

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

**October 12, 2021**

A. The meeting was called to order by Joshua W. Allen, Sr., President.

B. The following Directors were present:

Joshua W. Allen, Sr.	President
Bernie Daleo	Vice President
Charles "Chuck" Guillory	Secretary
Charles "Chuck" Kiker, III,	Director

Directors Absent: Anthony "Tony" Malley, III, Director

Staff present:

Josh Broussard	ALERT Technician
Doug Canant, PE, RPLS, CFM	District Engineer
Harold "Ernie" Crochet	Project Engineer Assistant
J. Thad Heartfield	District's Lead Legal Counsel
Jason Jones	Superintendent
Paula Karasek	Executive Assistant
Dr. Joseph G. Majdalani, PE	General Manager
John Murff	Senior Project Manager
Nelson Nixon	Project Manager
Chuck Oakley, CPA	Chief Financial Officer
Karen J. Stewart, MBA, CTP	Chief Business Officer

Visitors: Ivan Ortiz – Texas Water Development Board  
Joe Myers – Huitt-Zollars

C. Pledge of Allegiance was led by Mr. Allen.

D. Invocation was given by Mr. Nixon.

In order to accommodate Mr. Ortiz schedule, the Board was not opposed to moving on to Item 1 in the Business Session and then coming back to the Workshop Session.

Business Session:

1. The President declared a Public Hearing in session, the third and final public hearing, to declare completion of the project in accordance with Texas Water Development Board Flood Protection Grant funds, Contract No. #1800012311, for ALERT Station System to Jefferson County Drainage District No. 6, executed on January 22, 2019. There were no attendees/comments, and the hearing was closed. The meeting proceeded to the Workshop Session.

E. Workshop Session

1. Presentation by Joe Myers of Huitt-Zollars regarding the Ditch 600 Series Channel Assessment
2. There were no easements, street abandonments, and plat reviews discussed.
3. General discussion and reports on various drainage plans and projects. Doug Canant reported on the permit amendment concerning the Needmore windows and there was no opposition to moving forward with the amendment process.

F. Public Comments (3 minutes each) – An opportunity for the public to address the Jefferson County Drainage District No. 6 Board of Directors on agenda items or concerns not on the agenda. There were no comments.

G. The minutes of September 14, 2021 were approved on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none.

H. Business session:

2. A resolution authorizing the payment of routine bills received since September 14, 2021, that were not expressly authorized or denied for payment elsewhere on this agenda, was adopted on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
3. The Board acknowledged the receipt and filing of Jefferson County Drainage District No. 6's "Investment Schedule" for September 30, 2021, 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.
4. Jefferson County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2021, pursuant to the Texas Property Tax Code, Section 26.09 was approved, on a motion made by Mr. Kiker, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
5. Chambers County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2021, pursuant to the Texas Property Tax Code, Section 26.09, was approved, on a motion made by Mr. Kiker, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
6. As required by Section 49.455 of the Texas Water Code, the execution, by a majority of the Board of Directors, of an "Amended Information Form" revised to reflect Drainage District No. 6's adopted tax rate of \$0.214244/\$100 valuation for 2021; which includes an amended "Notice to Purchasers" as required by Section 49.452 of the Texas Water Code; both of which relate to information to be furnished to prospective purchasers of real estate as to the amount of outstanding bonded indebtedness, boundaries, and tax rate(s) of the District was authorized, on a motion made by Mr. Daleo, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
7. Jefferson County's Holiday Schedule for the Year 2022 as noted below was adopted, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none:

