



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

DECEMBER 13, 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 **December 13, 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. Approve Minutes from November 15, 2023 meeting.

V. Office Update

- A. Review and Accept Regular District Bills November 30 to December 15, 2023
- B. Review and Accept Monthly Financial Reports
- C. Review and Accept Monthly Insurance Summary
- 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. Sandra Sherman – Hwy 124 – Ditch 750
2. C. Rollins – Coon Rd
3. W. Wilber – Wilber Rd – Ditch 750C

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. E. Callerman – E Hamshire 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 December 7, 2023.

JEFFERSON COUNTY DRAINAGE DISTRICT No. 3

By: _____

Frank R. Rose, Chairman

**NOTICE OF MEETING AND AGENDA
DECEMBER 13, 2023 – 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

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

MINUTES OF MEETING

DECEMBER 13, 2023

7:30 A.M.

A meeting was held December 13, 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 Reggie Boykin, Secretary

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 November 15, 2023 meeting were approved on a motion made by Commissioner Levingston and seconded by Chairman Rose. All voted Aye.
 5. Office Update -
 - A. Commissioners reviewed and accepted the Districts' regular checks written November 30, 2023 to December 15, 2023. 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 \$1,305,614.69 an increase of \$6,023.15 from last month. Motion was made by Chairman Rose and seconded by Commissioner Levingston. All voted Aye
 - C. Insurance summary from January to October 2023 was presented by Shanna Verret. The active employees have a profit of \$91,363.51 and retirees show a profit of \$14,643.24. Motion was made by Commissioner Levingston and seconded by Chairman Rose to accept the insurance summary as presented. All voted AYE.
 - D. A motion was made by Chairman Rose and seconded by Commissioner Levingston to approve the budget amendment of moving \$1500.00 from Materials & Supplies category 3084-Minor Equipment to a new line item 3098 – Clothing and Work Wear. All voted AYE.
 - F. Executive session – None
 6. Equipment/Project Update –
 - A. Equipment Update
 1. General Manager Ruffus Lavernge met with Marc Sanchez the Fecon Representative and discussed the overheating issues of the mini-x when using the Fecon mulcher head. Mr. Sanchez instructed Mr. Lavernge of the pump pressure issues and instructed him how to correct the issue. They also discussed the availability and size of mulcher needed to use on the 240 trackhoe.
 - B. Project Update –
 1. Longhorn RV Park – Wilber Rd – This project is still on hold until the water and sewer permits are obtained from TCEQ.
 2. AGY RV Park – Hwy 73 – Plan revisions are being made to meet the county requirements.
 3. Oasis Truck Stop – Kiker Rd & Hwy 73 – No further reviews or recommendations will be made until Interfield Engineering has made the necessary changes previously reported to them by the County Engineer.
- Projects Completed –**
- a) S. Sherman – Hwy 124 – Ditch 750B
 - b) C. Rollins – Coon Rd
 - c) W. Wilber – Wilber Rd – Ditch 750C
 - d) E. Callerman – E Hamshire Rd/W. Oakland Rd

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

MINUTES OF MEETING

DECEMBER 13, 2023

7:30 A.M.

Projects in Progress –

These projects will continue once the mini x is replaced

- a) R. Byerly – Englin Rd
- b) V. Wright – Vincent Rd
- c) B. Bundick – Vincent Rd

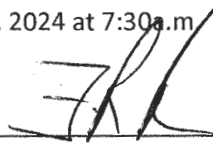
Upcoming Projects – Jobs A-C will require the mini x to perform the clearing of brush and cleaning of the ditches

- a) B. Fischer – Wise Rd
- b) N. Mitchell – E. Hamshire Rd
- c) C. Rollins – Coon Rd
- d) Labelle Properties Hwy 73 – Ditch 750B
- e) Kade Broussard – Wilber Rd – Ditch 124 & 110

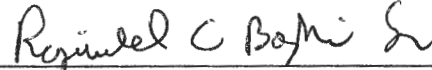
7. New Business

- A. No Meeting Updates
- B. No Board Comments

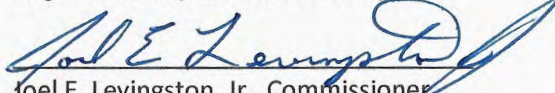
C. The next regular meeting date is set for Tuesday, January 16, 2024 at 7:30 a.m.
With no further business, meeting adjourned at 7:44 a.m.



