

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

**HELD ON
NOVEMBER 18, 2025**

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

B. The following Directors were present:

Joshua W. Allen Sr.	President
Bernard Daleo, Jr.	Vice President
Charles "Chuck" Guillory	Secretary
Anthony "Tony" Malley III	Director
Charlie O. Reneau	Director

Directors Absent: None

Staff present:

Jamar Banks	Safety & Training Coordinator
Kristin Ferguson, CPA	Chief Financial Officer
Steve Hubert	Fleet Maintenance Manager
Jason Jones	Maintenance Coordinator
Paula Karasek	Executive Assistant
Chace Mann	Program and HR Manager
James McDonald	Construction Coordinator
John Murff	Field Operations Manager
Remmington Whitt	Engineering Assistant
David Tingle, PE	Project Engineer
Wallace Wilson, PE, CFM	General Manager
Erin Warren, PE	District Engineer

Visitors: Bud Merendino – Representative for City of Bevil Oaks

C. Mr. Allen led the Pledge of Allegiance.

D. Invocation was given by Mr. Nixon

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.

Bud Merendino, representative of the City of Bevil Oaks, addressed the Board, commending the District's staff/personnel for their prompt response to performing maintenance on ditches within the City of Bevil Oaks once the necessary right-of-way has been obtained. He thanked the Board for all the work being performed in their area. Mr. Merendino advised the Board that the District has an awesome team, and he is sure that the general public does not know and would be amazed at what the District has accomplished in Jefferson County.

F. Workshop Session.

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

G. The Minutes of October 14, 2025, were approved on a motion made by Mr. Daleo and 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 2025 that were not expressly authorized or denied for payment elsewhere on this agenda.

Motion made by: Mr. Guillory

Second by: Mr. Malley

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

Opposed: None

Action: AUTHORIZED

2. Acknowledge the receipt and filing of Jefferson County Drainage District No. 6's "Investment Schedules for September and October 2025."

Motion made by: Mr. Daleo

Second by: Mr. Malley

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

Opposed: None

Action: ACKNOWLEDGED

3. Consider a resolution approving Jefferson County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2025, pursuant to the Texas Property Tax Code, Section 26.09.

Motion made by: Mr. Daleo

Second by: Mr. Guillory

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

Opposed: None

Action: APPROVED

4. Consider a resolution approving Chambers County's "Certified Roll Jurisdiction Summary" of the tax roll for Tax Year 2025, pursuant to the Texas Property Tax Code, Section 26.09.

Motion made by: Mr. Malley

Second by: Mr. Daleo

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

Opposed: None

Action: APPROVED

5. Consider a resolution authorizing the execution of a "Professional Services Agreement" with Milliman, Inc. to perform the 2026 and 2027 actuarial services for Jefferson County Drainage District No. 6, 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:

\$10,725.00 for year ending 2026,

\$ 4,650.00 for year ending 2027 (roll-forward).

Motion made by: Mr. Guillory

Second by: Mr. Malley

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

Opposed: None

Action: AUTHORIZED

6. The Board authorized the casting of the District's 74 votes for Donald Frank to serve on the Jefferson Central Appraisal District Board of Directors for the 2026-2029 term of office.

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

7. Consider a resolution authorizing a revision to the District's Personnel Policy and Procedures Manual to incorporate the addition of Presidents' Day to the District's official paid holidays for regular and full-time District employees.

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

8. Consider a resolution adopting Drainage District No. 6's Holiday Schedule for the Year 2026 as noted below:

January 1 (Thursday)
New Year's Day

January 19 (Monday)
Martin Luther King, Jr. Day

February 16 (Monday)
Presidents' Day

April 3 (Friday)
Good Friday

May 25 (Monday)
Memorial Day

June 19 (Friday)
Juneteenth Day

July 3 (Friday)
Independence Day (Observed)

September 7 (Monday)
Labor Day

November 11 (Wednesday)
Veteran's Day

November 26 & 27 (Thursday & Friday)
Thanksgiving

December 24 & 25 (Thursday & Friday)
Christmas Eve and Christmas Day

Motion made by: **Mr. Malley**
Second by: **Mr. Guillory**
In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**
Opposed: **None**
Action: **ADOPTED HOLIDAY SCHEDULE FOR 2026**

9. 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, 2026, and expiring December 31, 2026, with a fee of \$6,423.00; no increase in price from the previous year

Motion made by: **Mr. Daleo**

Second by: **Mr. Malley**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **APPROVED**

10. Consider a resolution ratifying the execution of Amendment No. 3 to the September 23, 2021, FIF Regional Watershed Study contract with Texas Water Development Board (TWDB Commitment No. G1001280) extending the Project Completion Date in Section I, Article I, Item 12 to August 28, 2025, and the Contract Expiration Date in Section I, Article I, Item 13 to October 30, 2026, with all other terms and conditions of the contract remaining in effect.

