

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2406  
COMMISSIONERS OF  
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

Place: 3400 Hwy 73  
Port Arthur, Texas

Date: November 7, 2023

Present: Commissioners  
Richard Beaumont  
Lester Champagne  
Matthew Vincent  
Phil Kelley, General Manager  
Pete Steele, Attorney for the District  
(Via Zoom)

Absent: James Gamble, Sr.  
Albert Moses, Jr.

Visitors: Allen Sims, DD7  
Toby Davis, DD7  
Barron Cook, DD7  
Kirby Johnson, DD7  
Kim Carroll, Texan Engineering & Associates (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 Champagne gave the invocation.

Minutes of Meeting No. 2405

The Minutes of Meeting No. 2405 was approved as read.

Receive, Open and Read the Names of Responding Firms to Request for Qualifications for Engineering Services for FY 2021 and FY 2023 HMGP, BRIC and/or FMA Projects

Mr. Phil Kelley stated the District advertised for Request for Qualifications for Engineering Services for FY 2021 and FY 2023 HMGP, BRIC and/or FMA Projects. Engineering Services are required to begin the project development of these projects. Each of the responding firms will be scored by a committee put together by the District according to grant requirements and will return a recommendation for award to the Board

for consideration. There are no monetary values associated with the request for qualifications. Mr. Kelley proceeded to receive, open, and read the names of the responding firms to the Request for Qualifications for Engineering Services as follows:

Freese & Nichols Engineering

Guage Engineering, LLC

LJA Engineering Services, Inc.

RRP Consulting Engineers, LLC

Schaumburg & Polk, Inc.

Consider Resolution Authorizing Master Professional Services Agreement with Freese and Nichols, Inc.

Resolution No. 506 Authorizing Master Professional Services Agreement with Freese and Nichols, Inc. was presented to the Board for consideration. Mr. Allen Sims stated that the District requested that the Corps include penetrations in the seawall to allow for an expansion or rebuild of the Shreveport Pump Station. During the design phase, the requested penetrations were eliminated from the plans. The District has since received a grant to rebuild the Shreveport Pump Station. The Corps agreed to pay the costs to reincorporate the penetrations in the plans. However, it would take six to nine months, possibly a year, to modify the contract or the District could complete the project and receive credit for work in kind. If the District completes the project, the turnaround time is four to six weeks instead of the six to nine months projected by the Corps. Due to the projected time frames, it is recommended that the project be completed in-house as opposed to modifying the contract with the Corps. The project's estimated cost is \$85,000. Freese & Nichols, Inc. is working on miscellaneous projects as well as projects associated with the Sabine Pass to Galveston Bay Project. Therefore, the District asked

for a general services agreement which enables the District to hire them to work on projects outside of the Sabine Pass to Galveston Bay Project. Mr. Kelley stated that Freese & Nichols is the lead firm of a joint venture group that is working on the design of the Shreveport Pump Station contract, so they are familiar with the project.

Commissioner Vincent moved to approve the Resolution Authorizing the Master Professional Services Agreement with Freese and Nichols, Inc. Commissioner Champagne seconded the motion. The motion carried. A copy of Resolution No. 506 is attached hereto and made a part hereof.

#### Sabine Pass to Galveston Bay Project Summary

Mr. Brady Girouard stated that design, work-in-kind, negotiations for rights of entry with landowners and project meetings continue on contracts. No significant changes since last report. Mr. Kelley stated that soil samples still need to be collected and analyzed by LJA Environmental to determine where and how the potential waste will be handled for Contract 3.

#### Manager Reports

Mr. Kelley stated that earlier this year he was authorized through a resolution by the board to execute property acquisitions relating to Sabine Pass to Galveston Bay Project. Mr. Kelley stated that the District will be paying Motiva approximately \$26 million of GLO funds to begin the relocation of the main pipe rack. The early construction phase should begin late December or early January which entails relocating a gate structure, a small pump house and part of the control room. The District has already given Motiva \$7 million for engineering fees for this portion of the project.

