Region 6: San Jacinto Regional Flood Planning Group Executive Committee

October 4, 2021

11:00 AM

Hybrid Meeting

Item 1:
Call to Order

Item 2:
Welcome and Roll Call

Item 3:
Registered Public Comments on Agenda Items
(3 minutes limit per person)

Item 4:
Approval of minutes

a. August 27, 2021
b. August 31, 2021

Meeting Minutes
Region 6 San Jacinto Regional Flood Planning Group
Executive Committee Meeting
August 27, 2021
10:00 AM
CISCO WebEx Virtual Meeting

Roll Call:

Executive Committee Member	Interest Category	Present (x) /Absent ( ) / Alternate Present (*)
Timothy Buscha	Chair, Industries	X
Alia Vinson	Vice Chair, Water Districts	X
Alisa Max	Secretary, Counties	X
Gene Fisseler	At-Large, Public	X
Matthew Barrett	At-Large, River Authorities	X

Quorum:
Quorum: **Yes**
Number of voting members or alternates representing voting members present: 5
Number required for quorum per current voting membership of 5: 3

Other Meeting Attendees: *
Voting: N/A
Non-Voting: N/A

Dena Green
Fatima Berrios
Heather Wray
Kena Ware
Matt Nelson
Rebecca Andrews
Susan Chadwick

*Meeting attendee names were gathered from those who entered information for joining the WebEx 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. Buscha called the meeting to order at 10:00 am.

AGENDA ITEM NO. 2: Welcome and Roll Call
Secretary Ms. Max took attendance and a quorum was established.

AGENDA ITEM NO. 3: Announcement of new Chair to Executive Committee
Mr. Buscha acknowledged his addition to the Executive Committee and thanked everyone for the opportunity to serve as Chair.

AGENDA ITEM NO. 4: Registered Public Comments on Agenda (limit of 3 minutes per person)
Ms. Berrios stated there were no registered speakers or written comments and the meeting proceeded to the next agenda item.

AGENDA ITEM NO. 5: Approval of meeting minutes – June 23, 2021 and June 25, 2021
Ms. Vinson moved to approve the meeting minutes from the Executive Committee meeting held on June 23, 2021. Mr. Fisseler seconded the motion, which carried unanimously.

Mr. Fisseler moved to approve the meeting minutes from the June 25, 2021, Executive Committee meeting. Ms. Vinson seconded the motion, which carried unanimously.

AGENDA ITEM NO. 6: The SJRFPG Executive Committee may go into an Executive Session pursuant to chapter 551 of the Texas Government Code for the consideration of personnel matters, specifically, persons being considered for appointment for new voting member of SJRFPG to represent Flood Districts and associated discussion
Mr. Buscha asked Ms. Berrios to move all Executive Committee members into Executive Session to discuss applications for the Flood Districts position. The Executive Committee went into Executive Session at 10:05 am.

The Executive Committee returned from Executive Session at 10:16 am. Mr. Buscha stated interviews for the Flood Districts position would be held August 31, 2021.

AGENDA ITEM NO. 6: Consider agenda items for next meeting
Mr. Buscha, after hearing no suggestions, proceeded to the following agenda item.

AGENDA ITEM NO. 7: Public Comments
No comments were received.

AGENDA ITEM NO. 8: Adjourn
Mr. Buscha adjourned the meeting at 10:17 am.

_____
Alisa Max, Secretary

_____
Timothy Buscha, Chair

Meeting Minutes
Region 6 San Jacinto Regional Flood Planning Group
Executive Committee Meeting
August 31, 2021
1:00 PM
CISCO WebEx Virtual Meeting

Roll Call:

Executive Committee Member	Interest Category	Present (x) /Absent ( ) / Alternate Present (*)
Timothy Buscha	Chair, Industries	X
Alia Vinson	Vice Chair, Water Districts	X
Alisa Max	Secretary, Counties	X
Gene Fisseler	At-Large, Public	X
Matthew Barrett	At-Large, River Authorities	X

Quorum:
Quorum: **Yes**
Number of voting members or alternates representing voting members present: 5
Number required for quorum per current voting membership of 5: 3

Other Meeting Attendees: *
Voting: N/A
Non-Voting: N/A

Brooke Bacuetes
Dena Green
Fatima Berrios
Kena Ware
Marcus Stuckett
Margaret Puckett
Reid Mrsny
Russ Poppe
Susan Chadwick

*Meeting attendee names were gathered from those who entered information for joining the WebEx 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. Buscha called the meeting to order at 1:02 pm.

