

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

**September 13, 2022**

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
Anthony "Tony" Malley, III	Director
Charles "Chuck" Kiker, III	Director

Directors Absent: Bernie Daleo Vice President

Staff present:

Jamar Banks	Safety and Training Coordinator
Doug S Canant, Jr., PE, RPLS, CFM	Interim Chief Operating Officer
Kristen Ferguson, CPA	Chief Financial Officer
J. Thad Heartfield	District's Legal Counsel
Steve Hubert	Fleet Manager
Paula Karasek	Executive Assistant
Chace Mann	Program Manager
James McDonald	Construction Coordinator
John Murff	Field Operations Manager
Karen J. Stewart, MBA, CTCD/CTCM	Chief Business Officer
Wallace "Butch" Wilson, PE, CFM	Senior Engineer

Visitors: Bevil Oaks Mayor, Barbara Emmons

C. Mr. Allen led the Pledge of Allegiance.

D. Invocation was given by Mr. Mann.

E. Public Comments: Any citizens in attendance were given the opportunity to address the Board of Directors on agenda items or concerns not on the agenda. The District retains the public comment cards reflecting individuals who addressed the Board.

Barbara Emmons, Mayor of Bevil Oaks, addressed the Board to express, on behalf of the residents in her area, how thankful they were for all that DD6 has done to help relieve some of their flooding issues. She also stated that the District's personnel were doing a great job and have been very responsive. Mayor Emmons concluded by saying that she was going to encourage other small communities to reach out to DD6.

F. Workshop Session

1. There was a discussion concerning the renewal of the insurance policy for the structure at the Needmore Diversion Channel, and it was decided that the policy would not be renewed.
2. There were no easements, street abandonments or plat reviews to discuss.
3. There was no discussion or reports on various drainage plans/projects.

G. The Minutes of August 30, 2022, were approved on a motion made by Mr. Guillory, seconded by Mr. Malley, with the voting as follows: ayes—all; nays—none.

H. Business session:

1. Consider a resolution authorizing the payment of routine bills received for the month of August 2022, that were not expressly authorized or denied for payment elsewhere on this agenda.

**Motion made by: Mr. Kiker**  
**Second by: Mr. Guillory**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: AUTHORIZED**

2. Acknowledge the receipt and filing of Jefferson County Drainage District No. 6's Investment Schedule for August 31, 2022, pursuant to Section 2256.023 of the Public Funds Investment Act.

**Motion made by: Mr. Guillory**  
**Second by: Mr. Kiker**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: ACKNOWLEDGED**

3. The President declared a public hearing in session for the purpose of citizen comments on the District's proposed tax rate for 2022 as published.

There were no comments made at the hearing and the President announced the public hearing closed.

4. Consider a resolution setting the District's 2022 tax rate at \$0.202572/\$100 valuation as distributed below

Proposed tax rate of \$0.202572/\$100 valuation:

Maintenance and Operating:	\$0.202572/\$100 valuation
TOTAL PROPOSED TAX RATE FOR 2022	\$0.202572/100 valuation
TOTAL ACTUAL TAX RATE FOR 2021	\$0.214244/\$100 valuation
TOTAL <b>DECREASE</b> OVER LAST YEAR'S RATE	\$0.011672/\$100 valuation

**Motion made by: Mr. Kiker**  
**Second by: Mr. Guillory**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: ADOPTED Tax Rate**

5. Consider a resolution adopting homestead tax exemptions as follows:
- a. For 65 years of age and older or for disability: \$40,000.
  - b. For general homestead exemption: \$5,000 or 20%, whichever is greater.
  - c. Disabled veterans: \$12,000 (maximum).

**Motion made by: Mr. Malley**  
**Second by: Mr. Kiker**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: ADOPTED Homestead Tax Exemptions**

6. Consider a resolution authorizing notification to the Texas County and District Retirement System (TCDRS) as to the employer's selected participation rate in contributions for the year 2023:

Employee Deposit Rate:	<u>7.00%</u>
Employer Contribution Rate:	16.44%
Supplemental Death Benefit:	<u>0.22%</u>
TOTAL RATE	<u>16.66%</u>

**Motion made by: Mr. Guillory**  
**Second by: Mr. Kiker**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: AUTHORIZED**

7. Consider a resolution adopting the Budget for Jefferson County Drainage District No. 6 funds for Fiscal Year 2023.

**Motion made by: Mr. Guillory**  
**Second by: Mr. Malley**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: ADOPTED Budget for Fiscal Year 2023**

8. In connection with drainage improvements to Ditch 607-Meeker Road, and contingent upon receipt of the executed deed and a dirt placement agreement to be approved by the District Interim Chief Operating Officer and Attorney, consider a resolution authorizing the purchase of a 16.310-acre tract (James Gerish Jr. Survey, A-25) from Enda Portia Wright for the appraised value of \$114,200.00.

**Motion made by: Mr. Guillory**  
**Second by: Mr. Malley**  
**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**  
**Opposed: None**  
**Action: AUTHORIZED**

9. In connection with drainage improvements along Ditch 607-Meeker Road, consider a resolution accepting a General Warranty Deed received from James R. LeJune, Troy Brian LeJune, and Connie J. LeJune Clement consisting of a 1.891-acre tract of land out of the James Gerish Sr. Survey, Abstract 24, Jefferson County, Texas; and authorizing payment to the property owners for the appraised value of \$20,800.00.

