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**MINUTES OF VIDEOCONFERENCE MEETING NO. 2338
COMMISSIONERS OF JEFFERSON COUNTY
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

Place: 4749 Twin City Highway, Suite 300
Port Arthur, Texas

Date: December 15, 2020

Present: Commissioners
Lester Champagne
Albert Moses, Jr.
Matthew Vincent
Phil Kelley, Manager
Pete Steele, Attorney

Absent: Richard Beaumont
James Gamble, Sr.

Visitors: Dean Depew, DD7
Brady Girouard, DD7
Garrett Boudoin, DD7
Kim Carroll, Texan Engineering

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

Minutes of Meeting No. 2337

The Minutes of Meeting No. 2337 was approved as read.

Set Holidays for 2021

Mr. Kelley stated the District normally follows the same holidays as Jefferson County and recommended that the days listed below be adopted as the Drainage District Holidays for 2021:

January 18, 2021 (Monday)	Martin Luther King, Jr. Day
February 15, 2021 (Monday)	President's Day
April 2, 2021 (Friday)	Good Friday
May 31, 2021 (Monday)	Memorial Day
July 5, 2021 (Monday)	Independence Day
September 6, 2021 (Monday)	Labor Day
November 11, 2021 (Thursday)	Veteran's Day
November 25 & 26, 2021 (Thursday & Friday)	Thanksgiving
December 23 & 24, 2021 (Thursday & Friday)	Christmas
December 31, 2021 (Friday)	New Year's

Commissioner Moses moved to approve the proposed dates as the District's Holidays for 2021. Commissioner Vincent seconded the motion. Vice-Chairman Champagne voted aye. The motion carried.

Consider Pay Request No. 4 (Final) to Mason Construction, LLC for Improvements to Shamrock Ditch and Rodair Lateral 3

A recommendation letter was received from Kim Carroll of Texan Engineering for Pay Request No. 4 (Final) to Mason Construction for Improvements to Shamrock Ditch and Rodair Lateral 3 in the amount of Sixty-Two Thousand Four Hundred Fifteen and 77/100 (\$62,415.77) Dollars. Garrett Boudoin stated the Contractor has completed the replacement fencing that was removed during the construction of the project. It has been verified that all work has been completed and all required final paperwork has been executed. The project went very well, and the pay request includes the release of

the 10% retainage. Commissioner Vincent moved to approve Pay Request No. 4 (Final) to Mason Construction, LLC in the amount of Sixty-Two Thousand Four Hundred Fifteen and 77/100 (\$62,415.77) Dollars. Commissioner Moses seconded the motion. Vice-Chairman Champagne voted aye. The motion carried.

Sabine Pass to Galveston Bay Project Summary

Mr. Brady Girouard gave a brief update on the Sabine Pass to Galveston Bay Project and stated all contracts are still underway. Utility relocations are ongoing for all projects. It is the District's requirement to clear right-of-way prior to the Corps authorizing construction. Utility relocation is currently very involved with Valero Refinery, and the District will enter into an agreement with Valero soon. Other areas are being worked mostly with pipeline companies, i.e., Kinder Morgan and Chevron. It is noteworthy to report that the District did have a good meeting last week with the Corps based on their revised hydraulic modeling. The limits of what portion of the system will require improvements have not been fully defined at this time, but work is being prioritized to determine the acceptable risks involved and to get a new cost estimate for the entire project. Mr. Kelley reported that one of the approval checks for today's meeting is to Tolunay-Wong Engineers for approximately \$360,000 for work the District agreed to have done to speed up the process with the Corps. This amount has not been filed for reimbursement at this time with the General Land Office ("GLO"). The District is waiting to get the quote from Valero to do the engineering on the pipe rack and pipe relocations, which is supposed to be in excess of \$2,000,000, and will then combine this amount with the funds paid to Tolunay-Wong to send to the GLO for

advancement of the \$2,000,000 and reimbursement of the approximate \$400,000. Mr. Ray Russo has started working with the State and the GLO to provide a figure on what funds the Sabine Pass to Galveston Bay Project will need on behalf of the District, Velasco Drainage District and Orange County. It is estimated to be over \$300,000,000 for the next biennium, and currently it is not looking too promising that the State Legislature will fund the Sabine to Galveston Project in the upcoming Legislative Session. However, based on the total that the GLO has committed to the District, which is \$106,000,000, there should be enough money to get the District through the next two years and then hopefully the State, through the GLO, will continue to fund the project going forward.

