



## WALKER COUNTY COMMISSIONERS COURT

1100 University Avenue  
Huntsville, Texas 77340  
936-436-4910



**DANNY PIERCE**  
County Judge

DANNY KUYKENDALL  
Commissioner, Precinct 1

RONNIE WHITE  
Commissioner, Precinct 2

**AGENDA**  
**SPECIAL SESSION**  
**MONDAY, NOVEMBER 28, 2022**  
**9:00 A.M.**  
**ROOM 104**

BILL DAUGETTE  
Commissioner, Precinct 3

JIMMY D. HENRY  
Commissioner, Precinct 4

### **CALL TO ORDER**

- Announcement by the County Judge whether a quorum is present.
- Certification that public Notice of Meeting was given in accordance with the provisions of Section 551.001 et. Seq. of the Texas Government Code.

### **GENERAL ITEMS**

- Prayer – Pastor James Necker
- Pledge of Allegiance
- Texas Pledge – “Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible”
- Citizens Input – Agenda Items

### **CONSENT AGENDA**

None

### **STATUTORY AGENDA**

#### **Treasurer**

1. Discuss and take action on Reclassification Committee recommendations. – Amy Klawinsky

#### **District Clerk**

2. Discuss and take action on the change of status for Deputy Clerk 4 position for the FY23. – Robyn Flowers

#### **Purchasing**

3. Discuss and take action on award of RFQ C2360-23-001, Engineering/Architectural Service Provider to complete application and project related engineering services for the 2022 Community Development Block Grant – Mitigation Method of Distribution (CDBG-MIT MOD) program, administered by the Texas General Land Office. – Charlsa Dearwester
4. Discuss and take action on the Professional Civil Engineering Services Agreement and Resolution 2023-16, Authorizing Professional Service Provider Selection. – Charlsa Dearwester
5. Discuss and take action to award C2360-23-003, Office Flooring Replacement, Walker County Annex, Ward Furniture. – Charlsa Dearwester
6. Discuss and take action to approve Goodwin, Lasiter, Strong proposal for Engineering Services, Jail Plumbing Project. – Charlsa Dearwester

#### **Commissioners Court**

7. Public Hearing on possible projects for the 2022 CDBG-MIT MOD program. – Judge Pierce
8. Workshop on the 2022 CDBG-MIT MOD program. – Judge Pierce
9. Discuss and take action on a list of possible projects for allocated funding under the 2022 CDBG-MIT MOD program. – Gary Smith/GrantWorks
10. Discuss and take action on Point of Contact for the CDBG MIT-MOD Grant program. – Judge Pierce

#### **Planning and Development**

11. Workshop to discuss documentation and risk mitigation methods related to the construction of infrastructure regulated by the Walker County Subdivision Regulations. – Andy Isbell

### **EXECUTIVE SESSION**

If during the course of the meeting covered by this notice, Commissioners Court shall determine that a closed meeting of the Court is required, then such closed meeting as authorized by Texas Government Code 551, subchapter D, will be held by the Commissioners Court at the date, hour, and place in this notice or as soon after the commencement of the meeting covered by this notice as the Commissioners Court may conveniently meet in such closed meeting concerning any and all subjects and for any and all purposes permitted by Chapter 551, subchapter D, inclusive of said Texas Government Code, including but not limited to:

**Walker County Commissioners Court – Special Session – November 28, 2022 – Agenda (cont'd)**

**Section 551.071** For the purpose of private consultation between the Commissioners Court and its attorney when the attorney's advice with respect to pending or contemplated litigation settlement offers, and matters where the duty of the Commissioners Court counsel to his client pursuant to the Code of Professional Responsibility of the State Bar of Texas clearly conflicts with the Open Meetings Act.

**Section 551.072** For the purpose of discussion with respect to the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the Commissioners Court in negotiations with a third person

**Section 551.073** For the purpose of deliberation regarding prospective gifts or to deliberate a negotiated contract for prospective gift or donation to the Commissioners Court or Walker County, if deliberation in an open meeting would have a detrimental effect on the position of the Commissioners Court in negotiations with a third person.

**Section 551.074** For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing.

**Section 551.076** To discuss the deployment, or specific occasions for implementation of security personnel or devices.

