

**MINUTES OF A MEETING OF THE DIRECTORS
OF
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6
HELD ON**

December 10, 2019

- A. The meeting was called to order by Joshua W. Allen, Sr., President.
- B. The following Directors were present:

Joshua W. Allen, Sr.	President
Charles "Chuck" Guillory	Secretary
Miriam K. Johnson	Vice President
Bernie Daleo	Director

Directors Absent: None

Staff present:

Darin Auer	Shop Supervisor
Doug Canant	Engineer
J. Thad Heartfield	District's Lead Legal Counsel
Steve Hubert	Shop Supervisor
Jason Jones	Assistant Superintendent
Paula Karasek	Administrative Assistant
Doug Landry	Engineer Technician
Stephen LeBlanc	Operations Manager
Danielle LeBlanc	GIS Coordinator/Title Abstractor
Candy Melancon	Right-Of-Way Agent
John Murff	Project Manager
Nelson Nixon	Superintendent
Chuck Oakley	Chief Financial Officer
Michael Sterling	Foreman
Karen J. Stewart	Business Manager
Stephen Townsend	District's Legal Counsel

Visitors: Steve Hoffman – Resident of Dowlen West Neighborhood

- C. Pledge of Allegiance was led by Mr. Allen.
- D. Invocation was given by Mr. Nixon.
- E. Workshop Session.
1. Stephen LeBlanc, Operations Manager, gave a presentation on the District's current and future maintenance operations.
 2. There were no discussions on easements, street abandonments, and plat reviews.
 3. There were no general discussions of reports on various drainage plans and projects.
- F. Public Comment Period: Citizens in attendance were given the opportunity to address the Board of Directors on agenda items or concerns not on the agenda. There were no comments.
- G. The minutes of the November 12, 2019, November 13, 2019, and November 20, 2019 meetings were approved on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.

H. Business session:

1. The payment of routine bills received since November 12, 2019, that were not expressly authorized or denied for payment elsewhere on this agenda, was authorized on a motion made by Mr. Daleo, seconded by Mrs. Johnson, with the voting as follows: ayes—all; nays—none.
2. The Board adopted a resolution acknowledging the receipt and filing, among the District's records, of Jefferson County Drainage District No. 6's Investment Schedule for November 2019, pursuant to Section 2256.023 of the Public Funds Investment Act, on a motion made by Mr. Daleo, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
3. As required by statute, the Board of Directors approved and authorized the execution of the District's "Investment Policy and Procedures" for 2020, on a motion made by Mrs. Johnson, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
4. As required by statute, the Board of Directors approved the District's "Approved List of Brokers/Dealers" (Exhibit 2 to Investment Policy and Procedures) that was revised to replace Hilltop Securities Independent Network, Inc. with Vining Sparks IBG, LP, on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
5. A" Term Contract with Family Services of Southeast Texas, Inc." (PROF 19-016/KJS), with an effective date of January 1, 2020 and an expiration date of December 31, 2020, at a rate of \$22.00 per employee, per year was authorized by the Board of Directors on a motion made by Mrs. Johnson, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
6. The Board of Directors authorized an Amendment to the 2019-2020 Budget transferring a total of \$5,300,000.00 from the Unassigned Fund Balance to the accounts noted below, on a motion made by Mrs. Johnson, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none:

Engineering-Account 9050	\$210,000.00
FICA-Account 9075	\$15,000.00
Employee Retirement-Account 9080	\$35,000.00
Engineering Fees-Account 9430	\$550,000.00
Attorney Fees-Account 9440	\$50,000.00
Equipment Rental-Account 9586	\$265,000.00
Temporary Labor-Account 9589	\$250,000.00
Office Machines-Account 9610	\$15,000.00
Buildings-Account. 9620	\$15,000.00
Equipment-Account. 9630	\$985,000.00
Furniture-Account. 9650	\$10,000.00
Capital Projects (Various)	\$2,900,000.00

7. A "Professional Services Agreement" with Milliman, Inc. (PROF 19-018/KJS) to perform the 2020 through 2023 actuarial services for the District in accordance with the Government Accounting Standards Board, Statement No. 75 (financial reporting for post-employment benefits other than pensions) in the amounts listed below, was approved by the Board and the execution of this agreement was authorized on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none:
 - \$9,250.00 for year 2020,
 - \$3,500.00 for year 2021 (roll-forward),
 - \$9,250.00 for year 2022; and
 - \$3,500.00 for year 2023 (roll-forward).

8. A "Professional Services Agreement" with LJA Engineering, (PROF 19-017/KJA) for Phase II-A of the District's GIS Database Project, in the amounts noted below, was approved by the Board and the execution of this agreement was authorized on a motion made by Mrs. Johnson, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none:
 - \$5,000 Mowing Data – Internal SQL Sourced;
 - \$1,000 GIS desktop Interaction; and
 - \$10,000 GIS Web Services / In-Field Interaction.

