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**MINUTES OF VIDEOCONFERENCE MEETING NO. 2324  
COMMISSIONERS OF JEFFERSON COUNTY  
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

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

Date: May 19, 2020

Present: Commissioners  
Richard Beaumont  
Billy Joe Butler  
Albert Moses, Jr.  
Phil Kelley, Manager  
Pete Steele, Attorney

Absent: Lester Champagne  
James Gamble, Sr.

Visitors: Ronnie Hollier, DD7  
Tomeka Channel, DD7  
Allen Sims, LJA Engineering  
Cody Croley, LJA 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. 2323

The Minutes of Meeting No. 2323 was approved as read.

Consider Sale of Surplus Property

Mr. Phil Kelley requested the declaration of and approval to sell certain surplus property. He stated the Pump Station Maintenance Department is cleaning out the Fab Shop to make an engine room and put together the list. A list of miscellaneous items was submitted as follows:

	<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
1	Wisconsin Air Compressor	TJD Motor; 340 Quincy Compressor	5347715
2	Detroit Engines	871 Series - Diesel Engine	7083-7008
3	Wisconsin Air Compressor	TJD Motor; 340 Quincy Compressor	5200979
4	Electric Motors	Miscellaneous Electric Motors	N/A
5	Detroit Engines	16-71 Series - Diesel Engine	5131709
6	Detroit Engines	16-71 Series - Diesel Engine	5131708
7	Detroit Engines	16-71 Series - Diesel Engine	29652
8	Allis-Chalmers	Model 17000 Generator	17-02793
9	Aliis-Chalmers	Model 17000 Generator	17-02793
10	Wisconsin Air Compressor	TJD Motor; 340 Quincy Compressor	5303512
11	Quincy Compressor	340 Compressor; Electric Motor	157434
12	Quincy Compressor	Model 240 Compressor; electric motor.	310-24-601548H
13	Quincy Compressor	Model 340 Compressor	No Serial Found
14	Wisconsin Air Compressor	TJD Motor; 340 Quincy Compressor	4760075
15	Quincy Compressor	Model 340 Compressor; Electric Motor	No Serial Found
16	Massey Ferguson Tractor	2006 MF 471	BP 32088
17	New Holland Tractor	1998 NH 6640	074150B

Commissioner Moses moved to declare the subject property as surplus and to be sold. Commissioner Butler seconded the motion. The Chairman voted aye. The motion carried.

Consider Award of Temporary Staffing Contract

The District advertised for Request for Proposals for a Temporary Staffing Contract. Mr. Phil Kelley stated this is something Drainage District No. 6 utilizes, and he feels it will benefit the District in the event of a storm event and when extra help is needed. A recommendation letter was received from Kim Carroll of Texan Engineering, and Mr. Allen Sims of LJA Engineering stated a review committee composed of Kim Carroll, Diane Smith and himself evaluated the three proposals received. Two proposals were very close, and one proposal was significantly different. The review committee recommends awarding the contract in the order of Advanced Staffing, Inc. and then to 22<sup>nd</sup> Century Technologies, Inc. and not award to The Hopkins Group. Advanced Staffing, Inc. is a Beaumont company and they received a few more points than 22<sup>nd</sup> Century Technologies, Inc. because they have done a lot of work in the Golden Triangle area. 22<sup>nd</sup> Century Technologies, Inc. is a nationwide company and most of their experience in Texas is in Houston, Dallas, Austin, El Paso and San Antonio. 22<sup>nd</sup> Century Technologies, Inc. was a little cheaper in the cost proposal than Advanced Staffing, Inc., which came out to be about 20-40 cents difference per hour. The overall number of people the District anticipates hiring versus the cost per hour difference would only be a couple of thousand dollars more to go with the local firm over the nationwide firm. If the District awards based on the review committee's

recommendation, the District would go to Advanced Staffing, Inc. first and if they could not fulfill the total number of hires needed, then the District would contact 22<sup>nd</sup> Century Technologies, Inc. to make up the difference. Commissioner Moses asked if the companies would be able to coordinate this type of arrangement, and Mr. Sims responded yes. Commissioner Moses also asked if the District is still planning to follow through with its summer help program, and Mr. Kelley responded the District will hire summer help employees if there are enough applicants due to the COVID 19 pandemic. Commissioner Moses moved to award the Temporary Staffing Contract in the order of Advanced Staffing, Inc. and then 22<sup>nd</sup> Century Technologies, Inc. Commissioner Butler seconded the motion. The Chairman voted aye. The motion carried.

