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**MINUTES OF VIDEOCONFERENCE MEETING NO. 2328
COMMISSIONERS OF JEFFERSON COUNTY
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

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

Date: July 21, 2020

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

Absent: Richard Beaumont
James Gamble, Sr.

Visitors: Tomeka Channel, DD7
Brady Girouard, DD7
Allen Sims, LJA Engineering
Michael Whitehead, Lakes of Nederland HOA

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. 2327

The Minutes of Meeting No. 2327 was approved as read.

Consider Progress Payment to Cummins Sales and Service for Crane Bayou and Delmar Pump Stations' Diesel Engine Upgrade

A recommendation letter was received from Dawn Pilcher of LJA Engineering, Inc. for a Progress Payment to Cummins Sales and Service for Crane Bayou and Delmar Pump Stations' Diesel Engine Upgrade for Four Hundred Eleven Thousand Five Hundred Forty and No/100 (\$411,540.00) Dollars. This payment is for replacing four (4)

existing units and represents the entirety of the project less 5% retainage. Mr. Phil Kelley stated that Dean Depew had included photographs of the engines in his report reflecting receipt and District crews have unloaded the engines and put them in the engine room for storage. Work has been done by in-house crews on pipe welding for vacuum breakers at the new pump station, and now the in-house crews are beginning to build the skids for the new engines. District personnel is monitoring the weather and does not want to take any pumps out of service until they are confident of good weather for several consecutive days. The first engine may take a little time to get lined up and installed, but then the installation of the other three (3) engines should go fairly quickly. Mr. Kelley stated he concurs with Ms. Pilcher's recommendation to pay Cummins Sales and Service. Once the engines are put in service and perform correctly, the Board will consider paying the five percent (5%) retainage. Mr. Kelley stated Ms. Pilcher is also putting together contract documents for the replacement of the next four (4) engines, and the District hopes to advertise for bids for these within the next couple of weeks. Commissioner Moses moved to approve the progress payment to Cummins Sales and Service for Crane Bayou and Delmar Pump Stations' Diesel Engine Upgrade in the amount of Four Hundred Eleven Thousand Five Hundred Forty and No/100 (\$411,540.00) Dollars. Commissioner Butler seconded the motion. The Vice-Chairman voted aye. The motion carried.

Consider Change Order No. 8 for Alligator Bayou Pump Station Annex Project

A recommendation letter was received from Mr. Allen Sims of LJA Engineering, Inc. for Change Order No. 8 for Alligator Bayou Pump Station Annex Project. The

change order is for electrical modifications and additions that are needed to complete the project including revisions to the Programmable Logic Controller ("PLC") that are a result of changing technology since the original quote submitted six years ago. The change order also includes time spent working out issues not anticipated on installation of the pumps and for time spent removing and replacing the diesel engines for service. The change order will increase the contract cost in the amount of One Hundred Fifty-Seven Thousand Seven Hundred and No/100 (\$157,700.00) Dollars. The PLC is expected to be delivered within 1-2 weeks after the change order is approved. This is one of the critical line item issue that is needed to get the project complete. Commissioner Moses moved to approve Change Order No. 8 for Alligator Bayou Pump Station Annex Project for an increase of One Hundred Fifty-Seven Thousand Seven Hundred and No/100 (\$157,700.00) Dollars to the contract. Commissioner Butler seconded the motion. The Vice-Chairman voted aye. The motion carried.

Consider Approval of Request by Lakes of Nederland HOA to Provide District Labor for Drainage Improvements

Mr. Phil Kelley stated the Lakes of Nederland Homeowners' Association ("HOA") will be purchasing materials to upgrade the weir system that drains the lake within the subdivision and install a flapper gate at a different location to stop stormwater from backing up into the subdivision from the existing Rodair Gully Lateral 3. The HOA has requested the District to provide labor and incidental materials on hand for the drainage improvements. Mr. Allen Sims of LJA Engineering stated he has reviewed the plans and information that has been provided by the HOA. Currently the subdivision has a

2' X 5' box coming out of the lake into the Rodair Gully Lateral, and the HOA is proposing to install an additional 42" pipe lowered approximately 16" to get more storage in the detention pond to offset stormwater. Mr. Sims stated he does not see any problem with the proposed design and thinks it is a good idea. Mr. Michael Whitehead stated the HOA will be responsible for the cost of any rental equipment or mats if needed, and the materials should be received within three to four weeks. Mr. Kelley thinks the work can be done in about eight to ten days and no prep work is needed. Mr. Pete Steele, the District's attorney, stated the District will need some type of hold harmless agreement and asked if the HOA has insurance. Mr. Whitehead stated the HOA does have insurance and he will provide the amounts and limits of the insurance to the District. Commissioner Moses moved to approve the District providing labor and incidental materials on hand for the drainage improvements requested by the Lakes of Nederland Homeowners' Association subject to receipt of an executed Hold Harmless Agreement. Commissioner Butler seconded the motion. The Vice-Chairman voted aye. The motion carried.

