

Meeting Minutes
Region 6 San Jacinto Flood Planning Group Meeting
December 10, 2020
9:00AM
CISCO WebEx Virtual Meeting

Roll Call:

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) /Absent () / Alternate Present (*)</u>
Elisa Macia Donovan	<i>Agricultural interests</i>	X
Alisa Max	<i>Counties</i>	X
Paul E. Lock	<i>Electric generating utilities</i>	X
Sarah P. Bernhardt	<i>Environmental interests</i>	X
Russ A. Poppe, Chair	<i>Flood districts</i>	X
Timothy E. Buscha	<i>Industries</i>	X
Stephen Costello	<i>Municipalities</i>	X
Gene Fisseler	<i>Public</i>	X
Matthew Barrett	<i>River authorities</i>	X
Jenna Armstrong	<i>Small business</i>	X
Alia Vinson	<i>Water districts</i>	X
Todd Burrer	<i>Water utilities</i>	X

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent()/ Alternate Present (*)</u>
Adam Terry	Texas Parks and Wildlife Department	X
Natalie Johnson	Texas Division of Emergency Management	
Kristin Lambrecht	Texas Department of Agriculture	(*)Manuel Martinez-alt
Joel Clark	Texas State Soil and Water Conservation Board	
Ellen Kinsey	General Land Office	X
Megan Ingram	Texas Water Development Board (TWDB)	X
Kelly Mills	Texas Commission on Environmental Quality	X

Quorum:

Quorum: **Yes**

Number of voting members or alternates representing voting members present: 12

Number required for quorum per current voting membership of 12: 7

Other Meeting Attendees: **

Arthur Bredehoft
 Bill Adams
 Brooke Bacuetes
 Bruce Nichols
 Dr. Shelley Sekula-Gibbs
 Chuntania Dangerfield

Chrishone Peterson, Jr
 Cory Stull
 Diane Cooper
 Fawzi Abou-Hossa
 Glenna Sloan
 James Bronikowski

Jeff Taebel
Jennifer Eckhart
Jill Boullion
John Yoars
Justin Brower
Kena Ware
Krista Melnar
Lance McLeod
Laura Cahill
Laura Norton
Laura Zimmerman
Leslie Herbst
Lisa Lattu
Manual S. Martinez
Matt Nelson
Matt Chastain
Matt Zeve
Michael Bloom

Michael Turco
Morgan White
Neil Gaynor
Nicholas Panyard
Pam Hawkins
Rachel Herr
Rebecca Andrews
Reem Zoun
Sally Bakko
Stephanie Castillo
Stephanie Griffin
Stephanie Zertuche
Susan Chadwick
Terry Barr
Thuy Luong
Tommy Ramsey
Kim Nygren
Anonymous Attendees (no name provided):

**Meeting attendee names were gathered from those who entered information for joining the GoToWebinar meeting.

All meeting materials are available for the public at:
<http://www.twdb.texas.gov/flood/planning/regions/schedule.asp>.

AGENDA ITEM NO. 1: Call to Order

Mr. Poppe called the meeting to order at 9:08AM. A roll call of the planning group members was taken to record attendance and a quorum was established.

AGENDA ITEM NO. 2: Welcome, Meeting Facilitation Information and Instructions

Mr. Poppe welcomed members to the meeting. Mr. Poppe provided meeting facilitation information and instructions.

AGENDA ITEM NO. 3: Texas Water Development Board Update

Ms. Ingram requested that TWDB defer their update to item 12 of this agenda.

AGENDA ITEM NO. 4: Registered Public Comments on Agenda Items 5-18 (limit 3 min per person)

Mr. Poppe stated that prior written comments had already been distributed to the RFPG members via email from TWDB. No discussion or comments were made on written comments received.

Verbal public comments related to the agenda were received from:

- a) Jeff Taebel, HGAC – Item 10- Mr. Taebel encouraged engaging regional government groups and requested to participate as a voting or non-voting member.
- b) Laura Norton, Resident of Montgomery County – Item 10- Ms. Norton encouraged representation of Montgomery County on the Board.
- c) Leslie Herbst, Port Houston – Item 10- Ms. Herbst discussed interest and membership collaborations of the Regional Flood Planning Group and Port Houston (formerly known as Port of Houston Authority).
- d) Neil Gaynor, resident of the Woodlands and Montgomery County – President MUD #6 - Item 10- Mr. Gaynor spoke in regards to membership on the Regional Flood Planning Group.
- e) Dr. Shelly Sekula Gibbs, The Woodlands Township and One Water Task Force – Item 10- Dr. Seula-Gibbs spoke on participation in the Regional Flood Planning Group, and proposed Neil Gaynor as representative for One Water

Mr. Poppe referenced a written comment of interest from Mr. Mike Turco from The Harris-Galveston Subsidence District.