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
11/30/2023	12948	PAYROLL ACCOUNT	SALARIES & AUTO ALLOWANCE	\$ 14,723.00
11/30/2023	ACH	PAYROLL TAX LIABILITY	FICA TAXES	\$ 3,012.78
11/30/2023	ACH	Texas County & District Retirement System	RETIREMENT	\$ 1,773.29
11/30/2023	12949	Amwins Group Benefits, LLC	INSURANCE	\$ 4,206.40
11/30/2023	12950	AT&T	TELEPHONE	\$ 107.92
11/30/2023	12951	Windstream	TELEPHONE	\$ 360.07
11/30/2023	12952	Entergy	ELECTRIC	\$ 150.76
11/30/2023	12953	Texas Department of Agriculture	DUES & SUBSCRIPTIONS	\$ 75.00
				<u>\$ 24,409.22</u>
12/15/2023	12954	PAYROLL ACCOUNT	SALARIES	\$ 12,198.00
12/15/2023	ACH	PAYROLL TAX LIABILITY	FICA TAXES	\$ 2,590.78
12/15/2023	12955	Southeast Texas Gov't Employee Benefit	Insurance	\$ 19,149.91
12/15/2023	12956	County Treasurer, Life Insurance	Insurance	\$ 42.61
12/15/2023	12957	Ruffus Lavergne	Deductible Reimbursement	\$ 128.89
12/15/2023	12958	Texas A&M AgriLife Extension	Books & Printed Matter	\$ 95.00
12/15/2023	12959	Office Depot	Copying Supplies & Office Supplies	\$ 560.95
12/15/2023	12960	Southern Tire Mart	Tires	\$ 826.75
12/15/2023	12961	First National Bank of Omaha	Clothing & Work Uniforms	\$ 947.28
12/15/2023	12962	O'Reilly	Tools	\$ 11.44
12/15/2023	12963	Stratton's	Tools	\$ 17.88
12/15/2023	12964	Centerpoint Energy	Natural Gas	\$ 103.61
12/15/2023	12965	West Jefferson Co. MVD	Water & Sewer	\$ 28.77
12/15/2023	12966	Hamshire Waste	Waste Disposal	\$ 68.00
12/15/2023	12967	Bar V Designs	Professional Services	\$ 192.00
12/15/2023	12968	Jux Technologies	Dues & Subscriptions	\$ 18.00
12/15/2023	12969	Postmaster	Dues & Subscriptions	\$ 82.00
12/15/2023	12970	Texas Association of Counties	Training & Education	\$ 18.00
12/15/2023	12971	Winnie Welding Works	Equipment Rental	\$ 480.00
12/15/2023	12972	Jefferson Central Appraisal District	Appraisal Fees	\$ 2,100.56

DRAINAGE DISTRICT No. 3
Account QuickReport

As of November 30, 2023

Date	Num	Name	Split	Amount
12/15/2023	12973	Farm & Home Supply	Building & Structure	\$ 88.06
12/15/2023	12974	Gulfway Lumber	Building & Structure	\$ 938.33
12/15/2023	12975	Lowe's	Building & Structure	<u>\$ 3,644.03</u>
				\$ 44,330.85
		TOTAL EXPENDITURES		\$ 68,740.07

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

	Nov 23	Budget	Oct - Nov 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUES					
101 - Current Taxes	62,678.27	69,173.00	67,264.67	138,346.00	830,076.00
102 - Delinquent Taxes	2,090.75	416.67	5,090.95	833.30	5,000.00
103 - Interest	5,325.43	1,250.00	10,922.93	2,500.00	15,000.00
104 - Rendition Penalty	0.00	0.00	0.00	0.00	0.00
106 - Miscellaneous	0.00	83.33	0.00	166.70	1,000.00
Total REVENUES	70,094.45	70,923.00	83,278.55	141,846.00	851,076.00
Total Income	70,094.45	70,923.00	83,278.55	141,846.00	851,076.00
Gross Profit	70,094.45	70,923.00	83,278.55	141,846.00	851,076.00
Expense					
1 - SALARIES					
1002 - Clerical	4,741.00	4,741.83	9,482.00	9,483.70	56,902.00
1009 - Dept Head / Foreman	5,583.00	5,583.75	11,166.00	11,167.50	67,005.00
1010 - Commissioners	900.00	900.00	1,800.00	1,800.00	10,800.00
1015 - Extra Help	0.00	3,000.00	0.00	6,000.00	36,000.00
1048 - Equipment Operators/Asst	14,072.00	14,080.75	28,144.00	28,161.50	168,969.00
Total 1 - SALARIES	25,296.00	28,306.33	50,592.00	56,612.70	339,676.00
2 - FRINGE BENEFITS					
2001 - FICA Expenses	1,887.28	2,530.00	3,774.56	5,060.00	30,360.00
2002 - Retirement	1,773.29	2,280.83	3,546.58	4,561.70	27,370.00
2003 - Insurance	23,057.72	23,750.00	50,321.84	47,500.00	285,000.00
2004 - Worker's Compensation	0.00	916.67	811.00	1,833.30	11,000.00
2006 - Auto Allowance	1,625.00	1,625.00	3,250.00	3,250.00	19,500.00
2007 - Retirement Wage Contg	400.00	2,886.67	400.00	5,773.30	34,640.00
2008 - Health Ins. Savings Acct	0.00	687.50	0.00	1,375.00	8,250.00
Total 2 - FRINGE BENEFITS	28,743.29	34,676.67	62,103.98	69,353.30	416,120.00
3 - MATERIALS & SUPPLIES					
3006 Batteries	0.00	250.00	0.00	500.00	3,000.00
3008 Bolts Nuts Nails & Screws	0.00	83.33	0.00	166.70	1,000.00
3009 Antifreeze & Coolant	0.00	166.67	0.00	333.30	2,000.00
3010 Books & Printed Matter	0.00	416.67	0.00	833.30	5,000.00
3012 Prints, Maps & Etc	0.00	83.33	0.00	166.70	1,000.00
3014 Chains & Hooks	0.00	66.67	0.00	133.30	800.00
3016 Chemicals Weed Control	0.00	1,916.67	0.00	3,833.30	23,000.00
3018 Cleaners & Solvents	0.00	125.00	0.00	250.00	1,500.00
3019 - Additives & Lubricants	0.00	208.33	0.00	416.70	2,500.00
3020 Metal Culvert Pipe	0.00	4,166.67	0.00	8,333.30	50,000.00
3022 Copying Supplies	0.00	166.67	0.00	333.30	2,000.00