Manager's Miscellaneous Reports/Financials

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

Control Center Operation and Pump Station Maintenance Report

Control Room

Computer Backup Unit-Annual Preventive Maintenance check of Unit by XS Electronics Technician Mark Hume, All OK. Clean out backup room and wipe down backup generator. Test run Control Room Generator, Hours 26.5
Replace Air Conditioner for Back up room with new one.

Station 13

Unit 2-replace 8D battery on diesel engine.

Station 3

Auto Trash Rake-Ovivo tech came out and went thru program, new proximity switch not working right, changed out switch and test, All OK. Rake back in Auto. Ovivo technician Brent Marshall helped out on this problem at no charge to DD7.

Station 6

Generator Transfer Switch-found burnt out processor after power outage from thunderstorm. Switch would not return to normal power. Colwell Electric technician came and replaced processor and tested. Start relay for Generator 1 acting up. Ordered new relay, will replace when it comes in. Unit 2 generator in lead position in Auto. Received new Relay, installed and Tested. Both units in Auto.

Station 10

Check Trash Rakes, run rakes and did not find any problem, crew said it tripped out. Believe unit was put in reverse before it was stopped in forward.

Stations 11 thru 15, checking stations during rain events.

Station 19

Generator-test run unit and inspect. All OK.

All Stations

Checking and repairing panel board lighting above motor control centers and replacing burnt out bulbs on indicator lights.

Station 6

Generators-install 2 new Smart Battery Chargers on generators.

Control Room

Computer Backup Room-install new air conditioner.

Station 11

Sump Pump-overamping, reverse rotation to dislodge debris, change rotation back to normal, All OK, return to 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.
- Extended 150 feet of concrete street to Hogan Choate Drive behind warehouse.

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
June 29, 2020 – July 10, 2020

Monday, June 29:

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

Allco superintendents (3) on site Mike Nunez (1), Richie Wagner (1), and Terrell (1) with (16) operators/laborers reported.

Allco's crew is installing the trash rake bars on to the chains for intake bay #6. The dirt crew tried to work on the North intake bay's wingwall slope but had to stop because the dirt was too wet. The pile crew worked with the divers to remove the cut sheet pile.

Betco was on site (6) removing the scaffolding from the intake bays.

Diver Dan was on site (3) beginning to cut the sheet pile under water. The divers were able to cut and remove 25' to 30' of sheet pile, starting at the column at an approximate elevation of (-8.0) ft.

Tuesday, June 30:

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

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

Allco's crew is continuing to install the trash rake bars onto the chains for unit #6's intake bay. The crew is also removing trash and mud out of the intake bay at (-18.0) ft elevation. The dirt crew has not been able to work on the North slope because the dirt is still too wet to work with. The pile crew is working with the divers in clamping onto and removing the cut piles.

Diver Dan was on site (3) cutting the sheet pile under water at (-10.0) ft. elevation.

Wednesday, July 1:

Alligator Project; Allco worked 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 (16) operators/laborers reported.

Allco's crew is installing the trash rake bars for intake bay #6. The dirt crew is using the longstick trackhoe to dig dirt out from the toe of the North slope so that they can drive sheet pile at the toe of the slope. The pile crew is mobilizing the 160-ton crane back onto the cofferdam to begin digging more dirt out from the cofferdam.

Diver Dan was on site (3) continuing to cut the sheet pile under water at an elevation of (-8.0) to (-9.) ft.

Thursday, July 2:

Alligator Project; Allco is working on site today; however, DD7's site representative was out on vacation for the holiday weekend, so a daily report was not generated.

Allco's crew is continuing to work on installing the trash rake bars in intake bay #6. The pile crew is digging more dirt out from around the sheet pile so that the divers can continue cutting them under water at an elevation around (-10.0) ft. The dirt crew is preparing the North intake slope area for driving sheet pile at the toe of the slope.

Friday, July 3:

Alligator Project; Allco and DD7 are not working on site in observance of the 4th of July holiday.

