

**MINUTES OF VIDEOCONFERENCE MEETING NO. 2368
COMMISSIONERS OF
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

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

Date: March 15, 2022

Present: Commissioners
Richard Beaumont
Lester Champagne
James Gamble, Sr.
Matthew Vincent
Phil Kelley, General Manager

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 Vincent gave the invocation.

Minutes of Meeting No. 2367

The Minutes of Meeting No. 2367 was approved as read.

Presentation by Sigma Engineers on New Administration Building Design

Mr. Phil Kelley introduced Dr. Sina Nejad, P.E. with Sigma Engineers. Dr. Nejad made a presentation outlining the new administration building design. Dr. Nejad advised that the new administration building will be built at the District's current site. It will be approximately 11,000 square feet which will include 18 offices and 8 cubicles. Commissioner Champagne questioned the elevation of the parking lot. Dr. Nejad stated that the current elevation is 0 to 2 feet; however, with the new design, it will be raised to

5 feet. The new administration building elevation will be 9 feet. Mr. Kelley advised that by law the District cannot incur debt to build the new administration building. The District will do some of the work in house to help control the cost, but the District will be paying for the new administration building out of existing funds set aside for the project. Mr. Kelley advised that the District will budget \$4.2 million with an additional 400k for contingencies to construct the new administration building.

Consider Approval to Advertise for Bids on the New Administration Building

Commissioner Vincent motioned to approve Advertising for Bids on the New Administration Building. Commissioner Gamble seconded the motion. The motion carried.

Commissioner Vincent asked if the District received money from insurance for the old office building that was destroyed during Hurricane Harvey. Mr. Kelley advised that the District received approximately \$400,000. Commissioner Beaumont asked what we are paying in rent for the District's current office. Mr. Kelley advised that we pay approximately \$5,000 per month.

Sabine Pass to Galveston Bay Project Summary

Mr. Allen Sims advised that there was no substantial change since the last update. Contract 1 is in the construction phase. Contracts 2, 4 and 5 are in the design phase. Contracts 3 and 3A, 3B, and 3C are at 95% design level, and the District is working on some right of way acquisitions and environmental clearance to allow the Corps of Engineers to go out for bids this year.

Manager's Miscellaneous Reports

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

Construction Notes – Alligator Bayou Pump Station Annex
February 21, 2022 – March 4, 2022

Monday, February 21:

Alligator Project; Allco worked on site today. A daily report was not generated due to DD7 being off on holiday in observance of Presidents Day.

Tuesday, February 22:

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

Allco superintendent (1) on site (Joe) with (5) operators/laborers reported.

Allco is cleaning up scrap metal around the site.

Reye's Construction worked on Saturday, February 19th. The crew formed up last section of parking lot. The number of laborers was not reported.

Wednesday, February 23:

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

Allco superintendent (1) on site (Joe) with (5) operators/laborers reported.

Allco is cleaning up the area and removing scrap iron. The crew is also hauling sheet piling off the construction site to their yard.

Thursday, February 24:

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

Allco superintendent (1) on site (Joe) with (5) operators/laborers reported.

Allco is cleaning up the area, removing the waterline and electrical wiring from the mobile office so that it can be hauled away. The crew is also hauling scarp iron and sheet piling off the site.

Reye's Construction (7) is on site installing the rebar for the parking lot.

Friday, February 25:

Alligator Project; Allco did not work on site today due to a rain out.

Monday, February 28:

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

Allco superintendent (1) on site (Joe) with (5) operators/laborers reported.

Allco had the office trailer hauled off from the site today. The crew removed the temporary waterline, spread out dirt, and moved rock off the approach of the levee road ramp.

Tuesday, March 1:

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

Allco superintendent (1) on site (Joe) with (5) operators/laborers reported.

Allco is cleaning up the area, getting equipment ready to be demobilized, and hauling mats off the site.

Wednesday, March 2:

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

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

Allco is cleaning up the area. The crew is also hauling mats and sheet piling off the job site.

Reye's Construction (2) is on site forming up the curbs for the parking lot.

Thursday, March 3:

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

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

Allco is loading up sheet piling and hauling it off the job site.

Reye's Construction (11) is pouring cement for the last section of the parking lot (180 yards poured).

Friday, March 4:

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

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

Allco is cleaning up the area and loading/hauling the sheet piling off the site.

Reye's Construction (3) is removing form boards from the parking lot and saw cutting concrete.

Mr. Dean Depew advised that all the pumps and engines are up and running.

Mr. Depew added that the engines that are on order are expected at the end of May.

Mr. Kelley stated that there is a line item in our budget that is utilized for primary pump replacement. Several of the pumps are older and, in some cases, it is cheaper to replace them rather than rebuild them.

Mr. Kelley presented the financial statement prepared by FMW, P.C. for the period ended February 28, 2022, and gave a collateral securities report as of February 28, 2022.

