

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2385  
COMMISSIONERS OF  
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

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

Date: December 6, 2022

Present: Commissioners  
Richard Beaumont  
Lester Champagne  
Albert Moses, Jr.  
James Gamble, Sr.

Phil Kelley, General Manager  
Glenn "Pete" Steele, Attorney

Absent: Matthew Vincent

Visitors: Allen Sims, DD7  
Dean Depew, DD7  
Garrett Boudoin, DD7

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. 2384

The Minutes of Meeting No. 2384 was approved as read.

Consider Award of Contracts for Engineering Services for CDBG-MIT Grant Project

Mr. Phil Kelley stated that the qualifications and proposals were opened at the last meeting for engineering services for the CDBG-MIT Grant Project. The responding firms were DEC, Freese & Nichols and LJA Engineering. Mr. Allen Sims assembled a review committee which included himself, Barron Cook and Kirby Johnson. The qualifications presented by each engineering firm were graded on a 100-point scale. Mr. Sims

submitted a recommendation letter recommending awarding contracts to all three firms. The grant funds will be divided between several different projects. Mr. Sims stated that the grant projects must be completed within 5 years and utilizing all three firms will speed up the project timelines. The plan is that each firm be assigned to one of the three proposed projects. The grant states that all grant funds must be depleted at the completion of the projects. In order to do so, the District may need to add a couple of small projects. The main project will be to rehab the Shreveport Pump Station and add another pump station next to the existing one. This will allow for the City of Port Arthur's plan to upgrade the drainage in downtown Port Arthur. Commissioner Champagne moved to approve awarding the contracts for engineering services for the CDBG-MIT Grant Project to DEC, Freese & Nichols and LJA Engineering. Commissioner Moses seconded the motion. The motion carried.

Consider Award of Contract for Grant Administration Services for CDBG-MIT Grant Project

Mr. Kelley stated that the three proposals for grant administration services for the CDBG-MIT Grant Project were opened at the last meeting. Mr. Sims utilized the same committee to review the grant administration proposals as referenced above for the engineering qualifications. Mr. Sims stated that two of the companies were very close in price and the other significantly higher. The deciding factor were the references. Mr. Sims submitted a recommendation letter recommending that the contract for the grant administration services for the CDBG-MIT Grant Project be awarded to Traylor and Associates. Commissioner Moses moved to award the contract for grant administration for the CDBG-MIT Grant Project to Traylor and Associates. Commissioner Champagne seconded the motion. The motion carried.

Consider Pay Request No. 5 to N & T Construction, Inc. for the New Administration Building Project

A recommendation letter to approve Pay Request No. 5 to N & T Construction, Inc. was received from Sigma Engineers for Construction of the New Administration Building Project in the amount of Three Hundred Ninety-Six Thousand Nine Hundred Three and 54/100 (\$396,903.54) Dollars. Mr. Kelley stated that Mr. Sina Nejad recommends approving the subject pay request. Commissioner Beaumont asked if the project was on schedule. Mr. Sims stated that he spoke with the project manager this morning. The project manager stated that the project is on schedule and the only issue that he foresees is the windows. The window sizes were changed, and this may cause a delay in the delivery schedule. However, temporary covering may be installed to allow work to move forward. The drying in and interior framing could begin as early as next week.

Commissioner Champagne moved to approve Pay Request No. 5 to N & T Construction, Inc. for Construction of the New Administration Building in the amount of Three Hundred Ninety-Six Thousand Nine Hundred Three and 54/100 (\$396,903.54) Dollars. Commissioner Gamble seconded the motion. The motion carried.

Sabine Pass to Galveston Bay Project Summary

Mr. Allen Sims gave a brief update on the Sabine Pass to Galveston Bay Project and stated that there is no substantial progress to report. Design efforts continue. The District is continuing to work through contamination issues in the industrial areas. Contract 4 has been advertised. The bids are due January 20, 2023. Mr. Kelley stated that Contract 4 spans from Rosehill Park to Lakeview Pump Station and includes all the earthen levee section through the area. The project also includes rebuilding and raising the concrete seawall behind the homes and fronting protection for Stadium Road Pump

Station, Delmar Pump Station, and Lakeview Pump Station. Most work will be done from the waterway which will lessen the inconvenience to residents but there will be a few local lay-down areas.

Manager's Miscellaneous Reports

Mr. Dean Depew stated that four (4) new engines and gears have been ordered. New keel coolers are in place, coolant piping is being fabricated for the two new QSK Cummins Engines. The engines should be ready to be install in a couple of weeks.

EXECUTIVE SESSION – CONSIDER AND TAKE ACTION, IF ANY, ON ITEMS DISCUSSED IN EXECUTIVE SESSION

No executive session was held.