Monday, July 6:

Alligator Project; Allco worked on site today. Weather conditions were cloudy with rain starting around 1:00 pm. The site conditions were dry.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (16) operators/laborers reported.

Allco's crew is working on intake bay #6's trash rake system. The dirt crew is continuing to dig dirt out of the cofferdam. The pile crew is driving sheet pile at the toe of the intake bay's North slope. Allco rained out at 1:30 pm.

Tuesday, July 7:

Alligator Project; Allco worked on site today. Weather conditions were partly cloudy with scattered rain showers. The site conditions were muddy.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (16) operators/laborers reported.

Allco's crew is continuing to work on the intake bay #6's trash rake system. The dirt crew is digging dirt out of the cofferdam and cutting out the crosstie rods. The pile crew is working on the sheet pile at the toe of the North intake bay's slope.

Wednesday, July 8:

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

Allco superintendents (3) on site Mike Nunez (1), Richie (1), and Terrell (1) with (16) operators/laborers reported.

Allco's crew is cutting 10" of the metal web out of the backside of each end of the stoplogs for clearance due to the added concrete to the intake bay's walls on the bottom of each bay. The pile crew is driving sheet pile at the North slope of the intake bay. The crew is also driving sheet pile inside of and across the cofferdam to hold dirt under the crane before digging any deeper.

Thursday, July 9:

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

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (16) operators/laborers reported.

Allco's crew finished up cutting the metal off the stoplogs and are painting the areas that were cut. The dirt crew is digging dirt out of the cofferdam. The pile crew is continuing to drive sheet pile at the North intake bay slope.

Friday, July 10:

Alligator Project; Allco worked on site today. Weather conditions were partly cloudy to sunny. The site conditions were muddy.

Allco superintendents (2) on site Mike Nunez (1) and Terrell (1) with (16) operators/laborers reported.

Allco's crew is painting the finishing coat in the office, bunkroom, utility room, and restrooms. The crew is also digging dirt and cutting out support beams inside of the cofferdam. The pile crew is working on the North intake bay slope, driving 25 ft. long sheet piles at the toe of the slope.

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

Mr. Phil Kelley stated the District's supervisor reports were included in the meeting packets and Dean Depew included pictures of the engines that have been delivered for the Alligator Bayou Pump Station Annex.

Mr. Allen Sims gave a brief update on the Alligator Bayou Pump Station Annex Project and submitted photographs showing the progress of the work. Mr. Sims stated he and Mr. Kelley met with Allco representatives last week who stated the project will be substantially complete and operational in four (4) to six (6) weeks. Allco is currently still cutting the steel sheet pile coffer dam out and has made enough open space to be able to run the pumps and pump water when they are ready to be tested. Installation of heaters for the angle gears and a valve on the fuel system still needs to be done, as

well as installation and wiring in the PLC. The first two (2) engines received have station air clutches where you supply air to the clutch systems to engage the engines. The four (4) engines that were received in the second group have air packs and sensors that read when the clutch system is fully engaged to be sure there is no clutch slippage. The four (4) engines have a much better system than the first two (2) engines received, and, therefore, the District is ordering two (2) new air packs for the first two (2) engines so all the engines will be the same and have the same sensors. The clutches must have a constant 175 psi to keep the clutch engaged, and although the air system output is over 200 psi, there could be a dip in the air pressure when starting other engines and the District does not want to take any chances on dropping below the 175 psi and a clutch slipping. This will give peace of mind to know the clutch will not slip. Commissioner Champagne stated he feels from an operational standpoint that all the engines should be identical. The extra security of the air packs is a good idea and will be an upgrade on the first two (2) engines. Mr. Kelley stated dirt has been excavated from the area where the steel sheet pile coffer dam is being removed, but there is still mud that needs to be removed from the intake side. This was discussed with Allco at the meeting last week, and Mr. Kelley suggested they perform a hydraulic dredge to remove the mud which may require another change order to be considered.

Checks & Purchase Orders
Maintenance Fund

Ck. No. 16790 – Cummins Sales and Service
\$411,540.00 – Diesel Engine Replacement

Ck. No. 16791 – Dannenbaum Engineering Corp.
\$22,168.21 – Sabine Pass to Galveston Project (2) and Engineering Fees

Ck. No. 16792 – Duck’s Dragline Service, Inc.
\$18,870.00 – Rental LS250X4 Trackhoe 6/16-7/2/20, Cutter Head 7/6-7/16/20,
LS250X3 Trackhoe 7/6-7/16/20 and LS250X4 Trackhoe 7/6-7/16/20