**Section 551.086** Deliberation regarding economic development negotiations.

**INFORMATION ITEMS**

- Public Comment – Non-agenda items
- Questions from the media
- Commissioners Court

**ADJOURN**

On this 23<sup>rd</sup> day of November, 2022, the Executive Administrator to the County Judge filed this notice, and was posted at the main entrance of the Walker County Courthouse.

  
\_\_\_\_\_  
Danny Pierce, County Judge

I, the undersigned County Clerk, do hereby state that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice, and I posted a true and correct copy of said Notice on the Courthouse Public Notices area of Huntsville, Walker County, Texas, at a place readily accessible to the general public at all times on the 23<sup>rd</sup> day of November, 2022 and said Notice remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

Dated this 23<sup>rd</sup> day of November, 2022.

  
\_\_\_\_\_  
Kari A. French, County Clerk

**FILED FOR POSTING**  
At 10:35 o'clock AM  
**NOV 23 2022**  
KARI FRENCH, COUNTY CLERK  
WALKER COUNTY, TEXAS  
by  Deputy

[illegible]

## RESOLUTION 2023-16

A RESOLUTION OF WALKER COUNTY, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR TEXAS CDBG-MIT REGIONAL MITIGATION PROGRAM'S METHOD OF DISTRIBUTION DEVELOPMENT (CDBG MIT-MOD) PROGRAM(S) FUNDED AND ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

WHEREAS, participation in CDBG MIT-MOD program(s) requires implementation by professionals experienced with federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/architectural services has been completed in accordance with GLO requirements;

WHEREAS, the Statement of Qualifications received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That _____ be selected to provide application and project-related <b>professional engineering/architectural services</b> for the CDBG MIT-MOD program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the award of CDBG MIT-MOD funds and successful negotiation of a contract with the service provider.

PASSED AND APPROVED ON \_\_\_\_\_, 2022.

**APPROVED:**

\_\_\_\_\_  
Danny Pierce, County Judge

**ATTEST:**

\_\_\_\_\_  
Kari French, County Clerk



# Scoring Summary

## Active Submissions

	Total	Warranty	Quality of Products	Installation Time	Vendor Relationship	Cost	Meets Minimum Requirements
Supplier	50 pts	5 pts	20 pts	20 pts	5 pts	/ 50 pts	Pass/Fail
D.B. & J.A. Ward, Inc.	50 pts	0 pts	0 pts	0 pts	0 pts	50 pts (\$56,832.00)	Pass
Motive Wireless	48.22 pts	0 pts	0 pts	0 pts	0 pts	48.22 pts (\$58,930.85)	Pass
The Brothers Group Restoration Services, Inc. - Alternate # 1	20.79 pts	0 pts	0 pts	0 pts	0 pts	20.79 pts (\$136,668.91)	Pass

## Eliminated Submissions

	Warranty	Quality of Products	Installation Time	Vendor Relationship	Cost	Meets Minimum Requirements	Reason
Supplier	5 pts	20 pts	20 pts	5 pts	50 pts	Pass/Fail	Reason
The Brothers Group Restoration Services, Inc.	0 pts	0 pts	0 pts	0 pts	0 pts (\$0)	Fail	Incomplete solicitation
Lonestar Interiors	0 pts	0 pts	0 pts	0 pts	0 pts (\$52,459.30)	Fail	Does not meet requirements



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**Walker County Purchasing Office**

1301 Sam Houston Ave, Suite 235

Huntsville, TX 77340

(via email: [cdearwester@co.walker.tx.us](mailto:cdearwester@co.walker.tx.us))

November 16, 2022

**Attn:** Charlsa R. Dearwester  
Purchasing Agent

**RE: Walker Co. Jail Facility, Huntsville, TX – Mechanical & Plumbing Revisions –  
Civil/MEP Engineering**

Dear Mrs. Dearwester:

In response to your request for proposal, Goodwin-Lasiter-Strong, Inc. is pleased to submit this proposal to provide you with Civil/MEP Engineering Services for the proposed Huntsville, Texas Project. The project consists of domestic water plumbing and (fire line) backflow protection revisions and additions to the existing Jail Facility at 655 FM 2821. The attached "Walker Co. Jail Plumbing Work Scope 11-8-2022 with Site Visit Additions" lists the scope details, including the original content you provided and the additions requested during the site visit (shown in ***bold italic*** font).