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

	Nov 23	Budget	Oct - Nov 23	YTD Budget	Annual Budget
3027 Electrical Supplies	366.32	250.00	366.32	500.00	3,000.00
3030 Fencing Material	0.00	541.67	0.00	1,083.30	6,500.00
3032 Concrete, Sand, Aggregat	0.00	833.33	0.00	1,666.70	10,000.00
3034 Diesel Fuel	2,385.42	4,166.67	2,385.42	8,333.30	50,000.00
3036 Diesel Fuel ON ROAD	2,170.26	1,666.67	2,170.26	3,333.30	20,000.00
3037 Gasoline	2,798.12	583.33	2,798.12	1,166.70	7,000.00
3040 Hardware - Misc	42.99	250.00	42.99	500.00	3,000.00
3041 Hose & Fittings & Filters	0.00	833.33	0.00	1,666.70	10,000.00
3048 Lumber, Timbers, Rope	0.00	208.33	0.00	416.70	2,500.00
3050 Medical & Safety	0.00	250.00	0.00	500.00	3,000.00
3051 Motor Oil & Grease	0.00	833.33	0.00	1,666.70	10,000.00
3056 Paint & Brushes	0.00	83.33	0.00	166.70	1,000.00
3072 Rope Wire Manila & Burlap	0.00	66.67	0.00	133.30	800.00
3073 Spare Parts, Heavy Equip	0.00	83.33	0.00	166.70	1,000.00
3077 Computer Supplies	0.00	208.33	0.00	416.70	2,500.00
3078 Office Supplies	0.00	208.33	166.62	416.70	2,500.00
3080 Steel Angle Iron Rods, Etc	0.00	125.00	0.00	250.00	1,500.00
3083 Tires & Tubes	0.00	750.00	0.00	1,500.00	9,000.00
3084 Minor Equipment	0.00	708.33	0.00	1,416.70	8,500.00
3095 Welding Supplies	0.00	166.67	0.00	333.30	2,000.00
3098 - Clothing & Work Wear	0.00	125.00	0.00	250.00	1,500.00
3099 Sundry	92.04	166.67	132.86	333.30	2,000.00
Total 3 - MATERIALS & SUPPLIES	7,855.15	20,758.33	8,062.59	41,516.70	249,100.00
4 - MAINTENANCE & UTILITES					
4001 Cooling and Heating	0.00	83.33	0.00	166.70	1,000.00
4009 Building & Structure	24.99	291.67	254.16	583.30	3,500.00
4010 Tractors & Mowers	0.00	1,041.67	0.00	2,083.30	12,500.00
4011 Equipment Repairs	875.14	4,166.67	5,204.24	8,333.30	50,000.00
4013 Marine Craft	0.00	166.67	0.00	333.30	2,000.00
4014 - Auto - Truck	0.00	250.00	0.00	500.00	3,000.00
4015 Communication Equip	0.00	125.00	0.00	250.00	1,500.00
4020 Miscellaneous	0.00	41.67	0.00	83.30	500.00
4030 Tools	857.74	250.00	857.74	500.00	3,000.00
4051 Freight	0.00	25.00	0.00	50.00	300.00
4052 Postage	0.00	41.67	0.00	83.30	500.00
4053 Natural Gas/Butane	103.62	308.33	199.96	616.70	3,700.00
4054 Telephone	574.20	500.00	906.15	1,000.00	6,000.00
4056 Electricity	150.76	500.00	382.25	1,000.00	6,000.00
4057 Water & Sewer	58.41	166.67	88.52	333.30	2,000.00
4058 Garbage Waste Disposal	68.00	100.00	136.00	200.00	1,200.00
Total 4 - MAINTENANCE & UTILITES	2,712.86	8,058.35	8,029.02	16,116.50	96,700.00