Ck. No. 16793 - Filmr, LLC
\$668.00 – Shooting Film, Editing Film and Social Media Post

Ck. No. 16794 – GP Evans Contractors
\$9,019.30 – Mowing Levee

Ck. No. 16795 – Johnny’s Towing & Recovery
\$300.00 – Rental of Transport Truck to Move Dump Truck

Ck. No. 16796 - KT Trucking & Cattle Co.
\$550.00 – Rental of Transport Truck for 2 Moves

Ck. No. 16797 – LJA Engineering, Inc.
\$71,921.72 – Sabine Pass to Galveston Bay Project, Rodair Gully Study,
Alligator Bayou Upgrade, Engineering Fees for Emergency Standby
Fuel Supply and Detention Pond Project, Shamrock Ditch Upgrade,
Stormwater Management Plan (2), DD7 Data System and DD7
Server Hosting

Ck. No. 16798 – National Networks
\$3,223.74 – Computer Services for August 2020

Ck. No. 16799 – National Tool Leasing, LLC
\$5,742.97 – Rental of Inflatable Pipe Plug

Ck. No. 16800 – Ron Lewis & Associates
\$3,500.00 – Legislative Consulting Fees

Ck. No. 16801 – Sage Industrial, Inc.
\$922.75 – Rental of Forklift, 6/22-6/29/20

Ck. No. 16802 – Star Lake Canal Cooperating Group
\$76,635.44 – Starlake Litigation

Ck. No. 16803 – Swagit Productions, LLC
\$3,360.00 – Remote Network Setup and Consultation for Zoom

Ck. No. 16804 – Texas Workforce Commission
\$1,355.95 – Unemployment for R. Flood

Ck. No. 16805 – Tower Medical Center of Nederland
\$1,766.00 – Temperature Checks for Employees

Ck. No. 16806 – W-Industries of Texas, LLC
\$23,702.22 – Update Data Operations System at Control Center

Ck. No. 16807 – LJA Engineering, Inc.
\$14,070.00 – Rodair Gully Widening Phase V

Ck. No. 5004 – Dannenbaum Engineering
\$3,435.51 – Sabine Pass to Galveston Bay Project

Commissioner Butler moved that the checks from the Maintenance Fund be approved for payment. Commissioner Moses 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. Mr. Mike Cabaniss stated he has several questions for the Board and would like to say the sound on the zoom meeting is very garbled and hard to understand. Mr. Cabaniss said he had been reading past minutes of meetings and saw where the Board had discussed hiring temporary employees of different classifications for extra help and even during storm events and wants to know if the District is leaning to phasing out permanent employees with temporary employees? Mr. Kelley stated the answer to that question is no, the District will not be phasing out permanent employees, and on the statement regarding it is hard to hear he feels the fact that everyone having a mask on may add to the problem. Mr. Kelley stated when hiring temporary employees was discussed it was expressed to the Board it would not mean any type of reduction in

permanent staff or employees. Mr. Cabaniss said he recently retired from the District and it was thin with the hourly employees to be able to man two 12-hour shifts during a catastrophic event. When the Annex does come online, is there plans to hire more permanent employees to man this station since it is the second largest station the District has? Mr. Kelley stated he does not know if the District will hire people just for that particular pump station and he did have plans to bring in some more people prior to the Coronavirus pandemic. Since COVID 19 has the District limited right now, Mr. Kelley has not hired any new people. Mr. Cabaniss responded by stating so you do have intentions of hiring some new permanent hands because he understands a permanent hand versus a temporary hand that a permanent hand will have more skin in the game and more dedication. Mr. Cabaniss stated that the Manager had been through everything that he had been through from Rita through Imelda and there is a special set of guys that have continuity with each other to be able to man the pump stations and depend on each other. As a resident this would be Mr. Cabaniss' concern. Mr. Kelley stated there is no question about it. The District has plans to hire some more people and in some cases to replace people that have retired, at least the numbers, and the fact of the additional work going on, including the Sabine Pass to Galveston Bay Project and the pump station addition, the District will likely increase the overall employees here.