Manager's Miscellaneous Reports/Financials

Since the date of the last Commissioner's meeting, the following work has been done:

HFPL Maintenance/Herbicide Crew

Herbicide Application:

- Atlantic Main near Groves Sewer Treatment Plant, Atlantic Main 1A, Foster Ditch
- PS 16 low water crossing, C14, Crane Bayou Main Lat. 2, Star Lake Ditch
- Pure Oil Ditch, Pump Stations 1-20, Halbouty Laydown Yard
- HFPL sheet pile wall on W. 7th Street, Townsend Ditch, A1, A1C, B2
- Main B Fabriform, Main B Diversion

Levee:

- Mowing around HFPL closure structures.
- Checked flap and screw gates after rain event.

Misc.:

- Pulled trash at Alligator Pump Station.
- Checked crossings in Nederland.

Contractor:

- GP Evans Contractors LLC: Mowed areas 7 and 8. Seasonal mowing ended on 12/11/2020.

Control Center Operation and Pump Station Maintenance Report

- Station 7
Unit 1-Disconnect and remove Engine Hot starts for crew to change out engine.
- Warehouse
New L.E.D. Lighting-assembling fixtures to be installed in warehouse.
- Station 16
Change out a bad 120volt receptacle in the office.
- Fab Shop
Replace burnt out contactor on Jet Band Saw.
- Station 2
Generator-change 2 4D batteries and test run Generator, return to Auto.
- Warehouse
Installing new LED lights in the back-warehouse area.
- Station 1
Rake A-reinstall automatic program on rake. Lost program after shutting station power off during Laura.
- Stations 1,2,3,15&19
Test run Automatic Rakes.
- Station 19
Unit 7-Sump Pump-motor is grounded, tagged out and disconnected for crew to pull.
- Station 18
Trash Rake #2-Holes Inc. cut roadway 4inches deep by 3inches wide. Broke out concrete and removed. Ran 1inch conduit across to rake push button and motor. Mixed and poured concrete over conduit. Continued new conduit run to push button and motor. Cleaned up job site and prepare to pull in new wire. Pull wire and hook up motor and push button. Test run. All OK. Also pull extra wires for 120-volt receptacle and to add new light after getting new light pole fabricated. Clean up job site and bring left over material back to shop.

- **All Stations**
Oct 6,7&8-Test run all Generators ahead of Oct 9 Hurricane Delta
- **Station 10**
Generator-. change Two 8D Batteries and also change out 24volt battery charger. Charger was not very old but was not putting out the correct voltage. Hurricane Delta-checking unmanned stations 11 thru 15. Miscellaneous resets and checks of auto rakes at 3 &19.
- **Station 8-Unit 6**-troubleshoot and replace blown 6/10-amp fuse on contactor. Mechanic and Electric Shop-Hookup generators after power outage. Disconnect and store units after power comes on.
- **Station 2**
Generator-Starter solenoid burnt out, mechanic replaced. Starter will not engage into flywheel. Mechanic removed and take starter to be repaired.
- **Station 18**
Generator #2-replace 12volt battery charger with smart charger
Generator #1-decided to change out both Generator chargers.
- **Warehouse**
Finish installing new L.E.D. lights behind warehouse.
- **Station 16 Annex**
Install 12 new 12Volt batteries on Units 1 thru 6. Two batteries per engine wired for 24volts DC. Installed in battery boxes.
- **Warehouse**
Replace security light that was damaged during Hurricane Delta.
- **B-Diversion Gate**
Replace bad photocell for security lights.
- **Station 10**
Unit 5-disconnect engine block heaters and move conduit to ready site for new engine.
- **Station 19**
Trash Rake A-change Proximity Switch on clean "Pick" side. Found loose connection on PLC that had been giving us intermediate problems. Going thru Rake controllers and checking and tightening wire connections.

