

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2440
COMMISSIONERS OF
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

Place: 3400 Highway 73
Port Arthur, Texas

Date: April 1, 2025

Present: Commissioners
Richard Beaumont
Matthew Vincent
Lester Champagne
Albert Moses, Jr.
James Gamble, Sr.

Toby Davis, Assistant Manager
Nathan Brandimarte, Attorney for District

Visitors: Terry Wade, DD7
Rene Jackson, DD7
Brady Girouard, DD7
Garrett Boudoin, DD7
Kirby Johnson, DD7
Brian McZeal, DD7
Barron Cook, DD7
Keith Zotsky, AWC
Kim Carroll, Texan Engineering

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. 2439

The Minutes of Meeting No. 2439 were approved as read.

Consider Award for Bids for Improvements to Blocks Bayou Ditch Phase II

Mr. Garrett Boudoin stated that a recommendation letter was submitted by Kim Carroll, P.E. with Texan Engineering & Consulting, LLC. Mr. Boudoin stated the proposals for

Improvements to Blocks Bayou Ditch Phase II were opened at the board meeting held on March 18, 2025. The responding companies were Brystar Contracting, Eastex Utility Construction, MB Western Construction Co., Norman Highway Constructors, Inc., Ramtex, and Vortech Contracting, Inc. The apparent low bid submitted by Vortech Contracting, Inc. utilized an incorrect bid form and contained multiple errors and inconsistencies. It is recommended that the Vortech Contracting, Inc. bid be disqualified as a non-responsive bid. The second lowest bid was submitted by Norman Highway Constructors, Inc. in the amount of \$1,760,495.00. The contract time on the bid form is 100 working days. Norman Highway Constructors, Inc. was the contractor for the DD7 Lateral A3A Crossings at Hogaboom Road and Baird Street Project. Their project management staff have not changed and are expected to be assigned to this project. The A3A project was completed successfully and the experience with this contractor was positive. The staff and Mr. Kim Carroll, P.E. recommends that the contract for construction of the referenced project be awarded to Norman Highway Constructors, Inc. in the amount of \$1,760,495.00.

Commissioner Champagne moved to approve to award the bid for the Improvements to Blocks Bayou Ditch Phase II Project to Norman Highway Constructors, Inc. as recommended by staff. Commissioner Gamble seconded the motion. The motion carried.

Consider Pay Request No. 1 to Elite Contractors and Equipment, Ltd. for Discharge Pipe Support Replacement for West Port Arthur Road Pump Station

Mr. Kirby Johnson, P.E. submitted a recommendation letter for Pay Request No. 1 to Elite Contractors and Equipment, LTD for the Discharge Pipe Support Replacement for the West Port Arthur Road Pump Station (Pump Station 13) Project in the amount of One Hundred Sixty-One Thousand Five Hundred and 00/100 (\$161,500.00) Dollars for mobilization of equipment to site, installation of steel pipe piles, and SWPPP and permit compliance. Mr. Johnson stated that 60%

of the work has been completed using 30% of the contract's working days. Commissioner Vincent moved to approve Pay Request No. 1 to Elite Contractors and Equipment, LTD for mobilization of equipment to site, installation of steel pipe piles, and SWPPP and permit compliance in the amount of One Hundred Sixty-One Thousand Five Hundred and 00/100 (\$161,500.00) Dollars. Commissioner Moses seconded the motion. The motion carried

Discuss and Take Action on Hours of Operation

Mr. Toby Davis stated that the purpose for this discussion is to consider changing the District work schedule from 7:00 am to 3:30 pm Monday through Friday, to 7:00 am to 5:30 pm, Monday through Thursday. The crews and foremen would work 7:00 am to 5:30 pm and would be off on Fridays except in the event of a rain event. The call out schedule will be adjusted to fit the new schedule. If a holiday falls on a Friday (except for Good Friday and Thanksgiving), the holiday would be observed on the proceeding Thursday. Vacation and sick days will now be in terms of hours. A conversion table has been created to aid the foremen in determining each employees remaining vacation and sick time. The office will remain open Monday through Friday from 7:00 am to 4:00 pm. Administration staff will continue to work five, eight hour days. The general manager, assistant manager, engineers, and supervisors will rotate to ensure that the office will be manned on Fridays. Those manning the office on Friday will have the preceding Monday off. Commissioner Gamble stated that he left the previous meeting with the understanding that this was the best option for the District. He further stated that if an issue arises, the issue should be dealt with instead of returning to the five day, eight hour work schedule. The Commissioners agreed that if an issue arises, it will be dealt with as it currently is. Commissioner Champagne moved to approve altering the hours of operation of the District crews and foremen, to 7:00 am to 5:30 pm Monday through Thursday and the general manager,

assistant manager, engineers, and supervisors to 7:00 am to 6:00 pm, Monday through Thursday. The administration staff will remain on 7:00 am to 4:00 pm five days a week work schedule. Commissioner Gamble seconded the motion. The motion carried.

