

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2373
COMMISSIONERS OF
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

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

Date: June 7, 2022

Present: Commissioners
Richard Beaumont
Lester Champagne
James Gamble, Sr.
Matthew Vincent
Phil Kelley, General Manager
Glenn Steele, District's Attorney

Absent: Albert Moses, Jr.

Visitors: Allen Sims, DD7
Brady Girouard
Garrett Boudoin, DD7
Kim Carroll, Texan Engineering (Via Zoom)
Charles E. Reed, Charles Reed & Associates
Sharon Reed, Charles E. Reed & Associates

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. 2372

The Minutes of Meeting No. 2372 was approved as read.

Consider Award of Bid for the New Administration Building Project

The bids were opened on May 17, 2022 and read aloud in the public bid opening. Mr. Phil Kelley stated that the District received a letter of recommendation from Dr. Sina Nejad with Sigma Engineers for awarding the bid to N & T Construction in the amount of \$5,460,000.00 based on it being the most favorable and complete bid for the project. The

bid submitted by McInnis Construction did not include the number of days to complete the project and failed to include the cost for water and sewer installation. Mr. Allen Sims advised that references for N & T Construction were very positive. Messrs. Kelley and Sims both concurred with awarding the bid to N & T Construction. Commissioner Champagne moved to award the bid to N & T Construction based on the recommendation of Dr. Nejad and concurrence by Messrs. Kelley and Sims. Commissioner Gamble seconded the motion. The motion carried.

Presentation of Audit and Financial Statement for FY 20/21 by Charles E. Reed & Associates

Mr. Kelley submitted a letter to the District received from Charles E. Reed & Associates, who is the company that is performing the District's audit. The letter sets forth particular information regarding the company's significant audit findings that is required under the generally accepted auditing standards. No action is required on this matter. Auditing standards simply required the District to note receipt of the letter by the Board of Commissioners.

Mr. Charles Reed of Charles E. Reed & Associates gave a detailed report of the audit and financial statements for the fiscal year 2020/2021. Mr. Reed stated the District's audit went very smoothly and that his team received full cooperation from the District's management and staff, as well as from FMW, P.C., the District's accounting firm. He further stated that the audit reflects a clean audit opinion, the District is financially healthy, and its books and records are in good shape.

Commissioner Vincent made a motion that the audit be approved as presented, the Chairman be authorized to sign the Annual Filing Affidavit and a copy of the audit and

financial statements be forwarded to the Texas Commission on Environmental Quality. Commissioner Champagne seconded the motion. The motion carried.

Consider Approval to Advertise for Bids on Diesel Engine Replacement

Mr. Kelley stated the District plans to replace approximately five (5) engines with this group of the Diesel Engine Replacement Program. The District has not received any of the motors from the last group, but should receive one of the four any day now. The remaining three motors are waiting on the reduction gears.

Commissioner Champagne motioned to approve Advertising for Bids on the next group of motors for the Diesel Engine Replacement Program. Commissioner Gamble seconded the motion. The motion carried.

Election of Officers to the Board of Commissioner

Commissioner Moses was absent from the meeting, and discussion was had on whether to table the election of officers until all board members were present. After discussing options, the decision was made to move forward with the election of officers. The District's Attorney, Mr. Pete Steele suggested that the District add an office for an Assistant Secretary. The floor was opened for nominations of officers to the Board. Commissioner Champagne moved that Richard D. Beaumont remain and serve as Chairman, Lester Champagne remain and serve as Vice-Chairman, Albert Moses, Jr. remain and serve as Secretary. Commissioner Champagne moved that Matthew Vincent serve as Assistant Secretary. Commissioner Gamble seconded both motions. The motions carried.

Sabine Pass to Galveston Bay Project Summary

Mr. Brady Girouard stated that Contract 1's estimated completion is in July. Contract 2 is at 35% design level. The District has received a right of entry on Contract 3 to perform a Phase II Environmental Study. On Contract 3B, the District is heavily engaged in right-of-way acquisitions with Kansas City Southern, the City of Port Arthur and the Port of Port Arthur. Most of these acquisitions are very small pieces of property with no structures. Contract 3A is nearing 100% completion. Contract 4 is at 35% of conceptual designs. The District received some good news regarding Contract 5 that was a result of the meeting with the USACE held at the Engineering Research and Development Center (ERDC) in Vicksburg, Mississippi. After combining information regarding storm modeling, risk factors and levee evaluation, the design modeling shows a considerable reduced scope of work. The reduced scope of work will include work in the areas between Pinetop and Coke Road area in Port Neches. The District proposed an alternative alignment near West Port Arthur Road which will avoid a lot of relocation efforts. The modeling looks favorable for that option with the biggest obstacle being crossing Rodair Gully. Mr. Kelley stated that the USACE would have to weigh the economics of each option.

