

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

**DECEMBER 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
Bernie Daleo	Vice President
Charles "Chuck" Kiker, III	Director

Directors Absent: Anthony "Tony" Malley, III Director

Staff present:

Doug S Canant, Jr., PE, RPLS	Interim Chief Operating Officer
Kristen Ferguson, CPA	Chief Financial Officer
J. Thad Heartfield	District's Legal Counsel
Jason Jones	Maintenance Coordinator
Paula Karasek	Executive Assistant
Chace Mann	Program and HR Manager
James McDonald	Construction Coordinator
John Murff	Field Operations Manager
Kaylynn Rizzotto	Payroll Administrator
Karen J. Stewart, MBA, CTCD/CTCM	Chief Business Officer
Wallace "Butch" Wilson, PE, CFM	Senior Engineer

Visitors: Honorable Jeff Branick, Jefferson County Judge  
Jeff Beaver of Schaumburg & Polk, Inc.  
Patrick Wiltshire and Miriam Moran of Public Management  
Gary Saurage – Resident on Hwy-365

C. Mr. Allen led the Pledge of Allegiance.

D. Invocation was given by Mr. Mann.

E. At 8:33 a.m. the Board President called an Executive Session (closed to the public) – under Chapter 551 of the Texas Government Code, Section 551.071 for the Board to seek the advice of its attorney about pending or contemplated litigation.

F. At 9:00 a.m. the Board reconvened in open session and no further actions were taken.

G. 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.

Mr. Saurage addressed the Board regarding the District's hunting lease agreement with B&B Hunting Club in the area of Green Pond Gully, commenting on the records produced in response to his request for records delivered to the Board at the August 30, 2022 meeting. He also expressed his thoughts on the subject of the District going out for bids for the hunting lease in the future.

## H. Workshop Session

1. Mr. Canant led a discussion, with contributions by Mr. Beaver and Mr. Wiltshire regarding the Corley Diversion Project being considered for grant application submittal for the General Land Office CDBG-MIT MOD grant application. Key points of the discussion were scope of work, benefit area, timeframe, and grant budget.
2. There were no easements, street abandonments or plat reviews to discuss.
3. There were no discussions or reports on various drainage plans/projects.

## I. Minutes of November 8, 2022, were approved on a motion made by Mr. Daleo, seconded by Mr. Kiker with the voting as follows: ayes—all; nays—none.

## J. Business session:

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

**Motion made by: Mr. Daleo**

**Second by: Mr. Kiker**

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

**Opposed: None**

**Action: AUTHORIZED**

2. Acknowledge the receipt and filing of Jefferson County Drainage District No. 6's Investment Schedule for November 30, 2022, pursuant to Section 2256.023 of the Public Funds Investment Act.

**Motion made by: Mr. Daleo**

**Second by: Mr. Guillory**

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

**Opposed: None**

**Action: ACKNOWLEDGED**

3. Consider a resolution authorizing a modification to the District's current work schedule changing from five 8-hour days to four 10-hour days effective January 9, 2023, and also approving revisions to the personnel policies listed below, which will be affected by this modification:

**Motion made by: Mr. Kiker**

**Second by: Mr. Guillory**

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

**Opposed:**

**Action: AUTHORIZED / APPROVED**



4. Consider a resolution approving an Insurance Consulting and Risk Management Service Agreement with J. S. Edwards and Sherlock Insurance Agency for professional risk management services for one year, with an effective date of January 1, 2023 and expiring December 31, 2023, with a fee of \$6,423.00; no increase in price from the previous year.

**Motion made by: Mr. Guillory**

**Second by: Mr. Daleo**

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

**Opposed: None**

**Action: APPROVED**

5. Consider a resolution authorizing the execution of an annual Agreement with Family Services of Southeast Texas, Inc. for an Employee Assistance Program (EAP), with an effective date of January 1, 2023 and an expiration date of December 31, 2023, at a rate of \$25.00 per employee, per year

**Motion made by: Mr. Kiker**

**Second by: Mr. Daleo**

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

**Opposed: None**

**Action: AUTHORIZED**

6. In connection with drainage improvements along Ditches 201 and 305, consider a resolution accepting a "Drainage Easement" donated by South Beaumont Farms, Inc. consisting of a perpetual non-exclusive easement consisting of the actual width of the corresponding ditches not to exceed approximately 15 feet from the top of each side, plus a non-exclusive area of 25 feet on each side of the ditch tops for maintenance, no width expansion, located in the Shelby Corine Survey, Abstract 14, Jefferson County, Texas.