AGENDA ITEM NO. 5: Approval of minutes from the previous meeting

Mr. Barrett noted the misspelling of Alia Vinson's name under Item 6.

Ms. Vinson moved to approve the revised minutes that corrected the spelling of her name. Mr. Fisseler seconded the motion. All members voted in favor of the motion, except Mr. Poppe, who abstained from voting, thus the motion carried.

AGENDA ITEM NO. 6: Announcement of Alternate Members

Mr. Poppe discussed the role of alternate member according to the bylaws. The alternates announced were:

Voting Members

Agricultural - MaryAnn Piacentini as alternate to Elisa Donovan

Counties- John Blount as alternate to Alisa Max

Flood Districts- Matt Zeve as alternate to Russ Poppe

Non-Voting Members

General Land Office- Colleen Jones as alternate to Ellen Kinsey

Texas Department of Agriculture- Manuel Martinez as alternate to Kristen Lambrecht

Texas Parks and Wildlife Department- Bill Adams as alternate to Adam Terry (received from Chat function)

Texas Commission on Environmental Quality- Kym Nygren as alternate to Kelly Mills (received from Chat function on meeting)

Mr. Poppe stated these were all of the alternates received in writing, and reminded the RFPG that alternates could be submitted at any time.

Mr. Fisseler suggested a shorter period than the 48hrs to announce alternates in an emergency event, and Mr. Poppe confirmed that the bylaws gave the chair discretion to accept alternates.

AGENDA ITEM NO. 7: Nominations, discussions and possible action to elect RFPG Vice Chair and Secretary

Mr. Poppe opened nominations for Vice Chair:

Mr. Costello moved to appoint Alia Vinson as Vice Chair, Gene Fisseler seconded the motion. Alia Vinson agreed to be considered. The motion carried unanimously.

Mr. Poppe opened nominations for a Secretary:

Alisa Max offered to be considered as Secretary.

Mr. Costello moved to appoint Alisa Max as Secretary, Ms. Armstrong seconded the motion, which carried unanimously.

AGENDA ITEM NO. 8: Nominations, discussion and possible action to elect two members-at-large to serve on the RFPG Executive Committee

Mr. Poppe opened nominations for the Executive Committee's At-Large Member No. 1:

Mr. Lock nominated Gene Fisseler as At-Large Member No. 1.

Ms. Vinson moved to appoint Gene Fisseler as the Executive Committee's At-Large Member No. 1. Mr. Costello seconded the motion. Mr. Fisseler agreed to be considered. The motion carried unanimously.

Mr. Poppe opened nominations for the Executive Committee's At-Large Member No. 2:

Ms. Vinson moved to appoint Matthew Barrett as At-Large Member No. 2,

Ms. Armstrong seconded the motion. Matthew Barrett agreed to be considered. The motion passed with a majority, only with Mr. Barrett abstaining from the vote.

AGENDA ITEM NO. 9: Discussion and possible action on Liaisons to Adjacent Planning Groups

a) Trinity, Lower Brazos, Neches

Mr. Poppe opened nominations and discussion for Liaisons, and mentioned a written comment was received from The City of Galveston, which had already expressed interest and offered the name Brandon Cook as a liaison.

Ms. Donovan asked for input from Sarah Bernhardt as to a potential liaison. Sarah Bernhardt requested more information about the responsibilities and time commitments of the liaisons for better decision making.

Ms. Vinson requested information from the TWDB on what the expectations of liaisons were and suggested TWDB send the information to the Board. Ms. Ingram, on behalf of the TWDB, stated they would provide additional guidance in future meetings.

Ms. Max moved to refer this topic to the Executive Committee for additional deliberation and outreach, and for the Executive Committee to bring back recommendations at the next Planning Group meeting. Mr. Costello seconded the motion, which carried unanimously.

AGENDA ITEM NO. 10: Discussions of Regional Flood Planning Group Membership

a) Nominations for additional voting and non-voting member categories

b) Discussion and consider taking action to add group member categories in either voting or non-voting capacities, as applicable

c) Discussion and consider taking action on development of a process for solicitation and selection of new Group members, as applicable

a) Mr. Poppe opened the discussion and explained the distinction between the two categories (voting/non-voting). Ms. Max, clarified the discussion was for the categories of voting members, and not individual voting members. A discussion ensued.

b) Mr. Poppe opened the topic for discussion and discussion ensued. No action was taken at this time.

c) Russ Poppe opened the topic for discussion and discussion ensued.

Mr. Fisseler suggested including those already engaged (meeting attendees, etc.) when soliciting new members.

