

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2413
COMMISSIONERS OF
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

Place: 3400 Hwy 73
Port Arthur, Texas

Date: February 20, 2024

Present: Commissioners
Richard Beaumont
Albert Moses, Jr.
Lester Champagne
Matthew Vincent
Phil Kelley, General Manager
Glenn Steele, Attorney for the District

Absent: James Gamble, Sr.

Visitors: Allen Sims, DD7
Dean Depew, DD7
Brady Girouard, DD7
Brian McZeal, DD7
Garrett Boudoin, DD7
Kirby Johnson, DD7
Barron Cook, DD7
Kim Carroll, Texan Engineering & Consulting, LLC (Via Zoom)

The meeting was called to order at 2:00 p.m. by Chairman Beaumont after ascertaining that the Notice of Meeting had been posted in accordance with the law. Commissioner Moses gave the invocation.

Minutes of Meeting No. 2412

The Minutes of Meeting No. 2412 was approved as read.

Consider Authorizing Amended Designation of Subrecipient Authorized Representative and Signatory Authority for Federal and State Grant Applications

Resolution No. 510 regarding the authorization of an Amended Designation of Subrecipient Authorized Representative and Signatory Authority for Federal and State Grant Applications was presented for consideration. Mr. Kelley stated that he is

the only authorized representative and signatory authority at this time. The General Manager was authorized to act as the authorized representative and signatory authority on February 7, 2023. This resolution is to amend the wording to give the General Manager the authority to appoint and/or remove one or more authorized representatives to serve as the Subrecipient Authorized Representative and Signatory Authority for Federal and State Grant Applications. Commissioner Vincent motioned to approve Resolution No. 510 authorizing the Amended Designation of Subrecipient Authorized Representative and Signatory Authority for Federal and State Grant Applications. Commissioner Champagne seconded the motion. The motion carried. A copy of Resolution 510 is attached hereto and made a part of these minutes.

Consider Accepting a Special Warranty Deed Conveying a 2.80 Acre Tract of Land from Jefferson County being the Right of Way Associated with the Jail Outfall Ditch from US69 to Humphries Ditch

Mr. Kelley advised that Jefferson County has agreed to deed the District 2.80 acres of land. This tract of land is a right of way associated with the jail outfall channel that flows from US 69 towards Central Gardens to the Humphries Ditch into Rodair Gully. The District has maintained the 2.80-acre tract for several years; and, therefore, Jefferson County determined it was in the best interest of all involved to deed the property to the District. Commissioner Moses motioned that the District accept the Special Warranty Deed from Jefferson County and authorize the Manager to execute the Special Warranty Deed. Commissioner Champagne seconded the motion. The motion carried.

Consider Principal and Interest Payment from Debt Service Fund

Mr. Phil Kelley submitted an invoice received from Computershare Corporate Trust for a principal and interest payment in the amount of One Million One Hundred Ninety-

Nine Thousand Six Hundred Eighteen and 75/100 (\$1,199,618.75) Dollars from the Debt Service Fund for the Maintenance Notes. This is the March 2024 payment. The payment will be made via wire transfer. Commissioner Vincent moved to approve the principal and interest payment in the amount of One Million One Hundred Ninety-Nine Thousand Six Hundred Eighteen and 75/100 (\$1,199,618.75) Dollars. Commissioner Champagne seconded the motion. The motion carried.

Consider Approval to Advertise for Bids for Calendar Year 2024 Seasonal Mowing Services

Mr. Kelley requested approval to advertise for bids for Calendar Year 2024 Seasonal Mowing Services. Commissioner Champagne moved to approve the request to Advertise for Bids for Calendar Year 2024 Seasonal Mowing Services. Commissioner Vincent seconded the motion. The motion carried.

Consider Approval to Advertise for Bids for Calendar Year 2024 Equipment Provision Services

Mr. Kelley requested approval to advertise for bids for Calendar Year 2024 Equipment Provision Services. The District has had some requests to bid on the District's equipment provision services. Commissioner Moses moved to approve the request to Advertise for Bids for Calendar Year 2024 Equipment Provision Services. Commissioner Champagne seconded the motion. The motion carried.

Sabine Pass to Galveston Bay Project Summary

Mr. Allen Sims stated that on February 9, 2024, a meeting was held with the Engineering Chiefs from USACE's Galveston District, Memphis District, and Chicago District along with project managers on those projects. A general status update was given, and the group toured the District projects.

On February 14, 2024, the District was notified that the final HTRW test results for Valero were available. The test results showed total petroleum hydrocarbons (TPH) and no class one hazardous materials or contaminants. The requirements to remove and manifest the dirt with the TPH needs to be determined.

On the same day, the District hosted the Gulf Coast Protection District (GCPD) meeting. The meeting went well.

On February 15, 2024, the USACE Executive Governance was held at the District with the Colonel in attendance. Discussions were held on different issues such as the HTRW, the failed wall at Contract 2, the options available to address the issue, and gate supports.

The District recently received \$1,026,089 from the GCPD for the Valero HTRW testing and a portion of the Motiva pipeline relocations. Commissioner Champagne asked how long the Motiva relocation would take. Mr. Sims stated that Motiva is currently relocating its offices, guard shack, pump house, gate, and fencing in preparation for the project. The project is still in the engineering phase, which will take approximately another year. The construction of the pipe rack and relocation of the pipeline will take an additional one to two years.

Manager Reports

Mr. Phil Kelley presented the financial statements prepared by FMW, P.C. for the period ending January 31, 2024, and gave a collateral securities report as of January 31, 2024.

Mr. Kelley submitted an initial governance letter the District received from Charles E. Reed & Associates, the company performing the District's audit. The letter sets forth

the company's responsibilities under the generally accepted auditing standards and the planned scope and timing of the audit. No action is required on this matter. Auditing standards require the District to note receipt of the letter by the Board of Commissioners.