**January 17 (Monday)**  
**Martin Luther King, Jr., Day**

**February 21 (Monday)**  
**President's Day**

**April 15 (Friday)**  
**Good Friday**

**May 30 (Monday)**  
**Memorial Day**

**July 4 (Monday)**  
**Independence Day**

**September 5 (Monday)**  
**Labor Day**

**November 11 (Friday)**  
**Veteran's Day**

**November 24 & 25 (Thursday & Friday)**  
**Thanksgiving**

**December 23 & 26 (Friday & Monday)**  
**Christmas**

**January 2, 2023 (Monday)**  
**New Year's**



8. Pursuant to the authority given the General Manager on March 9, 2021, the General Manager's execution of the "Texas Water Development Board Commitment Agreement" (TWDB No. G1001280) in connection with the \$8,500,000 Flood Infrastructure Fund Grant, Project No. 40034, (Regional Watershed Study), with a project completion date of October 4, 2023 and a contract expiration date of December 4, 2023 was acknowledge by the Board, on a motion made by Mr. Kiker, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
9. Pursuant to the authority granted by the Board on September 14, 2021, the award and execution by the General Manager of Jefferson County Drainage District No. 6's "Bank Depository Contract" (RFP 21-009) to Allegiance Bank; proposals accepted by the Jefferson County Purchasing Department on behalf of Drainage District No. 6 on May 5, 2021, and subsequently reviewed and approved by Drainage District No. 6's General Manager, Chief Financial Officer, and Legal Counsel was ratified, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none.
10. The execution of an "Interlocal Agreement" between the Drainage District No. 6 and the City of Beaumont regarding the waiver of each entity's permit fees when either entity is performing drainage related improvements or infrastructure improvements benefiting the citizens of Jefferson County/City of Beaumont on Drainage District No. 6 or City of Beaumont easements/ rights-of-way was authorized, on a motion made by Mr. Kiker, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
11. Drainage District No. 6's "Purchasing Policies and Procurement Manual" effective October 1, 2021, with applicable policies correlating to Drainage District No 6's new purchasing software (Fraxion), to take effect upon the "go live date" was approved, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none.
12. The execution of a "Limited Engagement Request from +ImageNet" for services provided to migrate Drainage District No 6's LaserFiche platform from a 2012 R2 server to a new server with an updated operating system, at a rate of \$165/hr., not to exceed 20 hours was authorized, on a motion made by Mr. Kiker, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
13. The General Manager was granted the authorization to execute a proposal submitted by LUKE Applications, LLC, for services related to a mobile and web-based application for the management of Drainage District No. 6's work orders, with an annual fee of \$8,000.00 and a monthly management service fee of \$300.00, on a motion made by Mr. Kiker, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
14. The execution of a "Professional Engineering Services Agreement" (PROF 21-027) with Huitt-Zollars for the Channel Assessment 500 Series (Phase I), in an amount not to exceed \$70,000 was authorized, on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.



15. The acceptance of proposals received on September 30, 2021, from: JSWA, Inc; Tidal Basin Government Consulting, LLC; TLC Engineering, Inc.; and Traylor and Associates, Inc., in connection with Professional Services for Grant Application Development and Grant Management for 2021 Funding of Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), and/or Flood Mitigation Assistance Grant Program (FMA) Grant Projects (RFP 21-032) was acknowledged, and the General Manager was given the authority to award and execute an agreement based upon the Evaluation Committee's recommendation for award, which will be ratified at the meeting following the award, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none.
16. The acceptance of qualifications received on September 30, 2021, from: Arceneaux Wilson & Cole, LLC; Freese and Nichols, Inc.; Gauge Engineering; Huitt-Zollars, Inc.; Lockwood, Andrews, and Newnam, Inc.; and TLC Engineering, Inc., in connection with Professional Engineering Services for 2021 Funding of Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), and/or Flood Mitigation Assistance Grant Program (FMA) Grant Projects (RFQ 21-033) was acknowledged, and the General Manager was given the authority to award and execute an agreement based upon the Evaluation Committee's recommendation for award, which will be ratified at the meeting following the award, on a motion made by Mr. Daleo, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
17. In connection with drainage improvements on Ditch 500-A3 (Lovell Lake Area), an "Access Easement" donated by Lovell Lake Co. (Sandra Melton), granting Drainage District No. 6 ingress and egress over a rock road on Grantor's land located in Jefferson County, Texas (John Jay French League, A-23) was accepted by the Board, on a motion made by Mr. Daleo, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
- 18-19. On a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none, the Board adopted the following two resolutions:
  18. Resolution authorizing the execution of a "Letter of Agreement" dated August 12, 2021 between Sandra Joyce Smith Melton and Jefferson County Drainage District No. 6 (on file in the District's records), wherein Drainage District No. 6 will perform certain work on her property in exchange for right-of-way along Ditch 501.
  19. Pursuant to an August 12, 2021 Letter of Agreement, a resolution accepting a "Drainage Easement" donated by Sandra Joyce Smith Melton, consisting of the actual width of Ditches 501, 502-A and 502-B, (LaBelle Rd./Burrell Wingate Rd.) including improvements, plus 25 feet on each side of the ditch tops where the ditches lie on her property located in Jefferson County, Texas (W. Carr Survey, A-102; W. Smith Survey, A-49; M. Chirino Survey, A-10 and the S. Easton Survey, A-21).



