closed) session pursuant to Texas Government Code Section § 551.074 regarding personnel. 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.**

VII. **Equipment/Project Update**

A. Equipment Update

3. Discuss & Possibly Approve the purchase for a Mulcher/Chipper Head for Komatsu 200. This purchase will possibly be made through the Texas Buy Board Program. if qualified.

B. Project Update

Projects Completed

1. A. R. Sharif – Wilber Rd
2. B. K. Bailey – Wilber Rd
3. C. M. Broussard – E. Hamshire
4. K. Miguez – Rollins Rd

Projects in Progress

1. D. Elrod – Hwy 124
2. Jones/Salazar Hwy 73 to Wilber Rd

Upcoming Projects

1. D. Clubb – Big Hill Rd
2. P. Deiss / Hebert – Shellhammer Rd

VII. **New Business**

A. Meeting Updates

1. Appraisal District Meeting
2. County GIS Meeting

B. Board Comments

C. Set Next Meeting Date

NOTICE OF MEETING AND AGENDA
APRIL 19, 2023– 7:30 A.M.

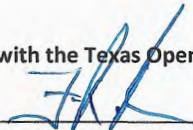
If, during the course of the meeting covered by this Notice, the Board of Commissioners should determine that a closed or executive meeting or session of the Board of Commissioners is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the Commissioners at the date, hours, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Commissioners may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:
Texas Government Code Section:

- 551-074 Discuss personnel or to hear complaints against personnel.
- 551-084 Excluding witnesses from a hearing.

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.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on April 13, 2023.

By: 
Frank R. Rose, Chairman

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

APRIL 19, 2023

7:30 A.M.

meeting was held April 19, 2023, at 7:30 A.M. in the District's office located at 24460 Hwy 124, Hamshire, Texas. Present were Chairman Frank R. Rose and Commissioner Joel Levingston, Jr. Absent was Secretary Reggie Boykin

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 March 22, 2023 meeting were approved on a motion made by Commissioner Levingston and seconded by Chairman Rose. All voted Aye.
5. Bid Opening – Commissioners received 3 bids for IBF 23-0419/SV on Excavator, Equipment, Implements and Miscellaneous Items. **See Attachment A.** Motion made by Commissioner Levingston and seconded by Chairman Rose to accept and reject bids accordingly. All vote Aye.
6. Office Update -
 - A. Commissioners reviewed and accepted the Districts' regular checks written March 30, 2023 to April 15, 2023. Motion was made by Commissioner Levingston, seconded by Chairman Rose. All voted Aye.
 - B. Commissioners reviewed and accepted the monthly financial report presented by Shanna Verret which showed an ending fund balance of \$1,717,707.94 a decrease of \$71,004.29 from last month. Motion was made by Commissioner Levingston and seconded by Chairman Frank Rose. All vote Aye
 - C. Commissioners reviewed and accepted the monthly insurance summary as presented. Active employees show a profit of \$37,220.75 and retirees show a profit of \$5,119.07 through the month of March 2023. Motion was made by Commissioner Levingston and seconded by Chairman Frank Rose. All vote Aye
 - D. Commissioners reviewed and accepted the engagement letter presented by Roebuck, Thomas, & Adams, LLC to serve as the attorneys for the District. A retainer of \$1000.00 will be required to begin the representation. A motion was made by Commissioner Levingston and seconded by Commissioner Rose. All voted Aye.
 - E. A motion was made by Commissioner Levingston and seconded by Commissioner Rose to approve a resolution and payment of \$100.00 for the membership to Texas SmartBuy Program to allow the District to participate in the Basic Purchasing courses and be members of the State of Texas Procurement group. All voted Aye.
 - F. Motion was made by Commissioner Levingston and seconded by Commissioner Rose to pay for Basic Purchasing course for Shanna Verret. All voted Aye.
 - G. A Motion was made by Commissioner Levingston and seconded by Commissioner Rose to pass a resolution authorizing Ruffus Lavergne and Shanna Verret to participate in TAC's cybersecurity training program for County Government Employees, this is required by Texas Government Code § 2054.5191. All voted Aye
 - H. There was no executive session. Commissioners were informed that a new employee was hired and started as an equipment operator on April 17, 2023.
7. Project/Equipment Update –
 - A. Equipment Update
 1. Discussion was held about purchasing a mulcher head for the PC 200 Trackhoe. The item would need to go out for bids as we have received an estimated cost of \$30,000.00 for the item. Further research will be done to see if this item can be purchased through the State of Texas Procurement process.
 2. The Fecon mulcher bearings should be repaired by Thursday, April 20, 2023 by Waukesha Pearce.

MINUTES OF MEETING

APRIL 19, 2023

7:30 A.M.