9. In connection with the District's "Request for Statements of Qualification, RFQ 19-014/KJS Professional Engineering Services," receipt of seven (7) statements received on December 5, 2019, which will be held on file in the District's records, was acknowledged on a motion made by Mrs. Johnson, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none

10. In connection with Ditch No. 101-XA5 and in exchange for an Access Easement consisting of a 0.094-acre tract of land out of the J.J. Gilliland Survey, Abstract 453, Jefferson County, Texas, the acceptance of a November 14, 2019 "Letter of Agreement" between Drainage District No. 6 and John R. Ruysenaars, wherein the District will install a fence, clear a 100-ft strip of his property and place four inches of rock over the access easement and driveway entering the easement was authorized on a motion made by Mrs. Johnson, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.

11. In connection with the November 14, 2019 Letter of Agreement between Drainage District No. 6 and John R. Ruysenaars on Ditch No. 101-XA5, an "Access Easement" received from John R. Ruysenaars consisting of a 0.094-acre tract of land out of the J.J. Gilliland Survey, Abstract 453, Jefferson County, Texas, was accepted on a motion made by Mr. Daleo, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.

12. In connection with drainage improvements on Ditch No. 101-XA5, a "General Warranty Deed" received from John R. Ruysenaars, consisting of a 1.654-acre tract of land out of the J.J. Gilliland Survey, Abstract 453, Jefferson County, Texas was accepted, and payments in the amounts of \$20,464.40 to Mr. Ruysenaars and \$35.60 to Jefferson County Tax Assessor/Collector were authorized on a motion made by Mrs. Johnson, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.

13. In connection with drainage improvements on Ditch 600, the execution of a "Pipeline Easement," labeled as TX-JF-0039.00000, to Enterprise TE Products Pipeline, LLC for a 30-foot wide permanent pipeline easement over and across a portion of a certain tract of land containing 16.82 acres in the Michael Pivetot Survey, A-43, conveyed to Jefferson County Drainage District No. 6 was authorize by the Board, and receipt of payment from Enterprise for the pipeline easement totaling \$9,639.50 (4.96 rods @ \$1,200/rod & .05 acres additional temporary workspace @ \$13,750/acre) for this easement was acknowledged, on a motion made by Mr. Guillory, seconded by Mrs. Johnson, with the voting as follows: ayes—all; nays—none.
14. Also in connection with Ditch 600, the execution of a "Pipeline Easement" labeled as TX-JF-0015.00000, to Enterprise TE Products Pipeline, LLC for a 20-foot wide and 10-foot wide permanent pipeline easement over and across a portion of a certain tract of land containing 2,455.149 acres in the Sarah Miles Survey, A-172 and W.H. Aldridge Survey, A-813, conveyed to Jefferson County Drainage District No. 6 was authorized, and fees totaling \$1,084,758.00 (861.34 rods @ \$1,200/rod & 3.72 acres additional temporary workspace @ \$13,750/acre) for this easement were approved, on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
15. In connection with Ditch 600 and the Enterprise Pipeline Easement, labeled as TX-JF-0015.00000, across a portion of a certain tract of land containing 2,455.149 acres in the Sarah Miles Survey, A-172 and W.H. Aldridge Survey, A-813, the execution of a "Construction Reimbursement Agreement" between Jefferson County Drainage District No. 6 and Enterprise TE Products Pipeline, LLC related to the clearing of the Enterprise Pipeline Easement. Enterprise will reimburse the District at a rate of \$272.86 per hour for clearing the Easement, inclusive of all costs, including labor and materials, plus a one-time additional fee of \$7,000.00 was authorized on a motion made by Mrs. Johnson, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
16. The execution of a "Application and Agreement for Pipeline/Utility Permit (2019-PL-16)" submitted by Centana Interstate Pipeline, LLC, requesting permission to cross the District's right-of-way on Ditch No. 500 to lower their 12-inch line transporting natural gas; and also approving the waiver of crossing fees associated with this permit, since the work being performed is a benefit to the District, was authorized on a motion made by Mrs. Johnson, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
17. At 9:41 a.m. the President called for an executive (closed) session under Title 5, Subchapter D, of the Government Code, Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; and under Title 5, Subchapter D, of the Government Code, Section 551.071 to consult with the District's Attorney regarding pending or contemplated litigation with the District and for consultation on legal matters pursuant to Section 551.071(2).
18. The Board reconvened in Open Session at 10:08 a.m.

19. Upon reconvening in Open Session, the Board approved the Employment Agreement of Dr. Joseph G. Majdalani, PE for the position of General Manager, and authorized execution of this agreement, by a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.

- I. There were no Board comments.
- J. Mr. Allen called for the meeting to be adjourned.


Secretary/Asst. Secretary