Discuss Proposed Legislation Regarding Board Elections

Mr. Davis stated there was a notice published in the Port Arthur News stating that there is pending new legislation that would move the District's Commissioners elections from May even number years to November in odd number years. This will ensure that the District will always be able to partner with Jefferson County which would save the District approximately \$150,000.00 as opposed to the District holding its elections independently. On the current schedule Commissioner Moses and Commissioner Champagne would be up for reelection in May 2026. If the new legislation passes the elections for Commissioner Moses and Commissioner Champagne would be moved to November 2025; and Commissioner Beaumont, Commissioner Gamble and Commissioner Vincent to November 2027.

Sabine Pass to Galveston Bay Summary

Mr. Toby Davis stated that the \$230 million funding request made by the Gulf Coast Protection District (GCPD) to fund the Sabine Pass to Galveston Bay Project for the next 2 years was approved. The request for funding was accessed through the Supplemental Bill which is unspent funds from the previous fund year. The GCPD will still receive \$6 million from the 2025 budget. House Bill 500 will fund the \$230 million request and Senate Bill 1 will fund the \$6 million request. So far both bills have made it out of congress without significant change. We expect the bills to be voted on in April 2025. Work continues with the Corps on utility coordination, and standard operating procedures for utility relocations. It is important to nail down the standard operating procedure for utility relocations so that the District can receive credit for the utility

relocations that have been completed. PAV04 which is the project that runs between Rose Hill Park and Lakeview Pump Station, is expected to be awarded April 9, 2025. This is a design build project, so it will begin with the design phase and then to the construction phase.

Manager Reports

Mr. Toby Davis presented the financial statements prepared by FMW, P.C. for the period ending February 28, 2025, and gave a collateral securities report as of February 28, 2025.

Terrebone Parish Officials and the Morganza Spillway Coalition are meeting with the Corps on April 15, 2025, in Houston. The District has been invited to discuss the pros and cons of dealing with the Corps.

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

No Executive Session was held.

Permits

Entergy Texas, Inc. is submitting a permit for a 4" Sewer Line Underground Crossing at Tiger Bayou. The permit fee is \$550.00. Mr. Garrett Boudoin recommended approval subject to the special conditions contained within the permit. Commissioner Moses moved to approve the permit requested by Entergy Legend Project as recommended by Mr. Boudoin. Commissioner Vincent seconded the motion. The motion carried.

Entergy Texas, Inc. is submitting a permit for a 12" Water Line Underground Crossing at Tiger Bayou. The permit fee is \$550.00. Mr. Garrett Boudoin recommended approval subject to the special conditions contained within the permit. Commissioner Moses moved to approve the permit requested by Entergy Legend Project as recommended by Mr. Boudoin. Commissioner Champagne seconded the motion. The motion carried.

Checks and Purchase Orders

Maintenance Fund

Ck. No. 26120 – 4 Horn Industrial

\$264.70 – Mainlift Rental

Ck. No. 26121 – Albert Moses, Jr.

\$529.00 – Health Insurance Payment

Ck. No. 26122 – Allen Sims

\$865.96 – NWC Air Fare Reimbursement

Ck. No. 26123 – Armor Shred

\$2,002.35 – Shredding Old Documents at Warehouse

Ck. No. 26124 – Cintas Corp

\$84.06 – Traffic Mat & Hand Sanitizer Service - Admin Building

Ck. No. 26125 – Dan Delich Consulting

\$4,013.68 – Legislative Consulting Services

Ck. No. 26126 – Deep South Crane & Rigging Co.

\$1,680.00 – Tandano Rental

Ck. No. 26127 – Disa Global Solutions

\$80.00 – Employee Drug Testing

Ck. No. 26128 – Duck's Dragline Service, Inc.

\$9,790.00 – Trackhoe Work

Ck. No. 26129 – Electrical Specialties, Inc.

\$45.00 – Monthly Alarm Monitoring

Ck. No. 26130 – Elite Contractors and Equipment Ltd.

\$161,500.00 – 2024-003 PS3 Discharge Pipe Support

Ck. No. 26131 – Gannett Fleming, Inc.