Project/Equipment Update (cont.)-

B. Project Update –

Projects Completed –

- a) R. Shaif – Wilber Rd
- b) K. Bailey – Wilber Rd
- c) M. Broussard – E. Hamshire Rd
- d) K. Miguez – Rollins Rd

Projects in Progress –

- a) D. Elrod – Hwy 124
- b) Jones/Salazar – Hwy 73 to Wilber Rd

Upcoming Projects –

- a) D. Clubb – Big Hill Rd
- b) P. Deiss/ C. Hebert – Shellhammer Rd

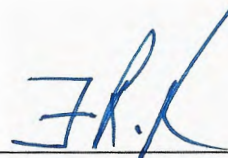
8. New Business

A. Meeting updates –

- 1. Appraisal District Meeting – Shanna Verret reported that she and Mr. Lavergne attended a Value Update Seminar at the Appraisal District Office on Wednesday, April 12, 2023. They reported that the values and home appraisals are going up due to the State of Texas Requirements
- 2. County GIS Meeting – Shanna Verret and Mr. Lavergne meet with Gabe Goss and Russell Wright with the County Engineering Department. The District is working with the County in creating a mapping system that will allow for better ditch maintenance recordkeeping system for the District. Ditches within the District will be highlighted, numbered and provide property owner information for the District.

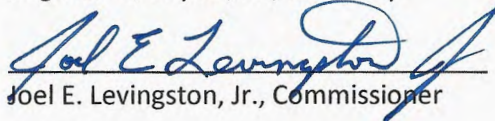
B. Board Comments – Shanna Verret provided the Commissioners with information on a 457 Retirement Plan provided by Nationwide. This is an employee paid program.

C. The next regular meeting date is set for Wednesday, May 10, 2023 at 7:30a.m.
With no further business, meeting adjourned at 8:22 a.m.



Frank P. Rose, Chairman

Reginald C. Boykin, Sr., Secretary



Joel E. Levingston, Jr., Commissioner

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

MINUTES OF MEETING

APRIL 19, 2023

7:30 A.M.

ATTACHMENT A
IFB – 23-0419/SV

ITEM	BID AMOUNT	NAME	ADDRESS
2000 Caterpillar 322 BL EXCAVATOR SN 1YS01247		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	\$ 16,000.00	Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	BID AWARDED	\$ 18,888.00	W Horn Machinery PO Box 193, Nome, TX 77629
2008 CATERPILLAR 322 BL GRAPPLE BUCKET SN XD6B555607511		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
		Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	BID AWARDED	\$ 555.00	W Horn Machinery PO Box 193, Nome, TX 77629
2008 CATERPILLAR TRACKHOE THUMB ATTACHMENT		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
		Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	BID AWARDED	\$ 175.00	W Horn Machinery PO Box 193, Nome, TX 77629
2008 MODERN 72" GRAPPLE BUCKET SN 57754 - BID AWARDED	\$ 1,000.00	Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	\$ 375.00	Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	\$ 175.00	W Horn Machinery	PO Box 193, Nome, TX 77629
2007 GRAPPLE BUCKET SN 7224		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	BID REJECTED	\$ 375.00	Triangle Dirt Work 20640 Hwy 73, Hamshire, TX 77622
	BID REJECTED	\$ 175.00	W Horn Machinery PO Box 193, Nome, TX 77629
2021 MX 401 MOWER HEAD FOR EXCAVATOR SN 17624		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
		Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	BID REJECTED	\$ 1,250.00	W Horn Machinery PO Box 193, Nome, TX 77629
2022 DIAMOND ATTACHEMENT 50" EXCAVATOR MOWER SN 148635		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
		Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	BID REJECTED	\$ 1,250.00	W Horn Machinery PO Box 193, Nome, TX 77629
2007 32' DUTCH UTILITY TRAILER VIN 1D9GN372978601704 - BID AWARDED	\$ 3,000.00	Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	\$ 2,500.00	Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	\$ 800.00	W Horn Machinery	PO Box 193, Nome, TX 77629
ALKOTA HOT WATER PRESSURE WASHER SN 3205-2T		Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	BID AWARDED	\$ 375.00	Triangle Dirt Work 20640 Hwy 73, Hamshire, TX 77622
		\$ 100.00	W Horn Machinery PO Box 193, Nome, TX 77629
2007 300 GALLON SPRAY RIG - BID AWARDED	\$ 500.00	Michael J. Richard	7575 Boyt Rd, Beaumont, TX 77713
	\$ 250.00	Triangle Dirt Work	20640 Hwy 73, Hamshire, TX 77622
	\$ 200.00	W Horn Machinery	PO Box 193, Nome, TX 77629