Ms. Vinson suggested referring the topic to the Executive Committee for their consideration, and once public input was considered, to make recommendations to the RFPG and ensure compliance with the adopted bylaw requirements.

Ms. Armstrong moved that items 10a-c be referred to the Executive Committee with a proposal to bring back recommendations to the RFPG at a later meeting, Ms. Max seconded the motion, which carried unanimously.

AGENDA ITEM NO. 11: Discussion and possible action on potential changes to bylaws

a) Discussion and possible action on process to amend bylaws

b) Any changes necessitated by Regional Flood Planning Group Membership discussion in Item 10

a) Mr. Poppe opened the topic for discussion and discussion ensued.

Ms. Vinson moved to amend Article XV of the bylaws by modifying the second sentence to read, "The voting members shall adopt and/or amend these bylaws by a two-thirds vote of the voting members present." Mr. Buscha seconded the motion, which carried unanimously.

b) Mr. Poppe opened the discussion and discussion ensued. No bylaw changes were necessitated per discussion of Item 10, and no action was taken on this item.

AGENDA ITEM NO. 12: Texas Water Development Board Presentation – Process Overview

Ms. Ingram presented on "Flooding 101" to the group, and introduced the grant application process. The presentation about the scope of work for the consultant, once the grant is awarded, was tabled and was anticipated to be presented at the next RFPG meeting.

AGENDA ITEM NO. 13: Updates from Planning Group Sponsor regarding status of Regional Flood Planning Grant contract with the TWDB

a) Discussion on status of application for Regional Flood Planning Grant funds

b) Discussion of technical consultant procurement process

c) Discussion on Scope of Work posted with TWDB RFA

Ms. Max, representing the Project Sponsor Harris County, confirmed the grant application was on target for the submission deadline to the TWDB on January 21, 2021, and stated that the application is to be anticipated to be approval by Harris County's Commissioners Court on January 5, 2021.

Ms. Ingram stated that the technical consultant procurement process could begin prior to the award of the grant without jeopardizing grant funds.

AGENDA ITEM NO. 14: Discussion and possible action regarding RFPG public website (required per §361.21(b))

Ms. Max stated that in conversation with TWDB, TWDB has agreed to host a website for the Group until the technical consultant is on board and is able to create one. Ms. Ingram confirmed that this was correct on behalf of TWDB.

AGENDA ITEM NO. 15: Discussion and possible action regarding a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c))

Ms. Vinson requested Ms. Ingram, TWDB, to give an overview of the current process used to accept and distribute written public comment, and questioned to whom should comments or materials be directed?

Ms. Ingram explained that she forwards feedback TWDB receives to all RFPG members as part of her process.

Ms. Max stated that agendas included information on who sent public comments to Harris County (Project Sponsor), and when that information is received, it is distributed to all RFPG members. Alisa confirmed a SJRFPG email would be created, and the information would be included in all meeting agendas (and the Group's website when created by the consultant) as it becomes available. Discussion ensued.

AGENDA ITEM NO. 16: Discussion and possible action regarding the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e))

Mr. Poppe opened the discussion.

Mr. Buscha suggested continuing to solicit via the TWDB.

Ms. Max suggested interested persons should email contact information to the email address found on the agendas and/or to the SJRFPG email.

AGENDA ITEM NO. 17: Consider meeting frequency and regular meeting dates for calendar year 2021

Russ opened discussion stating that according to the RFPG's bylaws, Article 9 Section 2, the RFPG was required to establish meeting dates for the upcoming year. Discussion ensued.

Ms. Vinson moved to hold virtual monthly meetings, on the 2nd Thursday of each month at 9am. Mr. Lock seconded the motion, which carried unanimously.

AGENDA ITEM NO. 18: Consider agenda items for next meeting

Russ Poppe opened discussion for topics for next meeting's agenda. The following items were discussed:

- Liaisons to adjacent Planning Groups
- Discussion of Group membership- new members/categories?
- Grant Application/Consultant Firm Solicitation process/Scope of Work, including TWDB presentation
- GLO Flood Basin Study
- Committees
- A meeting schedule, include deadlines
- Other topics proposed by the Executive Committee or other members

AGENDA ITEM NO. 19: Public Comments – limit 3 minutes per person

No additional public comment was requested.

AGENDA ITEM NO. 20: Adjourn

Russ Poppe asked for further comments, but no additional comments were made.

Ms. Armstrong moved to adjourn, Mr. Poppe second the motion, which carried unanimously
The meeting adjourned at 11:45 AM by Russ Poppe.

Alisa Max

Alisa Max, Secretary

Russell A Poppe

Russ Poppe, Chair