Consider Progress Payment No. 7 to MK Constructors for Improvements to Rodair Gully, Phase V

A recommendation letter was received from Cody Croley of LJA Engineering for Progress Payment No. 7 to MK Constructors for Improvements to Rodair Gully, Phase V, in the amount of One Hundred Forty-Seven Thousand Two Hundred Seventy-Two and 40/100 (\$147,272.40) Dollars. Mr. Croley stated he has visited the site and the contractor is making good progress. There has not been as much work completed in April and May as there was in March due to rain events. As of the end of April, there is approximately 7,100 yards of concrete liner installed, and the project is fifty-nine percent (59%) complete. Mr. Croley submitted photos reflecting the progress of the work. The amount of work constructed has been verified and the requested pay request has been reviewed. Commissioner Moses moved to approve Progress Payment No. 7 to MK

Constructors in the amount of One Hundred Forty-Seven Thousand Two Hundred Seventy-Two and 40/100 (\$147,272.40) Dollars. Commissioner Butler seconded the motion. The Chairman voted aye. The motion carried.

Manager's Miscellaneous Reports

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

HFPL Maintenance/Herbicide Crew

Herbicide Application:

- Complete Main Outfall, Main D
- North Port Acres Ditch B, C2B
- Sprayed entire HFPL road surface, Highline road at 9<sup>th</sup> Avenue Pit

Levee:

- Removed bent shaft from sluice gate #11. Shaft was sent for repair.

Misc.

- Assisted Ditch Maintenance with mowing pump stations

Contractor:

- Ducks Dragline: Resumed mulching trees on Rodair Gully from W. Port Arthur Road to Sta. 1520+00
- GP Evans Contractors LLC: Mowing HFPL & ROWs, Areas 2, 3, 4, 5, 6 and 10

Control Center Operation and Pump Station Maintenance Report

Station 3

Meet with Corpro to discuss Cathodic Protection plan One Call for digging Anode Deep well.

Station 18

install new thermocouple on Heater.

Ninth Ave Office

install 230volt 3 phase fused disconnect and local disconnect for new Air Conditioner. Also installed 230volt single phase breaker and conduit and wire to local disconnect for Second new AC unit.

Station 16

Rake #4 engine-install new baseplate and junction box for wiring to Rake motor and speed sensor. Test run All OK.

Station 8

connect conduit and wire motor and solenoid for oiler. Check Rotation.  
disconnect motor and remove conduit so crew can work on discharge pipe.

Ninth Ave Office

Install 230volt 15amp breaker and run MC cable to new AC air handlers.

Station 15

Unit 2-tagout and disconnect motor for crew to pull pump.

Station 8

Unit 5-connect motor and solenoid for oiler, run out and check Amperage. Run conduit and wire to heater for oiler.

Station 8

Unit 5-service, check and clean motor contactor

Station13

replace fluorescent bulbs and Ballasts as needed.

Station 16

replace old light fixtures on intake wall of station with new 40,000 lumen LED fixtures.  
Fixtures are compatible to lights at new station.

Electric Shop

wash bucket truck and electrical truck, Units 14&19.

Station 2

sump pump, check amperage, reverse rotation to clear pump, change back rotation and put unit in Auto.

Ditch Maintenance:

- Routine crossing runs have been done throughout the District, including Beauxart Gardens, Central Gardens, Nederland and Port Neches.
- Cleaned trucks and equipment.
- Cut and cleaned ditches, trees and guardrails throughout the District.