Maintenance Operations Fund Expenditures

Date	Num	Name	Split	Credit
03/30/2023	12679	PAYROLL ACCOUNT	Salaires & Auto Allowance	\$ 12,163.50
03/30/2023	ACH	FICA	Payroll Tax Liability	\$ 4,454.32
03/30/2023	ACH	Texas County District Retirement	Employer Premium	\$ 1,414.44
03/30/2023	12680	Amwins Group Benefits, LLC	Insurance	\$ 4,206.40
03/30/2023	12681	Tri-Con	Deisel	\$ 6,052.79
03/30/2023	12682	M&D Supply	Hardware	\$ 63.98
03/30/2023	12683	Waukesha Pearce	Equipment Repair	\$ 2,790.96
03/30/2023	12684	Office Depot	Office Supplies	\$ 22.91
03/30/2023	12685	Postmaster	Postage	\$ 120.00
03/30/2023	12686	AT&T	Telephone	\$ 91.12
03/30/2023	12687	Centerpoint Entergy	Natural Gas	\$ 216.83
03/30/2023	12688	Windstream	Telephone	\$ 304.71
03/30/2023	12689	Jux Technologies	Dues & Subscriptions	\$ 125.50
03/30/2023	12690	Coastal Welding	Equipment Rental	\$ 230.00
03/30/2023	12691	Winnie Welding Works	Equipment Rental	\$ 480.00
				\$ 32,737.46
4/15/2023	12692	PAYROLL ACCOUNT	Salaries	\$ 9,638.50
4/15/2023	12693	Southeast TX Gov't Employees Benefit Pool	Insurance	\$ 14,838.73
4/15/2023	12694	County Treasurer	Life Insurance	\$ 30.10
4/15/2023	12695	Seabreeze Culvert	Metal Culvert	\$ 560.00
4/15/2023	12696	M&J Fertilizer	Fencing Material	\$ 380.00
4/15/2023	12697	Stratton's	Hardware	\$ 92.63
4/15/2023	12698	Capital One - Northern Tool	Hardware	\$ 79.97
4/15/2023	12699	First National Bank of Omaha	Office Supplies	\$ 236.81
4/15/2023	12700	Waukesha-Pearce	Equipment Repairs	\$ 2,639.84
4/15/2023	12701	AT&T	Telephone	\$ 108.00
4/15/2023	12702	Entergy	Electricity	\$ 172.57
4/15/2023	12703	West Jefferson Co. MWD	Water	\$ 28.77
4/15/2023	12704	Hamshire Waste	Waste Disposal	\$ 68.00
4/15/2023	12705	Nova Medical Care	Professional Services	\$ 366.87

Maintenance Operations Fund Expenditures

Date	Num	Name	Split	Credit
4/15/2023	12706	Jux Technologies	Dues & Subscriptions	\$ 74.00
4/15/2023	12707	Texas Comptroller of Public Accounts	Dues & Subscriptions	\$ 100.00
4/15/2023	12708	Warne Chemical & Equipment	Machinery & Equipment	\$ 4,770.00
4/15/2023	12709	Beaumont Tractor Company, Inc	Machinery & Equipment	\$ 15,780.02
4/15/2023	12710	Waukesha-Pearce	Equipment Repairs	\$ 1,176.94
4/15/2023	12711	Farm & Home Supply	Tools	\$ 81.97
4/15/2023	12712	Centerpoint Energy	Natural Gas	\$ 156.62
4/15/2023	12713	Nova Medical Care	Professional Services	\$ 602.77
				\$ 51,983.11
		Total		\$ 84,720.57

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

	Mar 23	Budget	Oct '22 - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUES					
101 - Current Taxes	6,387.86	62,660.67	725,904.85	375,963.98	751,928.00
102 - Delinquent Taxes	227.95	666.67	6,628.04	3,999.98	8,000.00
103 - Interest	0.00	83.33	22,776.64	500.02	1,000.00
104 - Rendition Penalty	0.00	0.00	0.00	0.00	0.00
106 - Miscellaneous	0.00	0.00	630.62	0.00	0.00
Total REVENUES	<u>6,615.81</u>	<u>63,410.67</u>	<u>755,940.15</u>	<u>380,463.98</u>	<u>760,928.00</u>
Total Income	<u>6,615.81</u>	<u>63,410.67</u>	<u>755,940.15</u>	<u>380,463.98</u>	<u>760,928.00</u>
Gross Profit	6,615.81	63,410.67	755,940.15	380,463.98	760,928.00
Expense					
1 - SALARIES					
1002 - Clerical	4,197.00	4,197.33	25,182.00	25,184.02	50,368.00
1009 - Dept Head / Foreman	5,416.00	6,395.83	35,579.00	38,375.02	76,750.00
1010 - Commissioners	900.00	900.00	5,400.00	5,400.00	10,800.00
1015 - Extra Help	0.00	3,166.67	0.00	18,999.98	38,000.00
1048 - Equipment Operators/Asst	9,664.00	13,955.58	57,984.00	83,733.52	167,467.00
Total 1 - SALARIES	<u>20,177.00</u>	<u>28,615.41</u>	<u>124,145.00</u>	<u>171,692.54</u>	<u>343,385.00</u>
2 - FRINGE BENEFITS					
2001 - FICA Expenses	1,544.66	2,538.50	11,840.38	15,231.00	30,462.00
2002 - Retirement	1,414.44	1,988.42	11,717.40	11,930.48	23,861.00
2003 - Insurance	18,638.69	23,227.25	114,553.33	139,363.50	278,727.00
2004 - Worker's Compensation	0.00	916.67	190.00	5,499.98	11,000.00
2006 - Auto Allowance	1,625.00	1,650.00	9,850.00	9,900.00	19,800.00
2007 - Retirement Wage Contg					
Vacation Pay	0.00		10,332.00		
2007 - Retirement Wage Contg - Other	0.00	2,916.67	14,597.39	17,499.98	35,000.00
Total 2007 - Retirement Wage Contg	<u>0.00</u>	<u>2,916.67</u>	<u>24,929.39</u>	<u>17,499.98</u>	<u>35,000.00</u>
2008 - Health Ins. Savings Acct	0.00	1,000.00	681.81	6,000.00	12,000.00
Total 2 - FRINGE BENEFITS	<u>23,222.79</u>	<u>34,237.51</u>	<u>173,762.31</u>	<u>205,424.94</u>	<u>410,850.00</u>