Mr. Cabaniss then stated he heard some discussion during the meeting about the Annex, but it was broken up and asked what percent completion is the Alligator Annex and is there an estimated startup date? Mr. Kelley stated Allen Sims had spoke

to this. The District met with the Contractor last week and they are looking at four (4) to six (6) weeks for the most part to complete. There will still be some odds and ends to address, but the goal is to have the pump station and pump engines proven to be ready to go within four (4) to six (6) weeks. Mr. Cabaniss stated he knows there has been an issue on the discharge sheet pile and he thought he heard Mr. Kelley say there was enough sheet pile removed on the discharge side to start up some engines, a big enough hole to start up the engines when the time came. Mr. Kelley stated yes that is clear. There is now a gap and he attempted to show a picture to Mr. Cabaniss on camera as to how far back the steel sheet pile coffer dam has been removed at this time. In another four (4) to six (6) weeks there should be enough room for the pump station to fully function and the water to get out while they are still cutting the sheet pile. Allco tried for months to pull the sheet pile out and could never come up with a technique that was successful for doing that. Allco has now resorted to excavating out on both sides of the sheet pile and hiring divers to go in and cut the piles off with a torch. Mr. Cabaniss said given a scenario that we are getting a bad storm and you put a couple of engines on and it starts to wash out all of the dirt in between the two (2) sheet piles on the discharge side, would that create a problem? Allen Sims stated the dirt has to come out anyway and what little bit will wash out with the current flowing past the end of the sheet piles, it will just carry on downstream and will not be an issue if lost. Mr. Cabaniss asked if the crane will be on a barge when the piles are being pulled out? Mr. Sims stated the crane is actually sitting on some mats that are spanning the sheet piles and is walking back as they can because between those two (2) rows of sheet

piles there is some steel H piles of framework so once they cut 10' of sheet pile out then they reach and pull the framework out, dig the dirt out and haul it off. The dirt is coming out as they back up basically 8' to 10' at a time. Mr. Cabaniss said on the intake side, you are talking about you may have to do a little dredge and get some of the dirt out of there and that will not be that big of an issue I would imagine. Mr. Sims stated it has not been an issue with the operation of the existing station. It would just make everything work a little more efficient if we can get it all dredged out and it also keeps the material from going through the pumps and possibly causing damage to the inside of the pumps.

Mr. Cabaniss said he had two (2) more questions and stated he knows the four (4) engines that were on hold have finally come in for the seawall are for Crane and Delmar and asked if there is a time line when the first engine will be installed and will it be at Crane Bayou or which pump station? Mr. Kelley answered that the Pump Station Supervisor told him they wanted to install the engine that is being replaced at Delmar Pump Station first. This will be the big Detroit horizontal pump that is in the station. The steel has been ordered and they are beginning the process of building the skids for each engine application. Mr. Kelley stated he had mentioned earlier the District will certainly not bring a pump down and out of service right now. There will have to be a window of good weather where installation of the first engine can be turned around. It is felt that once the first engine is installed, the other three (3) engines will go a lot faster. Mr. Cabaniss asked how many engines will be replaced at Crane Bayou, which drains his house? Mr. Kelley answered all three (3) of the Detroites at Crane Bayou Pump Station will be replaced. Mr. Cabaniss then asked for verification that one (1) engine

will go to Delmar Pump Station and three (3) will go to Crane Bayou? Mr. Kelley responded that is correct.

Mr. Cabaniss then stated he knows the District can reshape, re-line and add more ditches, but eventually all water will go to the pump stations. His last question is that he knows money has been put aside for capital projects and he had heard the District is digging another detention pond on the other side of Halbouty. Is this true? Mr. Kelley stated the District filed for several grant projects and was successful in getting three (3). One is called Groves Detention which will be located off Taft Street in Groves and is on the Port Arthur side of Crane Bayou. The biggest expense for expanding the detention at Halbouty will be to put a siphon in to tie the existing detention pond into the undeveloped side of Main C and add two (2) more pumps in the Pump Station. Additional detention will begin to be created on the other side of Main C Canal as well that will allow water to be siphoned underneath and into the Halbouty Detention side so only one pump station will be needed. Mr. Cabaniss asked if the District is currently digging a retention pond right now? Mr. Kelley stated the District is excavating some around the old Conoco site right next to the existing detention pond. Mr. Cabaniss said he remembers a couple of years ago there was talk about what the District would like and one of the things was a retention pond on Taft and since the District has the money, does this look like this will be in the works in the next year or two? Mr. Kelley stated the District does not have the money yet. It has been granted the Hazard Mitigation Grant and it now begins a process that will take two (2) to three (3) years to get started. Mr. Cabaniss stated he knows it takes a tremendous amount of

time, effort and money to make things happen and that Mr. Kelley answered everything he wanted. He will take this information and share it with the people he shares to and he appreciates Mr. Kelley's time. Mr. Kelley also thanked Mr. Cabaniss.

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

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



Billy Joe Butler, Secretary



Lester Champagne, Vice-Chairman