

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

**HELD ON
NOVEMBER 14, 2023**

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

Directors Absent: None

Staff present:

Jamar Banks	Safety Coordinator
Doug S Canant, Jr., PE, RPLS	Interim Chief Operating Officer
Shelby Clodfelter	Buyer-Contract Administrator
Kristin Ferguson, CPA	Chief Financial Officer
Jason Jones	Maintenance Coordinator
Paula Karasek	Executive Assistant
Chace Mann	Program and HR Manager
James McDonald	Construction Coordinator
John Murff	Field Operations Manager
Wallace "Butch" Wilson, PE, CFM	District Engineer

Visitors: Roland Bieber, Drainage District No. 6 Consultant
Tony Truxillo, Representative for Enterprise Ethan Pipeline, LLC

C. Mr. Allen led the Pledge of Allegiance.

D. Invocation was given by Mr. Banks.

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.

There were no public comments.

F. Workshop Session

1. There were no easements, street abandonments, or plat review discussions.
2. There were no general discussions or reports on various drainage plans and projects.

G. The Minutes of October 10, 2023, were approved on a motion made by Mr. Malley, seconded by Mr. Guillory, 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 October 2023, that were not expressly authorized or denied for payment elsewhere on this agenda.

Motion made by: Mr. Malley
Second by: Mr. Guillory
In favor: Mr. Allen, Mr. Daleo, 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 Schedules for September 31 and October 31, 2023, pursuant to Section 2256.023 of the Public Funds Investment Act.

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

Consider a resolution approving Jefferson County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2023, pursuant to the Texas Property Tax Code, Section 26.09.

Motion made by: Mr. Malley
Second by: Mr. Kiker
In favor: Mr. Allen, Mr. Daleo, Mr. Malley, Mr. Kiker
Opposed: None
Action: APPROVED

3. Consider a resolution approving Chambers County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2023, pursuant to the Texas Property Tax Code, Section 26.09.

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

4. Consider a resolution authorizing the casting of the District's 173 votes for Lauren Williams Mason, nominated to serve on the Jefferson Central Appraisal District Board of Directors for the 2024 term of office.

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

5. The President called for a Public Hearing regarding the proposed Tax Abatement Policy for Jefferson County Drainage District No. 6 pursuant to Chapter 312 of the Texas Property Tax Code.

No Comments Made

6. Consider a resolution adopting Jefferson County Drainage District No. 6's Tax Abatement Policy pursuant to Chapter 312 of the Texas Tax Code.

Motion made by: Mr. Guillory

Second by: Mr. Malley

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

Opposed: None

Action: ADOPTED

7. Consider a resolution authorizing a revision to the Employee Leave Policy, Policy 2.0, Section X of the District's Personnel Policy and Procedures Manual, to remove the actual list of official paid holidays in exchange for the following statement:

"The District shall declare 12 official paid holidays for regular full-time District employees. The holiday schedule is approved and adopted by the Board of Directors annually."

Motion made by: Mr. Malley

Second by: Mr. Guillory

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

Opposed: None

Action: AUTHORIZED

8. Consider a resolution adopting Drainage District No. 6's Holiday Schedule for the Year 2024 as noted below:

January 1 (Monday)

New Year's Day

January 15 (Monday)

Martin Luther King Jr. Day

March 29 (Friday)

Good Friday

May 27 (Monday)

Memorial Day

June 19 (Wednesday)

Juneteenth

July 4 (Thursday)

Independence Day

September 2 (Monday)

Labor Day

November 11 (Monday)

Veteran's Day

November 28 & 29 (Thursday/Friday)

Thanksgiving Holiday

December 25 & 26 (Wednesday & Thursday)

Christmas Holiday

Motion made by: Mr. Guillory

Second by: Mr. Malley

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

Opposed: None

Action: ADOPTED

9. Consider a resolution authorizing the execution of a November 6, 2023 Letter of Agreement with George Shirley providing for the placement of dirt on his property in connection with Ditch 609-S. China Relief Grant Project.