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

	Mar 23	Budget	Oct '22 - Mar 23	YTD Budget	Annual Budget
3 - MATERIALS & SUPPLIES					
3006 Batteries	0.00	250.00	0.00	1,500.00	3,000.00
3008 Bolts Nuts Nails & Screws	51.99	83.33	51.99	500.02	1,000.00
3009 Antifreeze & Coolant	0.00	166.67	0.00	999.98	2,000.00
3010 Books & Printed Matter	90.00	416.67	549.00	2,499.98	5,000.00
3012 Prints, Maps & Etc	0.00	83.33	0.00	500.02	1,000.00
3014 Chains & Hooks	0.00	66.67	0.00	399.98	800.00
3016 Chemicals Weed Control	0.00	2,166.67	0.00	12,999.98	26,000.00
3018 Cleaners & Solvents	0.00	125.00	0.00	750.00	1,500.00
3019 - Additives & Lubricants	0.00	208.33	0.00	1,250.02	2,500.00
3020 Metal Culvert Pipe	0.00	4,166.67	13,137.00	24,999.98	50,000.00
3022 Copying Supplies	0.00	166.67	0.00	999.98	2,000.00
3027 Electrical Supplies	0.00	250.00	0.00	1,500.00	3,000.00
3030 Fencing Material	0.00	541.67	0.00	3,249.98	6,500.00
3032 Concrete, Sand, Aggregat	0.00	833.33	0.00	5,000.02	10,000.00
3034 Diesel Fuel	3,254.55	4,166.67	7,196.36	24,999.98	50,000.00
3036 Diesel Fuel ON ROAD	2,798.24	1,666.67	2,798.24	9,999.98	20,000.00
3037 Gasoline	0.00	583.33	0.00	3,500.02	7,000.00
3040 Hardware - Misc	155.56	250.00	169.94	1,500.00	3,000.00
3041 Hose & Fittings & Filters	342.89	833.33	788.16	5,000.02	10,000.00
3048 Lumber, Timbers, Rope	0.00	208.33	295.00	1,250.02	2,500.00
3050 Medical & Safety	682.20	250.00	724.18	1,500.00	3,000.00
3051 Motor Oil & Grease	0.00	833.33	0.00	5,000.02	10,000.00
3056 Paint & Brushes	0.00	83.33	0.00	500.02	1,000.00
3072 Rope Wire Manila & Burlap	0.00	66.67	0.00	399.98	800.00
3073 Spare Parts, Heavy Equip	0.00	83.33	0.00	500.02	1,000.00
3077 Computer Supplies	0.00	208.33	1,957.56	1,250.02	2,500.00
3078 Office Supplies	22.91	208.33	954.79	1,250.02	2,500.00
3080 Steel Angle Iron Rods, Etc	0.00	125.00	0.00	750.00	1,500.00
3083 Tires & Tubes	0.00	750.00	0.00	4,500.00	9,000.00
3084 Minor Equipment	0.00	833.33	0.00	5,000.02	10,000.00
3095 Welding Supplies	0.00	166.67	0.00	999.98	2,000.00
3099 Sundry	0.00	166.67	333.09	999.98	2,000.00
Total 3 - MATERIALS & SUPPLIES	7,398.34	21,008.33	28,955.31	126,050.02	252,100.00
4 - MAINTENANCE & UTILITES					
4001 Cooling and Heating	0.00	83.33	0.00	500.02	1,000.00
4009 Building & Structure	0.00	291.67	0.00	1,749.98	3,500.00
4010 Tractors & Mowers	0.00	1,041.67	0.00	6,249.98	12,500.00
4011 Equipment Repairs	2,662.34	4,166.67	4,502.43	24,999.98	50,000.00
4013 Marine Craft	0.00	166.67	0.00	999.98	2,000.00
4014 - Auto - Truck	0.00	250.00	7.00	1,500.00	3,000.00
4015 Communication Equip	0.00	125.00	306.66	750.00	1,500.00
4020 Miscellaneous	0.00	41.67	0.00	249.98	500.00
4030 Tools	109.98	250.00	662.96	1,500.00	3,000.00
4051 Freight	0.00	25.00	0.00	150.00	300.00