- Cut Pump Stations 7, 8, 9, 10, 11, 12, 13 and 14.
- Cleaned and maintained Pump Stations 8901, 8902, 8905 and 8919.
- Crews addressed several complaints throughout the District.
- Tractor Crew resumed its weekly mowing route throughout the District.

Rental Equipment:

- None

Construction Crew:

- Crew cleaned Pump Stations 7, 8, 10, 11, 15 and 16 along the seawall after each rain event.
- Made routine trash pickup at warehouse, emptied all trash dumpsters and trash bins.
- Cleaned and maintained equipment and trucks.
- Continued making repairs to concrete and earthen ditches throughout the District.
- Began construction on Oak North Ditch in Nederland, installing concrete bottom and sidewalls. 50% complete.

Rental Equipment:

1-LS250X3 Track hoe, Ducks Dragline Service

District Equipment:

4-5 Yard Dump Trucks  
Backhoe, Gradall

Construction Notes - Alligator Bayou Pump Station Annex  
April 27, 2020 – May 8, 2020

Monday, April 27:

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 (13) operators/laborers reported.

Allco's crew is installing the chains for the trash rake system. The pile crew is digging dirt out from the canal side of the sheet pile on the intake side of the station. The crane is being moved back another 20 feet and will require moving all the crane support beams. Ten sheet pile were left in the water due to the crew's inability to pull them.

Tuesday, April 28:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (13) operators/laborers reported.

Allco's crew is installing the chains for the trash rake system inside intake bay #6. The pile crew is digging dirt out from the canal side of the sheet pile on the intake side of the station. The crane is still being moved back 20 feet along with the crane support beams.

Wednesday, April 29:

Alligator Project; Allco did not work today due to a rain out. Weather conditions held heavy rain throughout the day.

Thursday, April 30:

Alligator Project; Allco is working on site today; however, DD7's site representative was out on sick leave, so a daily report was not generated.

Allco's crew is continuing to install the chains on the trash rake system. The pile crew is digging dirt out from the canal side of the sheet pile on the intake side of the station. The crane support beams are being placed and the crew is preparing to pull more sheet pile.

Friday, May 1:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1), with (13) operators/laborers reported.

Allco's crew is installing the trash rake bars to the chains inside intake bay #2. The crew is also digging dirt out from the canal side of the sheet pile wall on the intake side of the station. The pile crew is still working on moving the crane and its' supports back 20 feet.

No subcontractors worked this week on pump station #16 annex.



Monday, May 4:

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 (13) operators/laborers reported.

Allco's crew is installing the trash rake bars onto chains in intake bay #5. The crew is having to trim each side of the rake bars next to the chain links. The pile crew is digging dirt out from the canal side of the sheet pile on the intake side of the station. They have dug down to around -18.0 ft. elevation. The crew is working on the crane supports on top of the coffer dam and changing out the crane's cable to hook up the clam bucket.

Tuesday, May 5:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (13) operators/laborers reported.

Allco's crew is installing the trash rake bars onto the chains for intake bay #5. The crew is also working on the dirt slope against the sheet pile and road at the end of the Northeast intake bay's retaining wall. The crew is continuing to dig dirt out of the cofferdam.

Caterpillar is on site (2) delivering the two repaired engines for unit #3 (PE400100) and unit #4 (PE 400101). Caterpillar sent two mechanics to the site to unload and set the engines in place. The crew also removed units #5 and 6 and loaded them on a truck to be sent to Houston for repair.

Wiesinger is on site (4) installing drive couplings onto Units #3 and 4 that were delivered by Caterpillar. Wiesinger's crew helped set the engines in place. The crew also removed the drive couplings from units #5 and #6 for them to be sent back to Houston with the engines for repair.

Wednesday, May 6:

Alligator Project; Allco is working on site today. Weather conditions were sunny after overnight rain. The site conditions were slightly muddy.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1), with (13) operators/laborers reported.

Allco's crew is installing the trash rake bars onto the chains for intake bay #3. The crew is also digging dirt out of the cofferdam and then dumping dry dirt on the North side of the intake bay to be used for making the slope near the North intake wall. Allco had to stop using the dirt from the cofferdam because it has too much silt; instead, the crew started digging dirt out from inside the sheet pile around the intake bay and are using that dirt to build the 3 to 1 slope against the North intake bay's wall.