- Station 16
Relamp inside of station with 100Watt L.E.D. bulbs.
- Station 3
Relamp inside of station-Test run Auto Rake.
- Station 8
Relamp inside of station.
Station 7
Relamp second floor lights
- Stations 1,2,3,15&19
Test run automatic rakes.

Construction Notes - Alligator Bayou Pump Station Annex
November 23, 2020 – December 4, 2020

Monday, November 23:

Alligator Project; Allco is working on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (4) operators/laborers reported.

Allco's crew set up their (2) six-inch pumps to pump out the intake bay area so that the crew can repair cracks that are still leaking through the concrete walls.

Goodwin Pump Company came out to the station and disconnected the suction discharge pipes from the (2) 24-inch portable pumps. The crew loaded and hauled the portable pumps off site. The crew will come back to retrieve the remaining pipe.

Electrical Specialties (1) is on site working on electrical systems in station.

DD7's B. Gray, F. Baker, and K. Ceaser changed the old hoses on units #4, 3, 2 and 1 from the engines to the after cooler pipes to a stronger hose.

Tuesday, November 24:

Alligator Project; Allco worked on site today. Weather conditions were cloudy. The site conditions were dry.

Allco superintendent (1) on site Terrell (1) with (4) operators/laborers reported.

Allco's crew is pumping the intake bay out with (2) six-inch pumps. No work is being done on the cofferdam at this time.

Electrical Specialties (1) is on site working on electrical systems in station.

Wednesday, November 25:

Alligator Project; Allco worked on site today. Weather conditions had some light rain, approximately 0.25 inch, and turned sunny after. The site conditions were dry.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (5) operators/laborers reported.

Allco's crew is pumping the intake bay out with (2) six-inch pumps, the bay is down to about (-10.5 ft.) elevation. The crew is cleaning up around the job site. No work is being done on the cofferdam at this time.

Electrical Specialties (1) is on site working on wiring and hooking up the small air compressor to the clutches on units # 1 and 2.

Thursday, November 26:

Alligator Project; Allco and DD7 are not working on site in observance of the Thanksgiving holiday.

Friday, November 27:

Alligator Project; Allco is working on site today; however, DD7's site representative was off in observance of the Thanksgiving holiday, so a daily report was not generated.

Allco's crew did work on site to pump the intake bay down on Friday and Saturday.

Monday, November 30 thru Friday, December 4:

Alligator Project; Allco did work on site every day this week however, DD7's site representative was off on vacation, so daily reports were not generated.

Allco's crew did work on site to pump the intake bay down and repairing cracks in concrete walls. The dirt crew worked at repairing the heavy dirt equipment so that work can continue with the cofferdam. Electrical Specialties continued to work on the electrical systems in the station.

Mr. Kelley informed the Board that the District will not be having its annual Christmas lunch this year due to COVID-19. He also reported that Dean Depew has issued the Notice to Proceed to Weisinger, Inc. for the 60" pump replacement for Pump Station 15 discussed at the last Board meeting and the District has completed the purchase of the Hatfield property for just a little over \$73,000. The District will now have to expend the funds to demolish the structures and clean up the property.

Mr. Phil Kelley presented the financial statements prepared by FMW, P.C. for the period ended November 30, 2020, and gave a collateral securities report as of November 30, 2020.

Permits

City of Groves Fire Station - Proposed Discharge into Pear Ridge Main No. 1. Mr. Garrett Boudoin recommended approval with no permit fee or bond required. Commissioner Vincent moved to approve Mr. Boudoin's recommendation. Commissioner Moses seconded the motion. The Vice-Chairman voted aye. The motion carried.