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

	Mar 23	Budget	Oct '22 - Mar 23	YTD Budget	Annual Budget
4052 Postage	131.40	41.67	396.09	249.98	500.00
4053 Natural Gas/Butane	216.83	308.33	1,693.89	1,850.02	3,700.00
4054 Telephone	395.83	500.00	2,722.33	3,000.00	6,000.00
4056 Electricity	0.00	500.00	2,148.28	3,000.00	6,000.00
4057 Water & Sewer	28.77	166.67	183.09	999.98	2,000.00
4058 Garbage Waste Disposal	68.00	100.00	408.00	600.00	1,200.00
Total 4 - MAINTENANCE & UTILITES	3,613.15	8,058.35	13,030.73	48,349.90	96,700.00
5 - MISCELLANEOUS SERVICES					
5009 Professional Services	187.50	833.33	374.50	5,000.02	10,000.00
5021 Dues & Subscriptions	88.50	208.33	1,004.50	1,250.02	2,500.00
5027 Engineering Fees	0.00	833.33	0.00	5,000.02	10,000.00
5028 Assessor/Collector Fees	0.00	166.67	0.00	999.98	2,000.00
5029 Attorney Fees	0.00	833.33	0.00	5,000.02	10,000.00
5031 Filing, Records & Photos	0.00	8.33	0.00	50.02	100.00
5032 Accounting Services	0.00	41.67	0.00	249.98	500.00
5036 Treasurer Commision	0.00	133.33	1,462.86	800.02	1,600.00
5038 Supplemenal Tax Refunds	0.00	166.67	0.00	999.98	2,000.00
5040 Insurance Autos & Trucks	0.00	500.00	0.00	3,000.00	6,000.00
5041 Insurance Property	0.00	416.67	0.00	2,499.98	5,000.00
5043 Insurance General Liab	0.00	166.67	7.00	999.98	2,000.00
5044 Insurance Official Liab	0.00	166.67	0.00	999.98	2,000.00
5045 Bonds Surety & Notary	0.00	83.33	668.00	500.02	1,000.00
5053 Equipment Rental	1,670.00	1,416.67	3,590.00	8,499.98	17,000.00
5054 Contract Aerial Spraying	0.00	1,333.33	0.00	8,000.02	16,000.00
5055 Contract Spraying	0.00	1,450.00	0.00	8,700.00	17,400.00
5062 Travel & Meeting Expense	0.00	66.67	0.00	399.98	800.00
5064 Training & Education	0.00	125.00	100.00	750.00	1,500.00
5074 Independent Auditor Fees	19,500.00	1,750.00	20,575.00	10,500.00	21,000.00
5095 Bank Service Charges	0.00	250.00	0.00	1,500.00	3,000.00
5098 Appraisal District Fees	2,020.90	750.00	4,041.80	4,500.00	9,000.00
5099 Sundry	150.00	83.33	150.00	500.02	1,000.00
Total 5 - MISCELLANEOUS SERVICES	23,616.90	11,783.33	31,973.66	70,700.02	141,400.00
6 - CAPITAL OUTLAY					
6001 Office Machines	0.00	375.00	1,199.00	2,250.00	4,500.00
6002 Excavation Equipment	0.00	14,583.33	0.00	87,500.02	175,000.00
6011 Machinery & Equipment	0.00	8,333.33	0.00	50,000.02	100,000.00
6014 Building & Structures	0.00	3,416.67	0.00	20,499.98	41,000.00
6022 Furniture & Fixtures	0.00	416.67	0.00	2,499.98	5,000.00
6042 Auto Truck & Trailer	0.00	4,166.67	0.00	24,999.98	50,000.00
6045 Land/ROW Acquisitions	0.00	416.67	0.00	2,499.98	5,000.00
Total 6 - CAPITAL OUTLAY	0.00	31,708.34	1,199.00	190,249.96	380,500.00

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

	Mar 23	Budget	Oct '22 - Mar 23	YTD Budget	Annual Budget
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	78,028.18	135,411.27	373,066.01	812,467.38	1,624,935.00
Net Ordinary Income	-71,412.37	-72,000.60	382,874.14	-432,003.40	-864,007.00
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	-71,412.37	-72,000.60	382,874.14	-432,003.40	-864,007.00