AGENDA ITEM NO. 2: Welcome and Roll Call
Secretary Ms. Max took attendance and a quorum was confirmed.

AGENDA ITEM NO. 3: Registered Public Comments on Agenda (limit of 3 minutes per person)
Ms. Berrios stated there were no registered comments.

AGENDA ITEM NO. 4: The SJRFPG Executive Committee may go into an Executive Session pursuant to chapter 551 of the Texas Government Code for the consideration of personnel matters, specifically, to conduct interviews of persons being considered for the appointment of voting membership of the SJRFPG to represent Flood Districts, and associated discussion
Mr. Buscha stated the Executive Committee members would be going into Executive Session to conduct interviews for the Flood Districts voting-member position. The Executive Committee went into Executive Session at 1:04 pm.

The Executive Committee returned from Executive Session at 2:18 pm. Mr. Buscha stated the Executive Committee would be recommending Marcus Stuckett as the Flood Districts representative to the SJRFPG during the next planning meeting scheduled for September 9, 2021.

AGENDA ITEM NO. 5: Consider agenda items for next meeting
No agenda items were suggested and Mr. Buscha deferred to have Ms. Berrios administer the next Executive Committee agenda.

AGENDA ITEM NO. 6: Public Comments
No comments were received.

AGENDA ITEM NO. 7: Adjourn
Mr. Buscha adjourned the meeting at 2:20 pm.

_____
Alisa Max, Secretary

_____
Timothy Buscha, Chair

Item 5:
Discussion and possible recommendations concerning the administrative expense budget

Administrative Costs:

Any expense incurred by the “contractor” (project sponsor) or any members of the RFPG directly associated with administrative services and other activities to support periodic and special meetings of the SJRFPG as described in 31 TAC § 361.72(b) .

Approved Contractor Expense Budget

2 Contractor Expense Budget

CATEGORY	AMOUNT
Other Expenses[1]	$ 71,000.00
Subcontract Services #1	$ 2,373,000.00
Subcontract Services #2	$0
Subcontract Services #3	$0
Voting Planning Member Travel[2]	$ 2,000.00
Total Committed Funds[3]	**$ 2,446,000.00**

1 – Eligible administrative costs for reimbursement
2 – Eligible costs for voting member travel
3 –Ineligible administrative costs for reimbursement

Eligible Expenses:

a) Travel expenses as authorized by the General Appropriations Act are available only for attendance at a posted meeting of the RFPG
b) Costs associated with providing translators and accommodations for persons with disabilities for public meetings
c) The cost of public notice postings including a website and for postage for mailing notices of public meetings

Eligible Expenses:

a) The Planning Group Sponsor’s personnel costs for the staff hours that are directly spent providing, preparing for, and posting public notice for RFPG meetings. This may not exceed: $5,000 per regular RFPG meeting nor a total of $60,000 over the first planning cycle.
b) Direct costs, excluding personnel-related costs of the Project Sponsor, for placing public notices for the legally required public meetings and providing copies of information to the public and members of the RFPGs as needed for the efficient performance of planning work.

Expense Budget break down approved by Project Sponsor and former Chairman, Russ Poppe.

- Note $1000 for website
- Unclear how additional TWDB grant funds will be allocated
- Travel Expenses are limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article X, Part 5, as amended or superseded.

Expense Budget				
Category				Amount
a)	Travel Expenses			$5,000
b)	Translator & Accommodate Disability			$1,000
c)	Direct Costs			
	1	Supplies		$1,000
	2	Communications		$0
	3	Website		$1,000
	4	Reproduction		$0
	5	Direct Postage		$0
	6	Other Direct Costs of Public Meetings		$1,500
d)	Public Notice Postings			$1,500
e)	Personnel Costs			$60,000
			Total	$71,000
	Voting Planning Member Travel Expenses		Total	$2,000

Ineligible Expenses:

a) Compensation for the time or expenses of RFPGs members' service on or for the RFPG
b) Food, drink, or lodging for Regional Flood Planning Group members (including tips and alcoholic beverages);
c) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
d) General purchases of office supplies not documented as consumed directly for the planning process; and
e) Costs associated with social events or tours.

Review and Certification Process

Administrative costs are only eligible for funding if the RFPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary.

- Approval by RFPG and/or Chair
- Regular Standing Agenda Item or…
- Monthly Documentation/Reports

Item 6:
Consider agenda items for next meeting

Item 7:
Public Comments
(limit 3 minutes per person)

Item 8:
Meeting Adjourn