Thursday, May 7:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1), with (13) operators/laborers reported.

Allco's crew is installing the trash rake bars onto the chains for intake bay #3. The crew is continuing to dig dirt out from inside the sheet pile around the intake bay and are using that dirt to build the 3 to 1 slope for the North side of the intake bay.

Caterpillar is on site (2) delivering two repaired engines for unit #1 (LLF00358) and unit #2 (LLF0360). Caterpillar sent two mechanics to the site to unload and set the engines in place. The crew also started hooking up the hoses and wires to units #3 and 4.

Wiesinger is on site (2) installing the drive couplings onto unit #1 and 2. The crew also helped set the delivered engines.

Friday, May 8:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1), with (13) operators/laborers reported.

Allco's crew is installing the trash rake bars onto the chains for intake bay #4. The crew is continuing to dig dirt out from inside the sheet pile around the intake bay and are using that dirt to build the 3 to 1 slope for the North side of the intake bay.

Caterpillar is on site (2) hooking up the hoses and wires to units #1 and 2.

Mr. Phil Kelley stated the District's supervisor reports were included in the meeting packets, the photos contained in Dean Depew's Pump Station Report are of the conversion of a portion of the Fab Shop to an engine room, and the photos submitted of the Construction Crew's project shows the progress of concrete lining a lateral off of Rodair Gully around the Forest Central area.

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

Mr. Phil Kelley advised the Commissioners that one of the payments that the Board will vote on is listed on the approval check list, but the check has not actually

been printed. The payment is for an invoice for work-in-kind services that LJA Engineering is doing in the amount of Ninety-Four Thousand Six Hundred Ninety and No/100 (\$94,690.00) Dollars. The District has opened a new General Land Office (GLO) bank account for the Sabine Pass to Galveston Bay Project, and checks have been ordered for the new account. Mr. Kelley wants to pay these type invoices out of the GLO bank account, but the checks have not been received at this time. Therefore, Mr. Kelley stated he would like the Board to approve the payment along with the remainder of the approval checks, and once the checks for the GLO account are received, the payment will be processed to LJA Engineering. If the checks are not received in the immediate future, the payment may be wire transferred.

Mr. Phil Kelley further reported that the General Land Office has sent by ACH payment to the District's GLO bank account the Corps' \$35 million dollars. The District immediately wire transferred the funds to the U.S. Treasury Corps' bank account the same day. In addition, the District received reimbursement of its \$2 million dollars paid to Valero and the advance payment of \$266,000 for the LJA Engineering and Dannenbaum Engineering work-in-kind. Mr. Ray Russo has begun working with the GLO leading into the next legislative session to get additional funds. Mr. Kelley is waiting to receive the projection from the Corps to provide to the GLO during the month of May of how much money the District will need over the next few months and into the next legislative session. Mr. Kelley has been speaking with Terry Whiddon of FMW, the District's accounting firm, about creating a separate fund for the Sabine Pass to Galveston Bay Project. The District's fund balance will be increasing, and a portion of

that money will be dedicated to helping pay the District's thirty-five percent (35%) share of the project. At the end of the fiscal year, part of the fund balance will be put into a capital improvements fund strictly for the Sabine Pass to Galveston Bay Project. The District will begin building the fund to offset the portion of the District's thirty-five percent (35%) share that the State will not pay. Commissioner Moses thanked the Manager and staff for staying on top of this situation. Contract 1 is scheduled to get started in approximately two (2) weeks inside Valero. There was talk about having a groundbreaking ceremony; however, Mr. Kelley is unsure if this will take place due to the COVID-19 pandemic. He will keep the Commissioners informed.