DRAINAGE DISTRICT No. 3
Statement of Cash Flows
March 2023

	<u>Mar 23</u>
OPERATING ACTIVITIES	
Net Income	-55,733.20
Adjustments to reconcile Net Income to net cash provided by operations:	
EMPLOYEE PAID EXPENSES:202-0400 Employee Insurance	805.99
Net cash provided by Operating Activities	<u>-54,927.21</u>
Net cash increase for period	-54,927.21
Cash at beginning of period	<u>1,788,717.32</u>
Cash at end of period	<u><u>1,733,790.11</u></u>

GROUP: DD3 Active
 PERIOD: 1/1/2023-12/31/2023

SUMMARY REPORT

MONTH	PAID MEDICAL CLAIMS	% OF TOTAL CLAIMS PAID	PAID VISION CLAIMS	% OF TOTAL CLAIMS PAID	PAID DENTAL CLAIMS	% OF TOTAL CLAIMS PAID	PAID PRESCRIPTION CLAIMS	% OF TOTAL CLAIMS PAID	TOTAL CLAIMS PAID	ADMIN	TOTAL EXPENSES	BILLED PREMIUM	NET PROFIT/(LOSS)
January	\$ 2,859.62	29.11%	\$ -	0.00%	\$ -	0.00%	\$ 6,963.43	70.89%	\$ 9,823.05	\$ 884.07	\$ 10,707.12	\$ 18,291.00	\$ 7,583.88
February	\$ 299.35	8.38%	\$ -	0.00%	\$ -	0.00%	\$ 3,271.63	91.62%	\$ 3,570.98	\$ 321.39	\$ 3,892.37	\$ 16,606.68	\$ 12,714.31
March	\$ 228.81	-10.03%	\$ -	0.00%	\$ -	0.00%	\$ (2,510.54)	110.03%	\$ (2,281.73)	\$ (205.36)	\$ (2,487.09)	\$ 14,435.48	\$ 16,922.57
April		0.00%		0.00%		0.00%		0.00%					
May		0.00%		0.00%		0.00%		0.00%					
June		0.00%		0.00%		0.00%		0.00%					
July		0.00%		0.00%		0.00%		0.00%					
August		0.00%		0.00%		0.00%		0.00%					
September		0.00%		0.00%		0.00%		0.00%					
October		0.00%		0.00%		0.00%		0.00%					
November		0.00%		0.00%		0.00%		0.00%					
December		0.00%		0.00%		0.00%		0.00%					
TOTALS	\$ 3,387.78	30.49%	\$ -	0.00%	\$ -	0.00%	\$ 7,724.52	69.51%	\$ 11,112.30	\$ 1,000.11	\$ 12,112.41	\$ 49,333.16	\$ 37,220.75
MONTHLY AVERAGE	\$ 1,129.26		\$ -		\$ -		\$ 2,574.84		\$ 3,704.10	\$ 333.37	\$ 4,037.47	\$ 16,444.39	\$ 12,406.92
ANNUAL PROJECTIONS	\$ 13,551.12		\$ -		\$ -		\$ 30,898.08		\$ 44,449.20	\$ 4,000.43	\$ 48,449.63	\$ 197,332.64	\$ 148,883.01
PROJECTED MONTHLY AVERAGE PER ENROLLEE	\$ 188.21		\$ -		\$ -		\$ 429.14		\$ 617.35				
PROJECTED MONTHLY AVERAGE PER MEMBER	\$ 112.93		\$ -		\$ -		\$ 257.48		\$ 370.41				