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

	Nov 23	Budget	Oct - Nov 23	YTD Budget	Annual Budget
5 - MISCELLANEOUS SERVICES					
5009 Professional Services	0.00	833.33	0.00	1,666.70	10,000.00
5021 Dues & Subscriptions	93.00	291.67	275.50	583.30	3,500.00
5027 Engineering Fees	0.00	1,666.67	0.00	3,333.30	20,000.00
5028 Assessor/Collector Fees	0.00	166.67	1,450.26	333.30	2,000.00
5029 Attorney Fees	0.00	833.33	0.00	1,666.70	10,000.00
5031 Filing, Records & Photos	0.00	8.33	0.00	16.70	100.00
5032 Accounting Services	0.00	41.67	0.00	83.30	500.00
5036 Treasurer Commision	0.00	133.33	0.00	266.70	1,600.00
5038 Supplemenal Tax Refunds	0.00	166.67	0.00	333.30	2,000.00
5040 Insurance Autos & Trucks	0.00	500.00	0.00	1,000.00	6,000.00
5041 Insurance Property	0.00	500.00	0.00	1,000.00	6,000.00
5043 Insurance General Liab	0.00	166.67	121.00	333.30	2,000.00
5044 Insurance Official Liab	0.00	166.67	0.00	333.30	2,000.00
5045 Bonds Surety & Notary	100.00	83.33	100.00	166.70	1,000.00
5053 Equipment Rental	480.00	1,416.67	480.00	2,833.30	17,000.00
5054 Contract Aerial Spraying	0.00	1,333.33	0.00	2,666.70	16,000.00
5055 Contract Spraying	0.00	1,416.67	0.00	2,833.30	17,000.00
5062 Travel & Meeting Expense	0.00	66.67	0.00	133.30	800.00
5064 Training & Education	0.00	125.00	0.00	250.00	1,500.00
5074 Independent Auditor Fees	0.00	2,083.33	975.00	4,166.70	25,000.00
5095 Bank Service Charges	0.00	250.00	0.00	500.00	3,000.00
5098 Appraisal District Fees	0.00	750.00	0.00	1,500.00	9,000.00
5099 Sundry	0.00	83.33	0.00	166.70	1,000.00
Total 5 - MISCELLANEOUS SERVICES	673.00	13,083.34	3,401.76	26,166.60	157,000.00
6 - CAPITAL OUTLAY					
6001 Office Machines	0.00	375.00	1,746.06	750.00	4,500.00
6002 Excavation Equipment	0.00	14,583.33	153.58	29,166.70	175,000.00
6011 Machinery & Equipment	0.00	8,333.33	0.00	16,666.70	100,000.00
6014 Building & Structures	0.00	3,333.33	0.00	6,666.70	40,000.00
6022 Furniture & Fixtures	0.00	416.67	279.99	833.30	5,000.00
6042 Auto Truck & Trailer	0.00	4,166.67	0.00	8,333.30	50,000.00
6045 Land/ROW Acquisitions	0.00	416.67	0.00	833.30	5,000.00
Total 6 - CAPITAL OUTLAY	0.00	31,625.00	2,179.63	63,250.00	379,500.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	65,280.30	136,508.02	134,368.98	273,015.80	1,638,096.00
Net Ordinary Income	4,814.15	-65,585.02	-51,090.43	-131,169.80	-787,020.00

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

	Nov 23	Budget	Oct - Nov 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	4,814.15	-65,585.02	-51,090.43	-131,169.80	-787,020.00

DRAINAGE DISTRICT No. 3
Statement of Cash Flows
November 2023

	<u>Nov 23</u>
OPERATING ACTIVITIES	
Net Income	4,814.15
Adjustments to reconcile Net Income to net cash provided by operations:	
EMPLOYEE PAID EXPENSES:202-0400 Employee Insurance	<u>806.00</u>
Net cash provided by Operating Activities	<u>5,620.15</u>
Net cash increase for period	5,620.15
Cash at beginning of period	<u>1,299,994.54</u>
Cash at end of period	<u><u>1,305,614.69</u></u>

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

2023-24 BUDGET AMENDMENTS
DECEMBER 13, 2023

EXPENSES MOVE FROM	AMOUNT	EXPENSES MOVE TO	AMOUNT
MATERIALS & SUPPLIES		MISCELLANEOUS SERVICE	
3084 - MINOR EQUIPMENT	1,500.00	3098 - CLOTHING & WORK WEAR	1,500.00
TOTAL	1,500.00	TOTAL	\$1,500.00