Allen Sims gave a brief report on the Alligator Bayou Pump Station Annex Project. He stated the first four (4) engines have been returned and the other two (2) should be received soon. On the first four (4) engines, there was one (1) oil cooler and one (1) water pump that had to be replaced. Once the last two (2) engines are received, the engines will be coupled up after fuel connections, piping and electrical are complete. The contractor is still pulling the steel sheet pile coffer dam; however, the steel sheet pile coffer dam that is on the intake bay side will stay in place in the event there is an issue that has to be corrected while testing the pumps. The trash rake system for bay number 6 is currently being modified to fit due to the bay being built 4 inches too narrow. There are other issues that need to be discussed with the District's attorney before knowing how to proceed.

Checks & Purchase Orders  
Maintenance Fund

Ck. No. 16522 –Dannenbaum Engineering Corp.  
\$11,321.65 – Sabine Pass to Galveston Bay Project

Ck. No. 16523 – Duck’s Dragline Service, Inc.  
\$11,020.00 – Rental LS250X3 Trackhoe 5/1-5/15/20 and Rental  
Cutter Head 5/7-5/15/20

Ck. No. 16524 – Filmr, LLC  
\$132.00 – Social Media Post

Ck. No. 16525 – Frank Baker  
\$1,121.00 – Training & Education

Ck. No. 16526 – GP Evans Contractors  
\$20,073.70 – Mowing Levee

Ck. No. 16527 – I-Corp Industrial Services, Inc.  
\$712.00 – Labor to Straighten Gate Screw Shaft

Ck. No. 16528 – KT Trucking & Cattle Co.  
\$275.00 – Rental of Transport Truck to Move Crane

Ck. No. 16529 – LJA Engineering, Inc.  
\$90,638.64 – Stormwater Quality Coalition 20, DD7 Data System,  
Server Hosting, Stormwater Management Plan, Update Data  
Operations System, Sabine Pass to Galveston Bay Project,  
Rodair Gully Study, Alligator Bayou Upgrade, Detention  
Pond Project and Shamrock Ditch Upgrade

Ck. No. 16530 – MK Constructors  
\$147,272.40 – Rodair Gully Improvements, Phase V

Ck. No. 16531 – National Networks  
\$3,223.74 – Computer Services for June 2020

Ck. No. 16532 - Nerbert Frelow  
\$3,090.00 – Rental of Dump Truck 5/1-5/15/20

Ck. No. 16533 –Ritter Forest Products Nederland  
\$540.00 – Rental of Mats 4/17-5/5/20

Ck. No. 16534 – Sprint Waste Services, LP  
\$2,335.14 - Removal of Waste from Pump Stations, April 2020

Ck. No. 16535 – Tomeka Channel  
\$724.00 – Training and Education

Commissioner Butler moved that the checks from the Maintenance Fund be approved for payment. Commissioner Moses seconded the motion. The motion carried.

Chairman Beaumont asked for any public comments and/or questions before going into the Executive Session. There were no questions or comments from the public.

Executive Session - Consultation with Attorney Pursuant to Section 551.072, Texas Government Code, Concerning Possible Property Acquisition

At 2:24 p.m., the Commissioners entered an Executive Session for consultation with attorney pursuant to Section 551.072, Texas Government Code, concerning possible property acquisition.

At 2:36 p.m., the meeting returned to regular session.

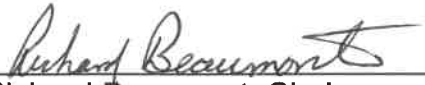
Consider and Take Action, if Any, on Items Discussed in Executive Session

Commissioner Moses moved to authorize purchase of the property at 4700 Lakeshore Drive in Port Arthur, Texas, for the amount stated in the Contract and to authorize the District's Manager to execute any and all documents necessary to complete the purchase. Commissioner Butler seconded the motion. The Chairman voted aye. The motion carried. Mr. Pete Steele, the District's attorney, commented that

he has some addenda to prepare that is not controversial to attach to the Contract before it will be ready to sign.

At 2:39 p.m., Commissioner Butler moved that the meeting be adjourned. Commissioner Moses seconded the motion. The Chairman voted aye. The motion carried.

  
Billy Joe Butler, Secretary

  
Richard Beaumont, Chairman