GROUP: DD3 Retirees
 PERIOD: 1/1/2023-12/31/2023

SUMMARY REPORT

MONTH	PAID MEDICAL CLAIMS	% OF TOTAL CLAIMS PAID	PAID VISION CLAIMS	% OF TOTAL CLAIMS PAID	PAID DENTAL CLAIMS	% OF TOTAL CLAIMS PAID	PAID PRESCRIPTION CLAIMS	% OF TOTAL CLAIMS PAID	TOTAL CLAIMS PAID	ADMIN	TOTAL EXPENSES	BILLED PREMIUM	NET PROFIT/(LOSS)
January	\$ 25.68	10.15%	\$ -	0.00%	\$ 205.00	81.06%	\$ 22.22	8.79%	\$ 252.90	22.76	\$ 275.66	\$ 1,845.06	\$ 1,569.40
February	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1.58	100.00%	\$ 1.58	0.14	\$ 1.72	\$ 1,845.06	\$ 1,843.34
March	\$ -	0.00%	\$ -	0.00%	\$ 152.00	79.30%	\$ 39.68	20.70%	\$ 191.68	17.25	\$ 208.93	\$ 1,915.26	\$ 1,706.33
April		0.00%		0.00%		0.00%		0.00%		0.00			
May		0.00%		0.00%		0.00%		0.00%		0.00			
June		0.00%		0.00%		0.00%		0.00%		0.00			
July		0.00%		0.00%		0.00%		0.00%		0.00			
August		0.00%		0.00%		0.00%		0.00%		0.00			
September		0.00%		0.00%		0.00%		0.00%		0.00			
October		0.00%		0.00%		0.00%		0.00%		0.00			
November		0.00%		0.00%		0.00%		0.00%		0.00			
December		0.00%		0.00%		0.00%		0.00%		0.00			
TOTALS	\$ 25.68	5.76%	\$ -	0.00%	\$ 357.00	80.02%	\$ 63.48	14.23%	\$ 446.16	40.15	\$ 486.31	\$ 5,605.38	\$ 5,119.07
MONTHLY AVERAGE	\$ 8.56		\$ -		\$ 119.00		\$ 21.16		\$ 148.72	\$ 3.35	\$ 162.10	\$ 1,868.46	\$ 1,706.36
ANNUAL PROJECTIONS	\$ 102.72		\$ -		\$ 1,428.00		\$ 253.92		\$ 1,784.64	\$ 40.15	\$ 1,945.26	\$ 22,421.52	\$ 20,476.26
PROJECTED MONTHLY AVERAGE PER ENROLLEE	\$ 8.56		\$ -		\$ 29.75		\$ 21.16		\$ 59.47				
PROJECTED MONTHLY AVERAGE PER MEMBER	\$ 8.56		\$ -		\$ 17.00		\$ 21.16		\$ 46.72				

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2372 Calder Ave.
Beaumont, Texas 77702
Tel: (409) 892-8227 Fax: (409) 892-8318

Brett S. Thomas
Thomas P. Roebuck, Jr.
Attorneys at Law

Pasadena Office:
Charles D. Adams, IV
Attorney at Law

April 13, 2023

Rufas Laverne
Jefferson County Drainage District #3
P.O. Box 388
Hamshire, Texas 77622

RE: Engagement Letter

Dear Mr. Laverne:

This letter will serve as an engagement letter between our firm and Jefferson County Drainage District #3. As per our discussion, we will undertake the representation of the district in various matters as directed by you. I will assume primary responsibility for our representation.

It is our practice to provide copies of all documents and substantive correspondence to the client so that your file matches ours at any time. We typically bill our clients for services and expenses on a monthly basis unless the client's accounting/billing system requires that other arrangements be made. Our rates for services on this account will be:

Partners.....\$250.00
Assistants.....\$60.00

Standard expense items, *i.e.*, court filing fees, deposition charges, out-of-town travel, copy charges, *etc.*, will be billed as they are incurred. We do not add mark-ups to expense items.

This Agreement will not take effect, and the Firm will have no obligation to provide legal services to the Client, until the Firm receives a fully executed copy of this Agreement. It is the Firm's policy to require an initial retainer prior to commencement of legal services on behalf of a new client. The initial retainer in this matter will be \$1,000.00. Work performed for the Client will be charged against the retainer. If the retainer is depleted, additional retainers may be requested.

We endeavor to provide prompt, efficient, and practical legal advice. We try to spend your money as we spend our own-carefully and conservatively. Thanking you for the confidence you have placed in us and the opportunity to represent you, we remain,

Very truly yours,



JEFFERY T. ROEBUCK

Agreed to and Accepted by:

By: _____

Name: Frank R. Rose, Chairman

Dated: April 19, 2023

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Purchasing

TEXAS SMARTBUY MEMBERSHIP PROGRAM

The Texas SmartBuy Membership Program is the new name for the State of Texas Cooperative (CO-OP) Purchasing Program. We're your Texas trusted purchasing partner for local government and state funded assistance organization buyers for over 30 years. As a service from the Comptroller's office, the state purchasing cooperative promotes best value procurements through state contract usage at the local level. The state offers Texas sized savings from its multi-billion dollar purchasing volume as the estimated #10 economy in the world. The Texas SmartBuy Membership Program empowers state funded local buyers such as cities, counties and school districts with access to the same best value and competitively bid statewide contracts as our state agencies. A Texas SmartBuy Membership harnesses the state's purchasing power and puts it to work in your local community.

Members are provided access to purchase from a wide variety of state term contracts, TXMAS contracts, DIR technology contracts, purchase card, fuel and travel contracts for qualified entities — all leveraged by the buying power of the state of Texas.

Potential vendors, dealers, contractors, suppliers interested to become a vendor with the state of Texas can learn more [here](#).

Membership eProcurement

► [Keep it Smart. Keep it Streamlined.](#)

Are You an Established Buyer in the Texas SmartBuy Membership Program?

[Start here to confirm your membership status](#), access the Texas SmartBuy ordering system, and view Texas SmartBuy items available for purchase.

Ready to Put the Purchasing Power of Texas to Work for You?