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

At 2:12 p.m., the Commissioners entered an Executive Session regarding potential litigation and property acquisitions.

At 2:53 p.m., the meeting returned to its regular session.

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

Commissioner Champagne motioned to approve an allocation percentage of 7.41% for the District's PRP share for cleanup of the Star Lake Superfund Site. Commissioner Vincent seconded the motion. The motion carried.

Commissioner Vincent motioned to authorize the District's manager to negotiate a property purchase of three (3) parcels of land needed for the Sabine Pass to Galveston Bay Project. Commissioner Champagne seconded the motion. The motion carried.

Checks & Purchase Orders  
Maintenance Fund

Ck. No. 23191 – 4 Horn Industrial  
\$1,248.76 – Trench Roller, Pear Ridge Repair Project

Ck. No. 23192 – Allen Sims  
\$621.50 – 2023 TWCA Fall Conference Travel Expenses

Ck. No. 23193 – City of Port Arthur  
\$240.00 – Employee Flu Vaccines

Ck. No. 23194 – Dan Delich Consulting  
\$2,690.74 – Legislative Consulting

Ck. No. 23195 – DE Corp.  
\$2,780.37 – Sabine Pass to Galveston Bay Project

Ck. No. 23196 – Duck’s Dragline Service, Inc.  
\$18,330.00 – LS250X4 Trackhoe Rental 10/2 – 10/31/23

Ck. No. 23197 – Electrical Specialties, Inc.  
\$45.00 – Alarm System Monitoring - Administration Building

Ck. No. 23198 – Function 4 LLC  
\$60.70 – Copy Charges, Leased Copier

Ck. No. 23199 – GP Evans Contractors  
\$26,160.54 – Seasonal Mowing Contract

Ck. No. 23200 – Groves Equipment Rental  
\$2,700.00 – 15 Ton Terrain Crane Rental 10/17 – 11/16/23

Ck. No. 23201 – HERC Rentals Corporation  
\$6,164.66 – Dump Truck Rental 09/19 – 10/31/23

Ck. No. 23202 – James Gamble, Sr.  
\$270.00 – Health Insurance Payment

Ck. No. 23203 – Johnny’s Towing & Recovery  
\$175.00 – Transport Fees for Skidsteer Move

Ck. No. 23204 – Kyla Dean  
\$498.10 – 2023 TWCA Fall Conference Travel Expenses

Ck. No. 23205 – M & S Unlimited Services, LLC  
\$450.00 – Transport Fee for Gallion Crane Move

Ck. No. 23206 – Mazzanti & Associates LLC  
\$2,500.00 – Legislative Consulting

Ck. No. 23207 – Medcom  
\$1,375.00 – 2023 Annual ACA Employer Reporting

Ck. No. 23208 – Nerbert Frelow  
\$4,290.00 – Dump Truck Rental, Pear Ridge Repair Project

Ck. No. 23209 – R.C. Services  
\$374.85 – Equipment Rental, Clean / Paint Building

Ck. No. 23210 – Ray Russo  
\$8,297.43 – Legislative Consulting

Ck. No. 23211 – Ritter Forest Products Nederland  
\$14,260.00 – Mat Rental & Freight Charges, Pear Ridge Repair

Ck. No. 23212 – Ron Lewis & Associates  
\$3,500.00 – Legislative Consulting

Ck. No. 23213 – Sam & Tash Services, Inc.  
\$1,569.62 – Administration Building Janitorial Services

Ck. No. 23214 – Sprint Waste Services, LP  
\$3,394.44 – Rollbox & Holding Tank Rental Various PSs

Ck. No. 23215 – Texan Engineering & Consulting, LLC  
\$18,812.50 – General Engineering, Grant Support & Lat B-4-B

Ck. No. 23216 – Thorpe Plant Services Corporation  
\$21,485.45 – Insulation Installation, PS 19 Diesel Engine Replacement