City of Port Arthur – Proposed Pump Station Outfall into Main “A” Canal. Mr. Garrett Boudoin recommended approval with no permit fee or bond required subject to the special conditions contained within the permit. Commissioner Moses moved to approve Mr. Boudoin's recommendation. Commissioner Vincent seconded the motion. The Vice-Chairman voted aye. The motion carried.

Texas Gas Service – Gas Line Relocations at Lateral A3A Crossings of Hogaboom Road and Baird Street. Mr. Garrett Boudoin recommended approval with no permit fee or bond required subject to the special conditions contained within the permit. Commissioner Vincent moved to approve Mr. Boudoin's recommendation. Commissioner Moses seconded the motion. The Vice-Chairman voted aye. The motion carried.

Entergy – Overhead Electrical Crossing of Main “C” Canal near the Conoco Site. Mr. Brady Girouard recommended approval with no permit fee or bond required subject

to the special conditions contained within the permit. Commissioner Moses moved to approve Mr. Girouard's recommendation. Commissioner Vincent seconded the motion. The Vice-Chairman voted aye. The motion carried.

Texas Proud H2O – Proposed 12" Pipe Entry into Crane Bayou Main. Mr. Garrett Boudoin recommended approval with a Two Hundred Fifty and No/100 (\$250.00) Dollar permit fee and no bond required subject to the special conditions contained within the permit. Commissioner Vincent moved to approve Mr. Boudoin's recommendation. Commissioner Moses seconded the motion. The Vice-Chairman voted aye. The motion carried.

USA Rail Terminals – Multiple Modifications, Entries and Crossings of Pear Ridge Laterals A-1, A-1-A, A-1-B and A-1-C. Mr. Garrett Boudoin recommended approval with a Seven Hundred Five and No/100 (\$705.00) Dollar permit fee and no bond required subject to the special conditions contained within the permit. Commissioner Moses moved to approve Mr. Boudoin's recommendation. Commissioner Vincent seconded the motion. The Vice-Chairman voted aye. The motion carried.

Entergy – Overhead Electrical Crossing of Pear Ridge Main No. 1 to Service USA Rail Site. Mr. Garrett Boudoin recommended approval with no permit fee or bond required subject to the special conditions contained within the permit. Commissioner Vincent moved to approve Mr. Boudoin's recommendation. Commissioner Moses seconded the motion. The Vice-Chairman voted aye. The motion carried.

Mr. Phil Kelley stated the District has let the contract and ordered the next four (4) Cummins diesel engines for replacement. Dean Depew has been advised that the first two (2) engines may be delivered by January 2021. Mr. Depew stated the Corps is currently trying to mobilize and set up at Pump Station No. 10 but there is going to be a lag time of 12 to 20 weeks on the MCC panels. It would be good for the District if the first two (2) engines could be installed before the Corps gets involved with their work at Pump Station No. 10 and, in addition, the Corps plans to build new control panels for the engines. Mr. Depew has been working on the new SCADA system the District is trying to get organized. Mr. Depew is currently working on the second phase of the SCADA system and is hoping to be able to go out for bids on the system in February 2021.

Mr. Dean Depew reported Unit No. 3 at Pump Station No. 8 that was sent for repair is in production; however, he does not have a timeline for when it will be complete.

Mr. Phil Kelley also advised the Board that he has also once again begun meeting with Sigma Engineers on moving forward with the new administration building. Discussions were had regarding the raising the building's floor elevation and the fact that there are no grant funds available to the District for this type of office building.