Commissioner Vincent asked if the District worked out the issue of receiving credit for land purchased from cities and other government entities? Mr. Kelley stated that the plan was to include it in the pending Water Resources Development Act Bill, but it has yet to be added to the bill.

Manager's Miscellaneous Reports

The following report was submitted to give an updated status:

Construction Notes – Alligator Bayou Pump Station Annex

May 9, 2022 – June 3, 2022

Monday, May 9:

Alligator Project; See previous construction report.

Tuesday, May 10:

Alligator Project; See previous construction report.

Wednesday, May 11:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today

Thursday, May 12:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today

Friday, May 13:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today

Monday, May 16:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Tuesday, May 17:

Alligator Project; Allco crew did not work on site today. Weather conditions were partly cloudy. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

BL Technologies on site with (2) representatives reported.

ESI on site with (1) representative reported.

Allco crew is not on site today. BL Technologies and ESI on site working on computer system. They worked on stopping and starting the equipment, going through the list. No computer programmer on site.

Wednesday, May 18:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Thursday, May 19:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Friday, May 20:

Alligator Project; DD7's site representative was not on site, so a daily report was not generated.

Monday, May 23:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Tuesday, May 24:

Alligator Project; Allco crew did not work on site today. Weather conditions were partly cloudy with a few light rain showers. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Wednesday, May 25:

Alligator Project; Allco crew did not work on site today. Weather conditions held rain early. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Thursday, May 26:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Friday, May 27:

Alligator Project; Allco crew did not work on site today. Weather conditions were sunny. The site conditions were dry.

Allco superintendent (0) on site with (0) operators/laborers reported.

Allco crew is not on site today.

Mr. Kelley advised the board that effective May 31, 2022, Ronnie Hollier retired. Terry Wade was promoted to Supervisor to fill Mr. Hollier's position. Mr. Wade will supervise the mechanic shop, purchasing, warehouse, and physical plant yard area. The levee maintenance and herbicide crew will now be supervised by Brady Girouard.

Mr. Kelley advised that the District is trying to secure funding to build a pump station at Rodair Gully. Mr. Sims stated that the District hired Jeff Ward and Associates as a grant administrator. The District worked with Jeff Ward and Associates to apply for a grant for studies and preliminary engineering and get projects ready so that as big grant opportunities come available, the District will already have the grant application packages ready to submit. The District was notified that it was selected to receive a grant for 1.2 million dollars and is also applying for two additional grants. The first is for a 110 million dollar grant to install a pump station at Rodair Gully, and possible levee improvements in that area. The second grant application is requesting approximately 20 million dollars to replace the Shreveport Pump Station located in downtown Port Arthur.

Permits

Gulf Credit Union – Drainage Criteria Review. Mr. Garrett Boudoin recommended the permit for approval with a \$250.00 permit fee. No bond will be required. Commissioner Vincent moved to approve the permit on Mr. Boudoin's recommendation contingent upon the payment of the \$250.00 permit fee. Commissioner Gamble seconded the motion. The motion carried.

The Premcor Refining Group, Inc. – Proposed 24" Pipeline Overhead Crossing at Existing Pipe Rack at HFPL STA #838+50. Mr. Garrett Boudoin recommended the permit

for approval with a \$550.00 permit fee. No bond will be required. Commissioner Champagne moved to approve the permit on Mr. Boudoin's recommendation contingent upon the payment of the \$550.00 permit fee. Commissioner Vincent seconded the motion. The motion carried.

Diamond Green Diesel, LLC – Proposed 16" and 10" Pipelines Overhead Crossing at Existing Pipe Rack at HFPL STA #838+50. Mr. Garrett Boudoin recommended the permit for approval with a \$660.00 permit fee. No bond will be required. Commissioner Gamble moved to approve the permit on Mr. Boudoin's recommendation contingent upon the payment of the \$660.00 permit fee. Commissioner Champagne seconded the motion. The motion carried.