Permits

Mammoet USA South – Proposed Heavy Hauls (7) Crossing the HFPL at Ramp G. Mr. Garrett Boudoin recommended approval of the permit with a permit fee of \$550.00, no bond required and subject to the special conditions contained within the permit. Commissioner Vincent moved to approve the permit requested by Mammoet USA South as recommended by Mr. Boudoin. Commissioner Champagne seconded the motion. The motion carried.

Executive Session - Consider and Take Action, if any, on Items Discussed in Executive Session

No executive session was held.

Checks & Purchase Orders

Maintenance Fund

Ck. No. 23708 – Blue Cross Blue Shield of Texas
\$145.56 – Health Insurance Payment

Ck. No. 23709 – Cureton & Son
\$60.00 – Floor Stripper Rental – Control Center Remodel

Ck. No. 23710 – Fidelity Exterminating Company
\$200.00 – Quarterly Pest Control – Administration Building

Ck. No. 23711 – Function 4 LLC
\$402.81 – Konica Copier Lease

Ck. No. 23712 – GFL Plant Services, LP
\$7,252.80 – Holding Tank & Rollbox Rental, Multiple Pump Stations

Ck. No. 23713 – Service Pump Compressor
\$3,005.85 – Dump Truck Rental – 1/8 – 2/5/24

Ck. No. 23714 – LJA Environmental Services, Inc.
\$1,160.00 – A-3-A & Groves HMGP Projects

Ck. No. 23715 – M & S Unlimited Services, LLC
\$800.00 – Load Scrap Iron & Pull Unit 4 – PS 1, (2) Equipment Transports

Ck. No. 23716 – M.I.A Trucking, Inc.
\$4,320.00 – Sabine Pass to Galveston – Work in Kind – PS 18 Pipeline Abandonment

Ck. No. 23717 – Nerbert Frelow
\$2,280.00 – Dump Truck Rental – Administration Building Drainage Project

Ck. No. 23718 – Phil Kelley
1,200.00 – Travel Advance 2024 TWCA Annual Convention

Ck. No. 23719 – Port Arthur Newsmedia, LLC
\$476.44 – Advertising – Groves Detention HMGP Project

Ck. No. 23720 – Richard Beaumont
\$234.70 – Health Insurance Payment

Ck. No. 23721 – Ritter Forest Products Nederland
\$2,952.00 – Sabine Pass to Galveston Bay Project - Mat Rental – PS 18 Pipeline Abandonment

Ck. No. 23722 – Sam & Tash Services, Inc.
\$1,569.62 – Janitorial Services – Administration Building

Ck. No. 23723 – Sunbelt Rentals
\$1,068.25 – Scissor Lift Rental – Fab Shop Engine Room

Ck. No. 23724 – Tower Medical Center of Nederland
\$55.00 – Pre-Employment Physical

Ck. No. 23725 – Texas Water Conservation Association
\$2,100.00 – (4) Registration Fees for 2024 Annual Conference

Ck. No. 23726 – Vortech Contracting, Inc.
\$105,174.35 – Sabine Pass to Galveston Bay Project – Work in Kind – PS 18 Pipeline Abandonment

Ck. No. 23727 – Waukesha-Pearce Industries, Inc.

\$10,215.00 – Equipment Rental – Administration Building Drainage Project, Sabine Pass to Galveston Bay Project – PS 18 Pipeline Abandonment

Ck. No. 23728 – Wave Solutions LLC

\$2,149.00 – New Workstation, LED Monitor & Printer

Ck. No. 23750 – Environmental Tree Service

\$5,000.00 – Tree Service – 1016 West Drive, Port Neches

GLO Account

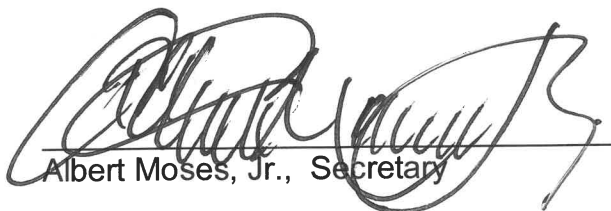
Ck. No. 5058 – Texan Engineering

\$60,260.81 – Sabine Pass to Galveston Bay Project – PAV-03C & PAV-03B Relocations

Commissioner Moses moved that the checks from the Maintenance Fund, and GLO Fund accounts be approved for payment. Commissioner Vincent seconded the motion. The motion carried.

Chairman Beaumont asked if there was any other business to come before the Board. There was none.

At 2:20 p.m., Commissioner Moses moved that the meeting be adjourned. Commissioner Champagne seconded the motion. The motion carried.


Albert Moses, Jr., Secretary


Richard Beaumont, Chairman

all federal and state grant applications and the management thereof on behalf of Jefferson County Drainage District No. 7.

THAT the General Manager of the District may appoint and/or remove one or more authorized representatives to serve as the Subrecipient Authorized Representative and Signatory Authority in connection with all federal and state grant applications and the management thereof on behalf of the District.

THAT the General Manager or his authorized representative be, and hereby is, authorized to take any and all action in connection with the accomplishment of the transactions outlined in this resolution and to certify the adoption of such resolutions to such parties which the General Manager or his authorized representative deem necessary or appropriate.

I, Albert Moses, Jr., Secretary of the Board of Commissioners of Jefferson County Drainage District No. 7, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Commissioners of Jefferson County Drainage District No. 7, at their meeting No. 2413 held on the 20th day of February, 2024, upon motion made by Commissioner Vincent and seconded by Commissioner Champagne and adopted unanimously by said Board, a quorum being present.

Given under my hand this 20th day of February 2024.


Secretary

JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7