Checks & Purchase Orders
Maintenance Fund

Ck. No. 17489 – Dillan M. Halliburton
\$400.00 – Patrolling HFPL

Ck. No. 17490 – Duck’s Dragline Service, Inc.
\$7,920.00 – Rental LS250X4 Trackhoe 12/1-12/10/20 and
Rental LS250X3 Trackhoe 12/1-12/10/20

Ck. No. 17491 – Filmr, LLC
\$84.00 – Social Media Posts

Ck. No. 17492 – GP Evans Contractors
\$12,887.40 – Mowing Levee

Ck. No. 17493 – Gregory J. Mouton
\$200.00 – Patrolling HFPL

Ck. No. 17494 – Groves Equipment Rental Co., Inc.
\$2,700.00 – Rental 15 Ton Crane, 11/17-12/16/20

Ck. No. 17495 – Harold L. Doucet, Jr.
\$200.00 – Patrolling HFPL

Ck. No. 17496 – Hotchkiss Insurance
\$6,500.00 – Phase I GASB 75 Actuarial Consulting Service Fee

Ck. No. 17497 – Jefferson Central Appraisal District
\$91,448.18 – First Quarter Payment on 2021 Entity Allocations

Ck. No. 17498 – Jonathan Green
\$200.00 – Patrolling HFPL

Ck. No. 17499 – KT Trucking & Cattle Co.
\$5,044.50 – Rental of Dump Truck to Haul Clay

Ck. No. 17500 – Lawrence Myers
\$200.00 – Patrolling HFPL

Ck. No. 17501 – LJA Engineering, Inc.
\$107,045.30 – Data System & GIS Project 2021, Nederland, Groves,
Port Neches, Port Arthur Coalition, Sabine Pass to Galveston Project,
Rodair Gully Study, Alligator Bayou Upgrade, Engineering Fees-
Rehab Discharge Pipe Supports, Halbouty Detention HMGP
Project and Stormwater Management Plan

Ck. No. 17502 – Mason Construction, Ltd.
\$62,415.77 – Improvements to Shamrock Ditch & Rodair Lateral 3

Ck. No. 17503 – Mutual of Omaha Companies
\$2,046.26 – Health Insurance Payment

Ck. No. 17504 – Richard Beaumont
\$207.58 – Health Insurance Payment

Ck. No. 17505 – Ron Lewis & Associates
\$3,500.00 – Legislative Consulting Fees

Ck. No. 17506 – S.H. Absolute Construction, LLC
\$32,182.00 – Blocks Bayou Repairs/Improvements

Ck. No. 17507 – Sprint Waste Services, LP
\$2,004.66 – Removal of Waste from Pump Stations (3)

Ck. No. 17508 – Survey Support, Inc.
\$11,610.00 – Survey Services Shamrock Ditch and
Survey Services Blocks Bayou

Ck. No. 17509 – Texas Social Security Program
\$35.00 – Annual Administrative Fee for Texas Social Security Program

Ck. No. 17510 – Timothy P. Dinger
\$150.00 – Admin/Scheduling Patrol Officers

Ck. No. 17511 – U.S. Postmaster
\$120.00 – Yearly P.O. Box 3244 Rent

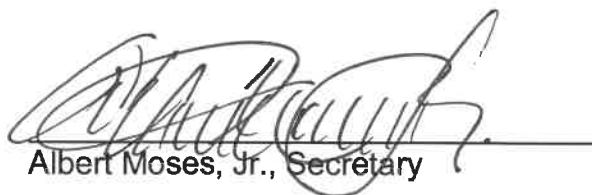
Ck. No. 17532 – Kansas City Southern Railway Co.
\$125.00 – Annual Billing for 2 60" Drainage Pipe Crossings

Ck. No. 5013 – Tolunay-Wong Engineers, Inc.
\$364,156.50 – Sabine Pass to Galveston Bay Project Contract 3
and 3B Geotech Work

Commissioner Moses moved that the checks from the Maintenance Fund be approved for payment. Commissioner Vincent seconded the motion. The Vice-Chairman voted aye. The motion carried.

Vice-Chairman Champagne asked if there were any questions or comments from the public. There were none.

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



Albert Moses, Jr., Secretary



Lester Champagne, Vice-Chairman