**Motion made by: Mr. Daleo**

**Second by: Mr. Guillory**

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

**Opposed: None**

**Action: ACCEPTED**

7. Consider a resolution authorizing the submission of an application to the Texas General Land Office (GLO) for Community Development Block Grant-Mitigation (CDBG-MIT) regional Method of Distribution (MOD) program in the amount of \$46,525,000.00, to include construction, engineering, environmental, and administration services, contingent on addressing all public comments at the conclusion of the comment period on December 16, 2022; and also authorizing the Board President, Chief Operating Officer, and Chief Business Officer to act as the District's Executive Officer(s) and authorized representatives in all matters pertaining to the District's participation in the Community Development Block Grant-Mitigation (CDBG-MIT) program.

**Motion made by: Mr. Kiker**

**Second by: Mr. Daleo**

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

**Opposed: None**

**Action: AUTHORIZED**



8. Consider a resolution authorizing the execution of Amendment IV to the Professional Services Agreement Hazard Mitigation Assistance Grant Application Development, Administration and Project Management (PROF 18-002/KJS) awarded to J.S. Ward and Associates and approved by the Board of Directors on March 6, 2018, which is being amended to include specific clauses required by the Texas Water Development Board (TWDB) and reference awarded 2018 FMA grant contracts relevant to services provided by J.S. Ward and Associates.

**Motion made by: Mr. Daleo**

**Second by: Mr. Kiker**

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

**Opposed: None**

**Action: AUTHORIZED**

9. In connection with the term contract for Corrugated High Density Polyethylene pipe for Jefferson County Drainage District No. 6 (IFB 22-010/KJS) awarded to Coburn's Supply Co. as the primary supplier and ACT Pipe and Supply as the secondary supplier, and ratified by the Board of Directors on May 17, 2022, consider a resolution authorizing the execution of the first of four 1-year renewal options, extending the contract expiration dates from January 1, 2023 to December 31, 2023.

**Motion made by: Mr. Guillory**

**Second by: Mr. Daleo**

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

**Opposed: None**

**Action: AUTHORIZED**

10. In connection with the term contract for Publication of Legal Notices for Jefferson County Drainage District No. 6 (IFB 21-036/KJS) awarded to *The Examiner* and approved by the Board of Directors on December 14, 2021, consider a resolution authorizing the execution of the first of four 1-year renewal options, extending the contract expiration date from December 13, 2022 to December 12, 2023.

**Motion made by: Mr. Daleo**

**Second by: Mr. Kiker**

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

**Opposed: None**

**Action: AUTHORIZED**

11. In connection with the term contract for Staffing Services for Temporary Labor for Jefferson County Drainage District No. 6 (RFP 20-019/KJS) awarded to DSF Advanced Staffing, Inc. and approved by the Board of Directors on January 12, 2021, consider a resolution authorizing the execution of the first of three 2-year renewal options, extending the contract expiration date from January 11, 2023 to January 10, 2025.

**Motion made by: Mr. Daleo**

**Second by: Mr. Guillory**

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

**Opposed: None**

**Action: AUTHORIZED**

12. In response to Request for Proposals for Environmental Services for Grant Application Development for Jefferson County Drainage District No. 6 (RFP 22-027/KJS) received on December 1, 2022, and in accordance with the Evaluation Committee's recommendation, consider a resolution granting the Interim Chief Operating Officer authority to award and execute a contract for services with Horizon Environmental Services, contingent upon final negotiated cost proposals, with ratification at the meeting following execution, in connection with the pending Borley Heights, Virginia Street Detention, and Delaware Diversion grant projects.

**Motion made by: Mr. Kiker**

**Second by: Mr. Daleo**

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

**Opposed: None**

**Action: AUTHORITY GRANTED**

13. In response to Request for Qualifications for Professional Engineering Services for 2022 Funding of HMGP, BRIC, and/or FMA Grant, (RFQ-22-021/KJS) received on September 15, 2022, and authorized for award on October 11, 2022 contingent upon final negotiated cost proposals, consider a resolution ratifying the November 23, 2022 execution of a contract for services with Freese and Nichols (PROF 22-021/KJS) in an amount not to exceed \$51,150.00, in connection with the Bayou Din Detention Basin Project.

**Motion made by: Mr. Guillory**

**Second by: Mr. Daleo**

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

**Opposed: None**

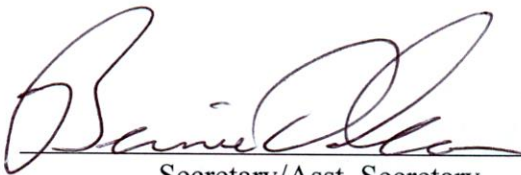
**Action: RATIFIED**

K. Board and/or Staff comments:

The Board thanked the staff and expressed their appreciation for all the work that was accomplished during 2022.

Mr. Canant reminded everyone about the Christmas luncheon that will take place on December 16, 2022.

L. There were no further comments and Mr. Allen called for adjournment of the meeting.



Secretary/Asst. Secretary