Permits

The Texas State University System – Lamar State College Port Arthur Commercial Driver Education and Examination Center – Expansion of Rodair Gully Lateral No. 5 for Detention including (2) 24" HDPE Outfall Entries. Mr. Garrett Boudoin recommended approval subject to the conditions contained within the permit. The permit fee and bond are waived. Commissioner Champagne moved to approve the permit on Mr. Boudoin's recommendation. Commissioner Gamble seconded the motion. The motion carried.

Checks & Purchase Orders  
Maintenance Fund

Ck. No. 21338 – Dan Delich Consulting  
\$1,695.56 – legislative Consulting Service

Ck. No. 21339 – Dannenbaum Engineering  
\$5,453.12 – Sabine Pass to Galveston Bay Project

Ck. No. 21340 – Duck's Dragline Service, Inc.  
\$2,880.00 – New Administration Office Project

Ck. No. 21341 – FILMR, LLC  
\$156.00 – Social Media Posts

Ck. No. 21342 – FMW, P.C.  
\$2,300.00 – Accounting Services

Ck. No. 21343 – Function 4 LLC  
\$202.21 – Konmin Copier Lease Payment

Ck. No. 21344 – Groves Equipment Rental Co., Inc.  
\$3,655.74 – 15 Ton Crane Rental – P.S. #2

Ck. No. 21345 – Jefferson Central Appraisal District  
\$84,380.95 – 1<sup>st</sup> Qtr 2023 Entity Allocation Payment

Ck. No. 21346 – KT Trucking & Cattle Co.  
\$375.00 – Delivery of Crane to Main Yard

Ck. No. 21347 – LJA Engineering, Inc.  
\$3,512.48 – Data Collection System (2) & Alligator Bayou Upgrade

Ck. No. 21348 – LJA Environmental Services, LLC  
\$10,842.50 – Sabine Pass to Galveston Bay Project, Work in Kind

Ck. No. 21349 – Mazzanti & Associates LLC  
\$2,680.55 – Legislative Consulting Fees

Ck. No. 21350 – N & T Construction Co., Inc.  
\$396,903.54 – Pay Request No. 5, Construction of New Administration Building Project

Ck. No. 21351 – National Networks  
\$3,719.70 – December Monthly Computer Service

Ck. No. 21352 – Nerbert Frelow  
\$600.00 – Dump Truck Rental 10/31-11/16/22

Ck. No. 21353 – Ray Russo  
\$4,838.09 – Legislative Consulting Fees

Ck. No. 21354 – Ron Lewis & Associates  
\$3,500.00 – Legislative Consulting Fees

Ck. No. 21355 – Ross Ridge Sand Company L.P.  
\$2,932.50 – Halbouty Detention HMGP & Hebert Road Project

Ck. No. 21356 – Sprint Waste Services, LP  
\$2,235.00 – Holding Tank & Roll Off Container Rental – Multiple P.S.'s

Ck. No. 21357 – Sunbelt Rentals  
\$3,781.41 – Drum Roller Rental – New Administration Building Project

Ck. No. 21358 – Texan Engineering & Consulting, LLC  
\$15,030.00 – General Engineering & Blocks Bayou Project

Ck. No. 21359 – Tidal Basin Government Consulting, LLC  
\$3,176.25 – Rodair & A3A HMGP Detention Projects

Ck. No. 21360 – TWCA Risk Management Fund  
\$309.00 – Auto Physical Damage Amendment

Ck. No. 21361 – U.S. Postmaster  
\$140.00 – Post Office Box 12 Month Rental

Ck. No. 21362 – Mutual of Omaha Companies  
\$2,148.12 – Health Insurance Payments

Ck. No. 21363 – Weisinger Incorporated  
\$450.00 – Site Visit – Alligator Bayou Coupling Inspection

Ck. No. 21364 – Wells Fargo  
\$3,004.03 – Training & Education, Travel & Meeting Legislative

Ck. No. 21365 – Xylem Dewatering Solutions, Inc.  
\$5,625.00 – P.S. #3 Discharge Pipe Support Rehab

Ck. No. 21367 – James Gamble, Sr.  
\$270.00 – Health Insurance Payments

Ck. No. 21400 – Richard Beaumont  
\$415.16 – Health Insurance Payments


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

Mr. Kelley advised the Commissioners of a few upcoming meetings scheduled at the beginning of 2023 that they may want to attend.

Chairman Beaumont asked if there was any other business to come before the Board. There was none.

At 2:19 p.m., Commissioner Moses moved that the meeting be adjourned. Commissioner Champagne seconded the motion. The motion carried.

  
Richard Beaumont, Chairman

  
Albert Moses, Jr., Secretary