Ck. No. 23217 – Toby Davis  
\$708.49 – 2023 TWCA Fall Conference Travel Expenses

Ck. No. 23218 – TWCA Risk Management Fund  
\$2,580.00 – Commercial Property & Auto Liability

Ck. No. 23219 – Texas Department of Agriculture  
\$75.00 – License Renewal – Bruce Kirkgard

Ck. No. 23220 – Wave Solutions LLC  
\$17,931.99 – Port Switch Annual Fee, Server Rack, Computer Equipment, Monthly IT & Email Service

Ck. No. 23221 – Weisinger Incorporated  
\$60,912.00 – Alligator Bayou Upgrade

Ck. No. 23222 – Wells Fargo  
\$4,689.60 – Computer Supplies, Travel & Meeting Expenses – Administration Building Phones

Ck. No. 23223 – FILMR, LLC  
\$132.00 – Social Media Posts

Ck. No. 23224 – Port Arthur News  
\$306.60 – RFQ Advertisement HMGP

Ck. No. 23225 – Sam & Tash Services, Inc.  
\$1,569.62 – Janitorial Services for Administration Building

Ck. No. 23226 – Office of the Secretary of State  
\$900.00 – 2023 Election Law Seminar Registration Fees

Ck. No. 23249 – Richard Beaumont  
\$139.00 – Health Insurance Payment

General Land Office (GLO) Account

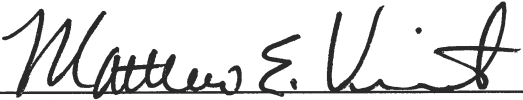
Ck. No. 5051 – LJA Environmental Services  
\$3,700.22 – Sabine Pass to Galveston Bay Project

Commissioner Champagne moved that the checks from the Maintenance Fund and General Land Office (GLO) 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 2:55 p.m., Commissioner Vincent moved that the meeting be adjourned. Commissioner Champagne seconded the motion. The motion carried.

  
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Richard Beaumont, Chairman

  
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Matthew Vincent, Assistant Secretary

**RESOLUTION NO. 506  
AUTHORIZING MASTER PROFESSIONAL SERVICES AGREEMENT  
WITH FREESE AND NICHOLS, INC.**

STATE OF TEXAS

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COUNTY OF JEFFERSON

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WHEREAS, Jefferson County Drainage District No. 7 (the "District") desires to enter into a Master Professional Services Agreement with Freese and Nichols, Inc. (FNI) pertaining to various projects from time to time on an "as required" basis in connection to general projects, as well as in particular the Sabine Pass to Galveston Bay Project; and

WHEREAS, the District will issue a Work Authorization detailing the scope of services requested, and FNI will furnish all labor, supervision, management, facilities, materials, tools, equipment, supplies and services necessary to provide said services; and

WHEREAS, the period of performance shall be ongoing unless and until terminated by either party as detailed within the Master Professional Services Agreement; and

WHEREAS, the District wishes to authorize the District's General Manager to execute the Master Professional Services Agreement on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7:

THAT it is in the best interest of the District to enter into a Master Professional Services Agreement with Freese and Nichols, Inc. pertaining to various projects and



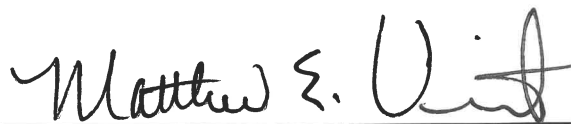
authorize its General Manager to execute the attached Master Professional Services Agreement on behalf of the District.

That payments required by the District under the Agreement will be paid from current revenues available to the District.

That the General Manager be, and hereby is, authorized to take any and all action and is authorized to execute any and all instruments, documents, or filings in connection with the accomplishment of the transactions outlined in this resolution and to certify the adoption of such resolutions to such parties which such General Manager deems 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. 2406 held on the 7<sup>th</sup> day of November, 2023, 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 7<sup>th</sup> day of November 2023.



Assistant Secretary  
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7