- 20-25. On a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none, the Board adopted the following two resolutions:
20. In connection with drainage improvements on Ditch Nos. 505-B, 505-B2, and 505-B3A (West Clubb Rd./north of Fannett), a resolution accepting a "Drainage Easement" donated by Melvin Gayle McCowan consisting of the actual width of Ditch Nos. 505-B, 505-B2, and 505-B3A, including improvements, plus 25 feet on each side of the ditch tops where the ditches lie on his property located in Jefferson County, Texas (John C. Lawhon League, A-35).
  21. In connection with drainage improvements on Ditch 1101 (N. Broadway/China area), a resolution accepting a "Drainage Easement" donated by Charlie Wayne Rizzato consisting of the actual width of Ditch 1101, including improvements, plus 25 feet on each side of the ditch tops where the ditch lies on his property located in Jefferson County, Texas (Sophia Dean Survey, A-16).
  22. In connection with drainage improvements on Ditch 505 (Church Rd./Fannett area), a resolution accepting a "Drainage Easement" donated Michael Lee Vega consisting of the actual width of Ditch 505, including improvements, plus 25 feet on each side of the ditch tops where the ditch lies on his property located in Jefferson County, Texas (J.C. Lawhon Survey, A-35).
  23. In connection with drainage improvements on Ditch 402 (Winzer Rd./Cheek area), a resolution accepting a "Drainage Easement" donated by Norman and Eleanor Andrus consisting of the actual width of Ditch 402, including improvements, plus 25 feet on each side of the ditch tops where the ditch lies on their property located in Jefferson County, Texas (Michael Pivetot Survey, A-43).
  24. In connection with drainage improvements on Ditch Nos. 701, 701-A and 702 (across IH-10 from the Sunchase Addition), a resolution accepting a "Drainage Easement" donated by David Smith and Jim Smith consisting of the actual width of Ditch Nos. 701, 701-A and 702, including improvements, plus 25 feet on each side of the ditch tops where the ditches lie on their property located in Jefferson County, Texas (T.&N.O. RR. Co. Sec. 87, A-225).
  25. In connection with drainage improvements on Ditch 117 (Central Dr./Beaumont), a resolution accepting a "Drainage Easement" donated by Eric and Alison Eldridge consisting of a 10-ft. strip of land being the south 10 feet of Lot 1, Block 5 of the Briarcliff Addition, Jefferson County, Texas (A. Williams Survey, Abstract 385).
  26. In connection with drainage improvements on Ditch 505-B (West Clubb Rd./north of Fannett), the Board accepted a "General Warranty Deed" received from Daniel J. Duncan consisting of a 3.011-acre tract located in the John C. Lawhon Survey, Abstract 35, Jefferson County, Texas; and also authorizing payment to Mr. Duncan in the amount of \$18,646.67, 18-19, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none, the Board adopted the following two resolutions:



27. This item was TABLED: In connection with drainage improvements on Ditch 407/North Green Acres Detention, and pursuant to the authority given the District's General Manager and/or Legal Counsel on September 14, 2021, consider a resolution authorizing the acceptance of a "General Warranty Deed" received from Thomas B. Parker and Margaret A. Parker consisting of a 14.621-acre tract located in Manuel Chirino Survey, Abstract 10, Jefferson County, Texas; and also approving payment to the Parkers in the amount of \$90,000.00 upon closing to be conducted by Texas Regional Title.
  28. This item was TABLED: In connection with drainage improvements on Ditch 407/North Green Acres Detention, and pursuant to the authority given the District's General Manager and/or Legal Counsel on September 14, 2021, consider a resolution authorizing the acceptance of a "General Warranty Deed" received from Susan McClanahan, Individually and as Independent Administratrix of the Estate of Gloria Duane McClanahan; and the living children of Gloria Duane McClanahan at the time of her death, consisting of a 43.897-acre tract of land out of the Manuel Chirino Survey, Abstract 10, Jefferson County, Texas; and also authorizing payment to said owners in the amount of \$285,500.00 upon closing to be conducted by Texas Regional Title.
  29. In connection with the Ditch 607/North Meeker Road Detention Project, the District's General Manager and/or Legal Counsel was authorized to purchase, through negotiation or condemnation, all tracts of land necessary from all landowners of right-of-way needed for the drainage improvement project, 18-19, on a motion made by Mr. Guillory, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
  30. The execution of "Application and Agreement for Pipeline/Utility Permit No. 2021-PL-4", submitted by CenterPoint Energy Texas Gas Operations, requesting permission to install one 4-in. natural gas line on Ditch 100 (N. Circuit Drive) was authorized; and a fee of \$1,000.00 for this crossing was approved, on a motion made by Mr. Kiker, seconded by Mr. Guillory, with the voting as follows: ayes—all; nays—none.
  31. Contingent upon receiving the applicable certificate of insurance, the execution of "Application and Agreement for Storm Drainpipe Permit No. 2021-SDP-4," submitted by Matt Service (Michael Shilo owner) on behalf of LifeShare Blood Center, requesting permission to tie one 18-in. drainpipe into Ditch 100-A (North Caldwell Addition) was authorized; and a fee of \$250.00 for the tie-in was approved, on a motion made by Mr. Daleo, seconded by Mr. Kiker, with the voting as follows: ayes—all; nays—none.
  32. The execution of "Application and Agreement for Storm Drainpipe Permit No. 2021-SDP-5," submitted by Sendero Industries, LLC, requesting permission to tie one 18-in. drainpipe into Ditch 1002 (Trinity Grove Addition off Hwy-105 and RFD Rd.) was authorized; and a fee of \$250.00 for the tie-in was approved, on a motion made by Mr. Kiker, seconded by Mr. Daleo, with the voting as follows: ayes—all; nays—none.
- I. Board Comments.
- Mr. Guillory reported to the District's staff regarding employee concerns related to advancement and salary disparities, asking the staff to check into the matter; and Mr. Allen suggested that management staff look into incorporating some formal employee training.
- J. Adjournment.



Secretary/Asst. Secretary