Motion made by: Mr. Kiker

Second by: Mr. Guillory

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

Opposed: None

Action: AUTHORIZED

10. In connection with drainage improvements on Ditch 1206, consider a resolution accepting a Drainage Easement donated by Phillip and Laura Hollis consisting of the actual width of the aforementioned ditches, including improvements, plus 25 feet on each side of the ditch tops where the ditch lies on their property located in the N.F. Chambers Survey, Abstract 744, Jefferson County, Texas.

Motion made by: Mr. Daleo

Second by: Mr. Kiker

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

Opposed: None

Action: ACCEPTED

11. In connection with a Request for Qualifications for Professional Engineering Services for Hazard Mitigation Assistance-Building Resilient Infrastructure and Communities (BRIC) Funds 2023, Flood Mitigation Assistance (FMA) Grant Funds 2023, and Hazard Mitigation Grant Program (HMGP) 2023 (RFQ 23-015/KJS), consider a resolution granting the Chief Operating Officer the authority to award and execute a contract(s) for services based upon the Evaluation Committee's recommendation, with ratification of the award(s) and contract execution(s) at the meeting following same.

Motion made by: Mr. Malley

Second by: Mr. Guillory

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

Opposed: None

Action: AUTHORITY GRANTED

12. In connection with Enterprise Ethane Pipeline LLC's December 10, 2019, Pipeline Easement on Ditch 600/Green Pond (Enterprise Ref: Tract #s:TX-JF-0015.00000, .00060, .00070 & .00080) and contingent upon approval of the final documents by the District's Chief Operating Officer and Legal Counsel, consider a resolution authorizing the execution of a First Amendment to the Pipeline Easement memorialized under Recording Memorandum Instrument No. 2019040952 of Jefferson County's Official Public Records, extending the construction period from four (4) years to five (5) years from the execution of the agreement and providing for the addition of a Permanent Access Road and Main Line Valve Surface Site; authorizing the execution of a Memorandum of First Amendment to Pipeline Easement for same, and approving fees associated with the amendment in the amount of \$100,000.00.

Motion made by: Mr. Malley

Second by: Mr. Guillory

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

Opposed: None

Action: AUTHORIZED / AUTHORIZED / APPROVED

13. Contingent upon approval of the final documents by the District's Chief Operating Officer and Legal Counsel, consider a resolution authorizing the execution of a Permanent Power Easement Agreement and Recording Memorandum with Enterprise Ethane Pipeline LLC (Enterprise Ref: Tract #:TX-JF-0015.00090) on Ditch 600/Green Pond, and approving fees associated with easement agreement in the amount of \$20,000.00.

Motion made by: Mr. Guillory

Second by: Mr. Daleo

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

Opposed: None

Action: AUTHORIZED / APPROVED

14. Consider a resolution authorizing the execution of Pipeline and Utility Permit No. 2023-PL-12 submitted by Enterprise Ethane Pipeline LLC requesting permission to install a 30-in line containing Ethane on Ditch Nos. 506-C (2 crossings), 506-E, 508 (4 crossings) 500, 507, 800, 600, and Deer Camp Road on Ditch 600, approving fees associated with this permit totaling \$82,000.00 (10 open cut-\$5,000 ea. & 2 bore crossings \$1,000 ea., 12 temp. bridges \$2,500 ea.), and also authorizing the execution of a Special Provisions Addendum to this permit providing for an extension of time for the project's commencement and duration.

Motion made by: Mr. Guillory

Second by: Mr. Daleo

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

Opposed: None

Action: AUTHORIZED / APPROVED / AUTHORIZED

15. At 9:13 a.m. the President to call for an Executive Session under Title 5, Subchapter D, of the Government Code, Section 551.0725 of the Government Code, the Texas open meetings law, to deliberate business and financial issues relating to a contract being negotiated.

16. At 9:35 a.m. the Board reconvened in Open Session, and there were no action items as a result of the Executive Session.

- I. Board and Staff Comments, no action items.

None.

- J. There were no other comments/discussions and Mr. Allen called for the adjournment of the meeting.



Secretary/Asst. Secretary