**Motion made by:** Mr. Guillory  
**Second by:** Mr. Malley  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** ACCEPTED Deed – AUTHORIZED Payment

10. In connection with drainage improvements along Ditch 501 (Garner Rd.), consider a resolution authorizing the execution of a Letter of Agreement dated August 12, 2022, between Drainage District No. 6 and Jan Hargraves, wherein the District will perform certain work on her property in exchange for a drainage easement along Ditch 501.

**Motion made by:** Mr. Kiker  
**Second by:** Mr. Guillory  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** AUTHORIZED

11. Pursuant to an August 12, 2022 Letter of Agreement between Drainage District No. 6 and Jan Hargraves, consider a resolution accepting a Drainage Easement donated by Jan Hargraves consisting of the actual width of Ditch No. 501 (Garner Rd.), including improvements, plus 25 feet of the ditch tops that lie on her property located in the William Smith League, Abstract 49, Jefferson County, Texas.

**Motion made by:** Mr. Guillory  
**Second by:** Mr. Malley  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** ACCEPTED

12. In connection with drainage improvements along Ditch 505 (West Clubb Rd.), consider a resolution accepting a Drainage Easement donated by Matthew and Tami Vanderheiden, consisting of a 0.957-acre tract of land out of the J.C. Lawhon Survey, Abstract 535, Jefferson County, Texas.

**Motion made by:** Mr. Kiker  
**Second by:** Mr. Malley  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** ACCEPTED

13. In Connection with the Term Contract for Trash Removal Services (IFB 21-021) awarded on September 14, 2021, consider a resolution authorizing the execution of the first of four options to renew for one year with BFI Waste Services of Texas d/b/a Republic Services of Texas, from September 13, 2022 to September 12, 2023.

**Motion made by:** Mr. Guillory  
**Second by:** Mr. Kiker  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** AUTHORIZED

14. In response to Request for Qualifications for Professional Services for Property Appraisals for Jefferson County Drainage District No. 6 (RFQ 22-018) received on August 18, 2022, consider a resolution to accept qualifications from Property Analytix LLC, DBA Archstone Group; CBRE Inc.; and Valbridge Property Advisors, with awards to be made on a per property basis as needed.

**Motion made by:** Mr. Kiker  
**Second by:** Mr. Guillory  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** ACCEPTED

15. In response to Request for Proposals for Grant Administration and Management Services for Community Development Block Grant-Mitigation Funding (RFP 22-019) received on August 18, 2022, and in accordance with the Evaluation Committee's recommendation, consider a resolution to award and execute a contract for services with Public Management with a fee totaling 3.98% of the final allocated funds.

***The Board authorized this item subject to the review and approval of the service contract by the District's legal counsel.***

**Motion made by:** Mr. Malley  
**Second by:** Mr. Kiker  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** AUTHORIZED Award and Contract Execution

16. In connection with Invitations for Bid, opening on September 15, 2022, consider a resolution granting the Interim Chief Operating Officer authority to award and execute an Acceptance of Offer to the bidder(s) representing the best value and meeting the District's specifications for the Term Contract for Portable Toilet Services for Jefferson County Drainage District No. 6 (IFB 22-024), with ratification of the award at the meeting following the award

**Motion made by:** Mr. Guillory  
**Second by:** Mr. Kiker  
**In favor:** Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker  
**Opposed:** None  
**Action:** GRANTED Authority to Award and Execute Contract

17. In connection with Invitations for Bid opening on September 15, 2022, consider a resolution granting the Interim Chief Operating Officer authority to award and execute an Acceptance of Offer to the bidder(s) representing the best value and meeting the District's specifications for Term Contract for Heavy Materials for Jefferson County Drainage District No. 6 (IFB 22-025) with ratification at the meeting following the award.

**Motion made by: Mr. Guillory**

**Second by: Mr. Kiker**

**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**

**Opposed: None**

**Action: GRANTED Authority to Award and Execute Contract**

18. Consider a resolution authorizing the execution of an Application for Pipeline/Utility Permit 2022-PL-11 submitted by CenterPoint Energy Texas Gas Operations requesting permission to cross Ditch 1205/Byrd Gulley with one, 4-in plastic pipe transporting natural gas, and also authorizing a permit fee of \$1,000.00 for this crossing.

**Motion made by: Mr. Guillory**

**Second by: Mr. Kiker**

**In favor: Mr. Allen, Mr. Guillory, Mr. Malley, Mr. Kiker**

**Opposed: None**

**Action: AUTHORIZED**

19. At 9:44 a.m. the Board convened in an Executive Session (Closed to the Public) under Chapter 551 of the Texas Government Code Section 551.071 to deliberate on the following:
- a. Section 551.071 – for the Board to seek the advice of its attorney about pending or contemplated litigation;

The Board reconvened in Open Session at 9:56 a.m. and there were no other action items as a result of the Executive Session.

- I. There were no comments from the Board or Staff.
- J. Mr. Allen called for the adjournment of the meeting.




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Secretary/Asst. Secretary