\$1,790.10 – Sabine Pass to Galveston Bay Project Management Services

Ck. No. 26132 – GFL Plant Services, LP

\$4,397.75 – Rollbox, Holding Tank, & Port-A-Can Rental

Ck. No. 26133 – Greater Port Arthur Chamber of Commerce

\$700.00 – Delegate Registration

Ck. No. 26134 – Groves Equipment Rental Co., Inc.
\$2,700.00 – 15 Ton Crane Rental

Ck. No. 26135 – James Gamble, Sr.
\$270.00 – Health Insurance Payment

Ck. No. 26137 – Jefferson County, Texas
\$157,586.76 – Crane Bayou - District's Portion

Ck. No. 26138 – Jeffrey S. Ward & Associates, Inc.
\$15,000.00 – Grant Administrative Services

Ck. No. 26139 – LAWCO
\$61,360.00 – Work at Groves Detention & OCI Site

Ck. No. 26140 – LJA Engineering, Inc.
\$136,255.36 – Engineering Services Various Projects

Ck. No. 26141 – Mazzanti & Associates LLC
\$2,500.00 – Legislative Consulting Services

Ck. No. 26142 – Port Arthur Newsmedia, LLC
\$1,255.44 – Public Notices – Various Projects

Ck. No. 26143 – Ray Russo
\$14,575.15 – Legislative Consulting Services

Ck. No. 26144 – Richard Beaumont
\$137.55 – Health Insurance Payment

Ck. No. 26145 – Richards, Rodriguez & Skeith, LLP
\$1,200.00 – Legal Services – Star Lake

Ck. No. 26146 – Ron Lewis & Associates LLC
\$3,500.00 – Legislative Consulting Services

Ck. No. 26147 – Sam & Tash Services, Inc.
\$1,569.62 – Legislative Consulting Services

Ck. No. 26148 – Texan Engineering & Consulting, LLC
\$16,555.00 – Engineering Services – General & Blocks Bayou

Ck. No. 26149 – TWCA Risk Management
\$27.00 – Add Bobcat to Insurance

Ck. No. 26150 – United Rentals

\$2,091.00 – Pipe Puller Rental

Ck. No. 26151 – Waukesha-Pearce Industries

\$9,573.00 – Soil Compactor Rental

Ck. No. 26152 – Wells Fargo

\$8,676.15 – Travel & Meeting Expenses

Ck. No. 26153 – The Brandimarte Law Firm, PLLC

\$11,719.50 – Legal Services – March 2025

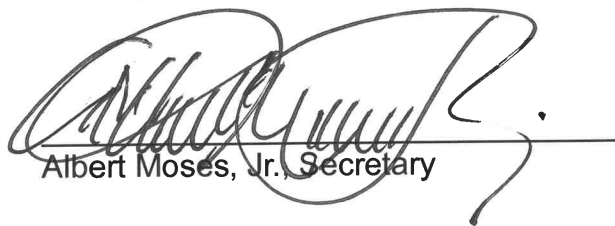
Ck. No. 26182 – Wave Solutions, LLC

\$4,846.00 – Monthly Software, Phones & IT Services

Commissioner Gamble moved that the checks from the Maintenance Fund Account be approved for payment. Commissioner Champagne seconded the motion. The motion carried.

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

At 2:34 p.m., Commissioner Vincent moved that the meeting be adjourned. Commissioner Moses seconded the motion. The motion carried.



Albert Moses, Jr. Secretary



Richard Beaumont, Chairman



VISITOR SIGN-IN SHEET
MEETING NO. 2440
Tuesday, April 1, 2025

	Name	Contact Information Email or Telephone	Public Comment	
1	Kim Carroll	kcarrollpe@gmail	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2	KEITH ZOTZKY	KEITH.ZOTZKY@AWCEN6.COM	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3			Yes <input type="checkbox"/>	No <input type="checkbox"/>
4			Yes <input type="checkbox"/>	No <input type="checkbox"/>
5			Yes <input type="checkbox"/>	No <input type="checkbox"/>
6			Yes <input type="checkbox"/>	No <input type="checkbox"/>
7			Yes <input type="checkbox"/>	No <input type="checkbox"/>
8			Yes <input type="checkbox"/>	No <input type="checkbox"/>
9			Yes <input type="checkbox"/>	No <input type="checkbox"/>
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11			Yes <input type="checkbox"/>	No <input type="checkbox"/>
12			Yes <input type="checkbox"/>	No <input type="checkbox"/>
13			Yes <input type="checkbox"/>	No <input type="checkbox"/>
14			Yes <input type="checkbox"/>	No <input type="checkbox"/>
15			Yes <input type="checkbox"/>	No <input type="checkbox"/>