Permits

Port Neches Dollar General, LLC – Proposed installation of a twenty-four-inch CMP direct drain entry into Block's Bayou. Mr. Garrett Boudoin recommended approval with a Two Hundred Fifty and No/100 (\$250.00) Dollar permit fee and no bond required. Commissioner Gamble moved to approve Mr. Boudoin's recommendation. Commissioner Champagne seconded the motion. The motion carried.

Checks & Purchase Orders

Maintenance Fund

Ck. No. 19851 – Brady Girouard

\$137.43 – Reimbursement for Tarp Purchase – Contract 3B

Ck. No. 19852 – Deep South Crane & Rigging Co.

\$4,990.00 – Crane Rental w/Operator, Move-In/Out Charge PS 1

Ck. No. 19853 – Duck's Dragline Service, Inc.

\$12,780.00 – LS250X4 Trackhoe Rental 2/25 - 3/10/22 HFPL Repair; LS250X3 Trackhoe Rental 2/28 – 3/10/22 Main C. Ext. Project

Ck. No. 19854 – FILMR, LLC

\$96.00 – Social Media Posts

Ck. No. 19855 – Funches, Mills, White & Co., P.C.

\$2,300.00 – Accounting Services

Ck. No. 19856 – Groves Equipment Rental Co., Inc.
\$2,700.00 – 15 Ton Terrain Crane Rental 2/17 – 3/16/22

Ck. No. 19857 – Jefferson Central Appraisal Dist.
\$85,242.47 – 2nd Quarter Payment 2022 Entity Allocations

Ck. No. 19858 – Kansas City Southern
\$125.00 – Annual Billing for 60” Drainage Pipe Crossing

Ck. No. 19859 – LJA Engineering, Inc.
\$5,620.81 – Develop Data Collection System, Data System and GIS Project and Stormwater Management Plan

Ck. No. 19860– LJA Environmental Services, LLC
\$235.00 – A-3-A Detention HMGP Project

Ck. No. 19861 – LJA Survey, Inc.
\$2,000.00 – Block’s Bayou Improvements

Ck. No. 19862 – Mustang Rental Services
\$6,419.03 – Cat D5K Dozer Rental 1/28 – 2/25/22 HFPL Repair

Ck. No. 19863 – United of Omaha
\$2,099.27 – Health Insurance Payments

Ck. No. 19864 – Nerbert Frelow
\$2,400.00 – Dump Truck Rental 2/28 -3/2/22 Main C Ext. Project

Ck. No. 19865 – Richard Beaumont
\$207.58 – Health Insurance Payment

Ck. No. 19866 – Ritter Forest Products Nederland
\$7,875.00 – Truck Mat Rental 1/26 – 2/23/22 Main C Ext. Project

Ck. No. 19867 – Ron Lewis & Associates
\$3,500.00 – Legislative Consulting Fees

Ck. No. 19868 – Sprint Waste Services, LP
\$2,176.50 – Holding Tanks and Roll-Off Containers Rental for Multiple Pump Stations

Ck. No. 19869 – Tolunay-Wong Engineers, Inc.
\$5,268.75 – HFPL Repair

Ck. No. 19870 – TWCA Risk Management Fund
\$926.00 – Auto Liability Insurance Amendment

Ck. No. 19871 – W-Industries of Texas, LLC
\$25,956.44 – Update Data Operations System

Ck. No. 19872 – Weisinger Incorporated
\$399,168.00 – Primary Pump Replacement

Ck. No. 19879 – National Networks
\$3,719.70 – April 2022 Monthly Computer Service

Glo Fund

Ck. No. 5031 – LJA Surveying, Inc.
\$25,125.00 – Sabine Pass to Galveston Bay Project WIK PAV02 – Survey Services

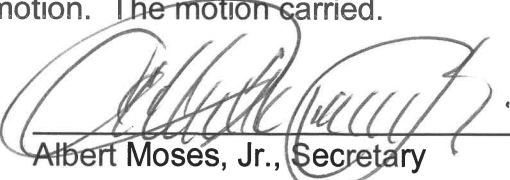
Ck. No. 5032 – Survey Support
\$1,350.00 – Sabine Pass to Galveston Bay Project WIK PAV03 Exploratory Work

Ck. No. 5033 – Tolunay-Wong Engineers, Inc.
\$25,655.00 – Sabine Pass to Galveston Bay Project WIK Geotechnical Engineering Study

Commissioner Vincent moved that the checks from the Maintenance and GLO Funds be approved for payment. Commissioner champagne seconded the motion. The motion carried.

At 2:40 p.m., Commissioner Champagne moved that the meeting be adjourned. Commissioner Vincent seconded the motion. The motion carried.


Richard Beaumont, Chairman


Albert Moses, Jr., Secretary