[Start here to get your all access membership!](#)

For questions or comments regarding the Texas SmartBuy Membership Program, please email us or call 512

Fraud Alert



Related Links

- [TXMAS Quote Order Guide \(PDF\)](#)
- [Texas SmartBuy Vendor List \(XLSX\)](#)
- Texas SmartBuy Membership Program**
- [Established Buyer](#)
- [New Members](#)
- [Membership Forms](#)
- [Active Participant Lists](#)
- [Training Opportunities](#)
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Purchasing

PURCHASING AND CONTRACT DEVELOPMENT TRAINING

Basic Texas Purchaser Course

A state agency employee must complete the Basic Texas Purchaser Course to engage in purchasing functions on behalf of a state agency if the employee has the job title of "purchaser"; performs purchasing activities as fifteen percent (15%) or more of their job activities; or makes a purchase in excess of \$10,000.

Definition: **Purchasing** - The receipt and processing of requisitions, development of specifications, development of scope of work, the issuance of purchase orders against existing cooperative or agency contracts, and the verification of the inspection of merchandise or receipt of services by the agency. The term does not include the development of solicitations and contract awards that must be posted to the Electronic State Business Daily or in the Texas Register.

Certified Texas Contract Developer Course

A state agency purchaser, who is not already CTCD or CTPM certified, must be certified as a Certified Texas Contract Developer (Formerly Certified Texas Procurement Manager) to engage in contract development functions on behalf of a state agency if the employee develops, evaluates, negotiates, or awards a contract posted to the Electronic State Business Daily or in the Texas Register on behalf of a state agency.

Definition: **Contract Development** - The term applies to actions taken prior to contract execution, including the receipt and processing of requisitions, assessment of need, development and review of specifications, development and review of scopes of work, identification and selection of procurement methods, identification and preparation of evaluation criteria, preparation of and advertising solicitation documents, tabulation of respondent bids, evaluation of respondent proposals, negotiation of proposals, and the preparation and completion of contract award documents. The term does not include invoice or audit functions.

Related Links

- [Directory of Certified Individuals](#)
- [Texas Procurement and Contract Management Guide \(PDF\)](#)
- [Procurement Requirements-Value Thresholds \(PDF\)](#)
- [State Agency Emergency Procurement Phases](#)
- [Purchasing/Contract Development \(CTCD\)](#)**
- [Contract Manager \(CTCM\)](#)
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Training and Policy Development Assistance

Please contact the Statewide Procurement Division, Training and Certification Program at (512) 463-5355 or email ctp@cpa.texas.gov. If you have any policy or legislative questions, please email spd.policy@cpa.texas.gov.

Required Applications:

[Adobe Reader](#)





Texas Association of Counties

The mission of the Texas Association of Counties is to unite counties to achieve better solutions.

March 30, 2023

2023 DIR-Certified Cybersecurity Training Program now available!

Registration is now open for the Texas Association of Counties' [DIR-Certified Cybersecurity Training Program](#), which fulfills the requirements of [Texas Government Code § 2054.5191](#). This law requires various state agency and local government employees and contractors to complete an annual cybersecurity training that has been certified by the [Texas Department of Information Resources \(DIR\)](#).

For non-county government entities, the fee for this training program is \$9 per user. Your organization will be invoiced for the total amount. Payment is due upon receipt of the invoice.

How to Enroll:

1. Have your organization's governing body approve the enrollment of your organization's employees.
2. Complete the [enrollment form](#) and submit it via [email](#), [DocuSign](#) or fax to (512) 479-1807.
3. Fill in the [user import template](#) with your employees' information and submit it via [email](#) so that all required employees can be added to the training. For the most efficient enrollment process and training implementation, TAC encourages organizations to enroll their entire staff using this [user import template](#).

Note: If the template does not automatically open, check the bottom-left of your screen or the Downloads folder within your file explorer.

Registration will remain open until July 31, 2023, and the course will remain active year-round.

What's new for this cycle of training?

- Using the [enrollment form](#), organizations may designate staff members who should be given elevated permissions on the training platform, allowing them to add and remove users, view completion reports, and provide login assistance to users through password resets and the resending of login emails.
- Organizations that complete enrollment by July 31 will have the ability to continue adding and

removing staff members to the training course up until enrollment opens for the 2024 cycle of training.

In compliance with state law, your organization will need to report the completion of a DIR-certified cybersecurity training [to DIR](#) by Aug. 31, 2023, asserting that all required employees have completed the training.

Changes Coming to 2024 Training

Effective for the 2024 training cycle, TAC's DIR-Certified Cybersecurity Training Program will have an annual fee of \$14 per user for non-county entities.

Additional information about this change will be communicated in the coming months.

NOTE: The fee for the current 2023 cycle of training will remain \$9 per user for non-county entities. The updated \$14 fee does NOT go into effect until registration opens for the 2024 training program.

For more information, visit [County.org/Cybersecurity](#) or contact TAC's Cybersecurity Training Support Team by [email](#) or by phone at (800) 456-5974.

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