Our firm will provide the following services:

1. MEP Design Phase Services
  - MEP Plans and Details for Renovated Areas.
  - MEP Technical Specifications.
2. MEP Bid/Construction Phase Services:
  1. Bid Phase Assistance.
  2. Construction Phase Assistance, including up to one site visit.

GLS Professional Design Phase and Bid/Construction Phase Services will be provided for a lump sum fee of \$72,000.

If this proposal is satisfactory to you, please sign and date a copy of this letter and return one copy to us as our authorization to proceed. Thank you for this opportunity to be of service.

Sincerely,

Larry J. Lasiter, P.E.

Vice-President

Encl:

Eddie L. Morgan, P.E.

Project Manager

**APPROVED: Walker County**

**By:** \_\_\_\_\_  
(Charlsa R. Dearwester, Purchasing Agent)

**Date:** \_\_\_\_\_

**GLO CDBG-MIT Method of Distribution - HGAC Fund**  
**Project Scope Meeting**  
**Walker County**

- I. November 28, 2022 9:00 am  
Attendees: Walker County- \_\_\_\_\_; Engineers – \_\_\_\_\_;  
Grant Works-Gary Smith, Cody Russell, Lauren Anderson, Michelle Sims, Shawna McElfish.

**II. General Application Information**

- State Agency: Texas General Land Office (GLO)
- Program: CDBG-MIT Regional Mitigation
- Council of Governments: Houston Galveston Area Council (HGAC): HUD MID \$488,762,000
- County of Walker County Total Grant Allocation: HUD MID: \$1,281,200; HUDMID 50% LMI \$2,318,050; STMID: \$4,893,800 Total = \$6,175,000

The Texas General Land Office – Community Development and Revitalization (GLO-CDR) program will oversee the administration of Community Development Block Grant Mitigation (CDBG-MIT) funds provided by the U.S. Department of Housing and Urban Development (HUD) for future mitigation of disasters.

CDBG-MIT represents an opportunity to fund strategic and high-impact activities to mitigate disaster risks identified by a community and reduce future losses in those areas. Principally benefit low-and moderate-income persons. To qualify an application activity under the national objective of principally benefitting low- and moderate-income (LMI) persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be LMI.

**Walker County countywide Low-Moderate Income Data: 55.67%**

- Infrastructure improvements (water/sewer/streets/generators etc.)
- Natural/green infrastructure
- Communications infrastructure

**III. Application Timeline**

**IV. I. Application Timeline**

<b>Project Development</b>	November 17, 2022- <b>December 2, 2022</b>
<b>Court Meeting /Scoping Meeting. Determine Projects and Benefit Areas</b>	Monday, Nov 28th, time?
<b>Surveys Conducted</b>	After service areas determined
<b>Public Comment Notice Published in Newspaper – Posted on Website and Public Places</b>	<b>TBD – Absolute latest 12/21/22</b>
<b>Public Comment Period</b>	From at least 14 days before submitting app
<b>Grant Deadline</b>	<b>January 9, 2023</b>

## V. Projects

### 1. Project Budget:

County of Walker County HUDMID MOD Target Budget	
Total Grant Allocation	\$1,281,200.00
Administration (5.35%)	\$ 68,533.50
Engineer (if Max - 15% of construction)	\$ 158,147.80
Acquisition (if applicable)	
Total Construction/Acquisition Budget	\$1,054,318.70

County of Walker County STMID MOD Target Budget	
Total Grant Allocation	\$4,893,800
Administration (5.35%)	\$ 261.818.30
Engineering (Max - 15% of construction)	\$ 604,171.53
Acquisition (if applicable)	
Total Construction/Acquisition Budget	\$4,027,810.17

### 2. Countywide Projects: - Census map – BGs - Existing surveys from 2019 (GW)

- Target Area Projects: Although the regional MOD allows the County to have 50% LMI, documentation and boundary of the benefit area will be needed. Target area surveys will likely be needed.
- **Discussion of Possible Projects – Need project list and priorities today.**  
Previous surveyed areas – Roads/drainage

## VI. Engineering Items

Maps/Exhibits – **Needed by** Dec 5, 2022



- Include the location of all project sites and simple depiction of all proposed project activities (i.e. show water/wastewater lines or street work as colored line on map with linear feet indicated.)
- Include map legend for project activities.
- Include GPS coordinates to five decimal places for each project site location or **mid-point of each segment of street or line work.**
- Include the boundaries of the project benefit area.
- Label major streets and waterways.
- Show county limits (if applicable depending on scale of project.)