Checks & Purchase Orders
Maintenance Fund

Ck. No. 20254 – Dannenbaum Engineering Corp.
\$9,904.48 – Sabine Pass to Galveston Bay Project

Ck. No. 20255 – Richard Beaumont
\$207.58 – Health Insurance Payment

Ck. No. 20256 – Dannenbaum Engineering Corp.
\$27,520.86 – Sabine Pass to Galveston Bay Project

Ck. No. 20257 – Albert Moses, Jr.
\$1,000.00 – Travel Advance for TWCA Summer Conference

Ck. No. 20258 – Allen Sims
\$1,000.00 – Travel Advance for TWCA Summer Conference

Ck. No. 20259 – Dan Delich Consulting
\$1,500.00 – Legislative Consulting Fees

Ck. No. 20260 – Dannenbaum Engineering Corp.
\$925.09 – Groves Detention HMGP Project

Ck. No. 20261 – Duck's Dragline Service, Inc.
\$4,480.00 – Rental LS250X4 Trackhoe, Cutterhead

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Ck. No. 20262 – FILMR
\$180.00 – Social Media

Ck. No. 20263 – Function 4 LLC
\$197.38 – Konmin Copier Lease

Ck. No. 20264 – GP Evans Contractors
\$20,235.60 – Seasonal Mowing Contract

Ck. No. 20265 – Groves Equipment Rental Co., Inc.
\$4,200.00 – Crane Rental (2)

Ck. No. 20266 – Herc Rentals Corporation
\$11,256.49 – Dump Truck Rental (2) Levee Repair

Ck. No. 20267 – Higginbotham Insurance Agency
\$356.00 – Commissioner Bond Renewal (2)

Ck. No. 20268 – James Gamble, Sr.
\$270.00 – Health Insurance Payment

Ck. No. 20269 – Jefferson Central Appraisal District
\$85,242.47 – 3rd Quarter Entity Allocations

Ck. No. 20270 – M & S Unlimited Services, LLC
\$2,250.00 – Transport Truck Rental

Ck. No. 20271 – Mason Construction, LTD
\$2,508.00 – Sabine Pass to Galveston Bay Project

Ck. No. 20272 – Matthew Vincent
\$1,000.00 – Travel Advance for TWCA 2022 Summer Conference

Ck. No. 20273 – Mazzanti & Associates LLC
\$2,500.00 – Legislative Consulting Fees

Ck. No. 20274 – Mustang Rental Services
\$5,098.21 – Dozer Rental – Levee Repair

Ck. No. 20275 – National Networks
\$1,945.50 – Contract Labor for Cable Installation Suite 302

Ck. No. 20276 – Nerbert Frelow
\$4,440.00 – Dump Truck Rental

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Ck. No. 20277 – Phil Kelley
\$1,000.00 – Travel Advance for TWCA 2022 Summer Conference

Ck. No. 20278 – Ray Russo
\$3,267.78 – Legislative Consulting Fees

Ck. No. 20279 – Richard Beaumont
\$1,000.00 – Travel Advance for TWCA 2022 Summer Conference

Ck. No. 20280 – Ritter Forest Products Nederland
\$1,470.00 – Mat Rental

Ck. No. 20281 – Sigma Engineers, Inc.
\$70,740.00 – Main Office Replacement Project

Ck. No. 20282 – Sprint Waste Services, LP
\$237.79 – Portable Toilet Rental

Ck. No. 20283 – Sunbelt Rental
\$2,403.27 – Forklift Rental

Ck. No. 20284 – TCS Consulting
\$450.00 – Control Center Annual Email Hosting & Webhosting

Ck. No. 20285 – Texan Engineering & Consulting, LLC
\$17,190.00 – HMGP, General Engineering

Ck. No. 20286 – Star Lake Cooperating Group
\$46,318.81 – Remainder of 2022 Cash Call Payment

Ck. No. 20287 – Texas Water Conservation Assoc
\$2,670.00 – Registrations for Summer Conference (6)


Ck. No. 20288 – United of Omaha
\$2,099.27 – Health Insurance Payment

Ck. No. 20289 – W-Industries of Texas, LLC
\$44,687.50 – Update Data Operations System – Control Center


Commissioner Vincent moved that the purchase orders and checks from the Maintenance Fund be approved for payment. Commissioner Champagne seconded the motion. The motion carried.

2:43 pm Commissioner Champagne moved that the meeting be adjourned.

Commissioner Gamble seconded the motion. The motion carried.



Albert Moses, Jr., Secretary



Richard Beaumont, Chairman