Motion made by: **Mr. Malley**

Second by: **Mr. Guillory**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **RATIFIED**

11. In connection with a contract for Professional Engineering Services for 2022 Funding of HMGP, BRIC, and/or FMA Grant, (PROF-22-021/KJS) awarded to Freese and Nichols on November 23, 2022, consider a resolution authorizing the execution of Amendment No. 1 for Post Grant Award Engineering Services for Bayou Din Detention Basin for Phase I FMA Grant, in an amount not to exceed \$3,790,525.

Motion made by: **Mr. Guillory**

Second by: **Mr. Malley**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **AUTHORIZED**

12. In connection with bids received for Borley Pipe and Fusion (IFB 25-024/SC) opened during an open administrative meeting on October 9, 2025, and pursuant to the authority granted the General Manager on October 14, 2025, consider a resolution ratifying an award and the October 15, 2025 execution of an Acceptance of Offer to Brystar Contracting, Inc. for \$212.00/unit, as shown on the Final Tabulation below.

Final Tabulation: October 10, 2025					
IFB 25-024/SC Borley Pipe and Fusion					Brystar
Bids Opened: October 9, 2025					8385 Chemical Rd.
Preliminary Tabulation: October 9, 2025					Beaumont, Texas 77705
Date Awarded: October 15, 2025					Attn: Bryan Phelps
Final Tabulation: October 10, 2025					bryan@brystar.com
One bids received - one awarded vendors					Phone: 409-284-2393
Item No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
1	36" SDR 32.5 IPS *The contractor will be responsible for supplying & fusing the pipe.	LF	4,320	\$ 212.00	\$ 915,840.00

Motion made by: **Mr. Daleo**

Second by: **Mr. Guillory**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **RATIFIED**

13. In connection with the Term Contract for Publication of Legal Notices (IFB 23-021/SC), awarded on January 9, 2024, consider a resolution authorizing the execution of the second of four 1-year renewal options with *The Examiner*, extending the contract expiration date from January 2, 2026 to January 1, 2027.

Motion made by: **Mr. Daleo**

Second by: **Mr. Malley**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **AUTHORIZED**

14. In connection with an invitation for bids for South Nome Relief Pipe (IFB 25-027/SC), consider a resolution authorizing the General Manager to award a contract to the bidder representing the best value to the District, with ratification of the award at the meeting following the award.

Motion made by: **Mr. Guillory**

Second by: **Mr. Daleo**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **AUTHORIZED**

15. In connection with an invitation for bids for the Term Contract for Corrugated High Density Polyethylene Pipe (IFB 25-028/SC), consider a resolution authorizing the General Manager to award a contract to the bidder representing the best value to the District, with ratification of the award at the meeting following the award.

Motion made by: **Mr. Daleo**

Second by: **Mr. Guillory**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **AUTHORIZED**

16. In connection with bids received for Marsh Master with Cutter or Equivalent (IFB 25-025/SC), opened during an open administrative meeting on November 4, 2025, consider a resolution authorizing an award and the execution of an Acceptance of Offer to Coast Machinery LLC in the amount of \$254,495.00 as shown on the final bid tabulation below:

Final Tabulation: November 7, 2025				Coast Machinery LLC	
IFB 25-025/SC Marsh Master with Cutter or Equivalent				10012 Umbehagen Ln. Stowell, TX 77661 Attn: Tommy Lebeau tommy@marshmaster.com Phone: 225-753-1323	
Bids Opened: November 4, 2025 Preliminary Tabulation: November 6, 2025 Date Awarded: November 18, 2025 Final Tabulation: November 7, 2025 One bid received - one awarded vendor					
Item No.	Description	Unit	Estimated Quantity	Unit Price	
1	Marsh Master MM-2MX-KC with Cutter or Equivalent	EA	1	\$	232,995.00
2	MM-2 Trailer or Equivalent	EA	1	\$	21,500.00
				Total Cost:	\$ 254,495.00
				Availability Date:	10 months ARO

Motion made by: **Mr. Guillory**

Second by: **Mr. Daleo**

In favor: **Mr. Allen, Mr. Daleo, Mr. Guillory, Mr. Malley, Mr. Reneau**

Opposed: **None**

Action: **AUTHORIZED**

I. Comments from the board members or staff, no actions taken.

Mr. Wilson introduced the new District Engineer, Erin Warren, and Project Engineer, David Tingle, to the Board, and the members of the Board welcomed the new engineers to the DD6 family.

At the request of Mr. Daleo, Mr. Wilson updated the Board on the status of the barge that TxDOT's contractor has placed in Hillebrandt Bayou, blocking all but six feet of the bayou. He advised that the District and its legal counsel are doing everything possible to get the barge removed to prevent flooding during a rain event. Mr. Allen stated that as stewards of drainage in Jefferson County, the District has a responsibility to make sure that something bad does not happen because it would definitely be a problem in the event of a heavy rain.

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



Secretary/Asst. Secretary