### 1. Project Estimate

- a. Construction budget will need to be completed on the **CDBG-DR Budget Justification of Retail Costs** (formerly Table 2) form.
- b. Must be signed and sealed and uploaded into application system by the GA(Gary).

### 2. Engineer's Justification Letter

- a. What is the proposed project scope. What problem does it alleviate and/or mitigate related to the disaster/tieback – as much detail as possible; ie, TCEQ, citations, recurring problems, severity. What are the risks and how this solves them. Who does it benefit? Specifically define who will benefit and refer to the project area map.

### 3. Engineering Cost

- Not to exceed 15% of total construction cost. Separate from the construction budget please provide in an email to the County and to Gary.
- Engineering costs include fees for all engineering services associated with the design, bidding, construction, and closeout phases. This includes but is not limited to surveying, materials testing, onsite inspections, mapping, construction oversight, environmental support, etc.

#### **SPECIAL NOTE:** Environmental Re-evaluation

Once a MIT MOD project is underway, the Environmental Review begins and is fully dependent on the application information, project maps, engineering budget as submitted and reflected in the contract. Any changes in the contract that result in an environmental re-evaluation may put the County at risk of an audit.

## VII. County Items

- 1. QuickBase Access: GrantWorks will input application into the QuickBooks system on county's behalf.
- 2. Contact/Signatory: Judge? One other needed- Auditor?

3. Items needed from County:

GrantWorks will prepare any forms needed and email to County, applicable items will be uploaded with application.

- SF 424 (signature)
- Local Certificate (signature)
- Environmental Exempt Form (signature)
- Recent Audit – Got it!
- Duplication of Benefits Documentation (if applicable)
- Interlocal Agreement (if applicable)

4. Items for Council Approval: Next regularly scheduled meeting is ?  
(agenda deadline?) \_\_\_\_\_

- Citizen's Participation Plan
- Resolution Authorizing Submission of Application – not needed but probably get
- Local Financial Policies **NEEDED** –
- Procurement Policies **NEEDED** -

## VIII. GrantWorks Team

Gary Smith 325-721-5841 (text or call) gary@grantworks.net

Cody Russell 972-741-4105 cody.russell@grantworks.net

Lauren Anderson 972-832-7064 lauren.anderson@grantworks.net

Michelle Sims, Beneficiary Team Lead (512) 905-5502 michelle@grantworks.net

## IX. Next Steps

## B13 - Testing and Reporting

The following list is the minimum requirements that will be provided at the pre-construction conference and the material testing shall be to the satisfaction of the County. The Commissioners Court reserves the right to require any additional inspection, testing, or reporting, at the expense of the Owner, as deemed necessary to ensure compliance with these regulations and/or standard construction/engineering practices.

- B13.1 Prior to construction, the applicant shall request a pre-construction meeting with the County. The developer, the applicant's engineer, and the contractor are required to attend. The applicant's engineer shall periodically inspect the construction. It is the responsibility of the applicant's engineer to ensure the project is constructed in accordance with the plans and specifications.
- B13.2 The owner/developer or contractor needs to provide a material testing lab to the County for approval.
- B13.3 Prior to subgrade inspection, the County will require soil test reports, lab recommendations of stabilization, proof roll reports, density test reports, and PH Test Reports (if required).
- B13.4 Prior to base inspection/pre-paving, the County will require base depth reports, base source/tickets, and compaction/density tests.
- B13.5 Notify County prior to placing drainage structures and bridges. County may inspect drainage structures prior and during to installation. This includes steel placement, dimensions, precast structures, etc.
- B13.6 Prior to paving, provide emulsion submittals, and asphalt submittals for County Review, and the County must inspect the base. Notify the County 48 hours prior to paving.
- B13.7 After paving, provide core samples and tickets for County for review. Where cores are made, the developer is required to repair the hole with like material.
- B13.8 During the final walkthrough, a complete package of lab reports will be required.
- B13.9 After construction is deemed complete and all punchlist items are addressed, the applicant's engineer shall submit a Certification of Completion and request construction acceptance. In addition, the applicant's engineer shall submit certified record drawings, with all revisions clouded, to the County that include the following statement on the cover sheet:

*I, \_\_\_\_\_, a registered Professional Engineer, duly licensed to practice in the State of Texas do hereby certify that construction was completed in accordance with the plans and specifications approved by Walker County.*

**Walker County**  
**Risk Management & Construction Oversight**  
**Prepared By: Bleyl Engineering**  
**November 7, 2022**

Milestone Description	Risk Mitigated	Required Developer Representatives <sup>1</sup>	Items Requiring a County Site Visit	Estimated No. of County Site Visits	Invited County Representatives <sup>2</sup>
1. Drainage Structures	Reduce the potential for increased storm water runoff; Verify pipe/structure size, location, & rebar; Verify bedding/backfill; Verify drainage flow direction; Verify Temporary Erosion Control;	Engineer, Testing Lab	Pipe under paving; Structure rebar; Bedding/Backfill in ROW; Structures in ROW;	Project Specific	Engineering Rep.
2. Proof-Rolls	Identify any soft or weak areas;	Engineer, Testing Lab	Monitor proof-roll before stabilization	Project Specific	Engineering Rep.
3. Pre-Base <sup>3</sup>	Verify Subgrade; Verify Rough Ditch Cut; Verify drainage flow direction; Verify ditch location & side slopes; Confirm proper stabilization; Review subgrade testing reports; Review base stockpile report(s);	Engineer, Testing Lab	All subgrade prior to placement of base/forms	Project Specific	Engineering Rep.
4. Pre-Pave (Base/Rebar) <sup>3</sup>	Verify depth, width, location, & material; Verify shoulder width; Review base testing reports; Check tickets to verify base quantity; Review asphalt/concrete submittals; Confirm base material's width/location; Check rebar size spacing;	Engineer, Testing Lab	All base prior to placement of asphalt	1	Engineering Rep.
5. Paving <sup>4</sup>	Verify temperature, thickness, materials, quality, methods, & testing;	Engineer, Testing Lab	Monitor placement of pavement	Project Specific	Engineering Rep.
6. Preliminary Walkthrough <sup>3</sup>	Identify items not constructed per plans; Confirm project is performing as designed; Confirm established vegetation; Review all testing reports; Review record drawings; Verify Developer's Certificate of Completion; Verify Engineer's Certificate of Completion; Verify Maintenance Bond;	Developer's Rep., Engineer, Contractor	Full scope of work	1	Engineering Rep., 2 Commissioners, DPD
7. Final Walkthrough <sup>3</sup>	Confirm construction is per the plans; Confirm project is performing as designed; Confirm established vegetation;	Developer's Rep., Engineer, Contractor	Full scope of work	1	Engineering Rep., 2 Commissioners, DPD
8. One-Year Walkthrough <sup>3</sup>	Confirm construction is per the plans; Confirm project is performing as designed; Confirm established vegetation;	Developer's Rep., Engineer, Contractor	Full scope of work	2	Engineering Rep., 2 Commissioners, DPD

**Footnotes**

1. The developer's engineer is solely responsible for ensuring the project is built in accordance with the plans and specifications. The developer's engineer shall certify the construction and must be onsite during construction to do so.
2. County representatives are onsite as observers to mitigate risk. The County Engineering Representative will report observations to Court.
3. This inspection is a formal inspection with all noted parties present and are considered critical inspections. The County will determine which County representatives will be present for the inspection. The developer's engineer shall certify the project (or portion of the project noted by station) is ready for inspection and provide associated testing reports with the request for a County site visit. The request for County site visits shall be made in writing to the DPD and County Engineer a minimum of 48 hour prior to the scheduled County site visit.
4. Bridges must be inspected by TxDOT within 90 days of being opened to traffic. The structural engineer for the bridge is required to inspect and certify the bridge construction.