Region 6 - San Jacinto Regional Flood Planning Group
November 18, 2021
9:00 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:
Texas Water Development Board Update
Item 5: Approval of minutes
   a. October 14, 2021
### Roll Call:

<table>
<thead>
<tr>
<th>Voting Member</th>
<th>Interest Category</th>
<th>Present/Absent</th>
<th>Alternate Present</th>
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</thead>
<tbody>
<tr>
<td>Timothy E. Busche</td>
<td>Industries (Chair)</td>
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<tr>
<td>Alisa Vinson</td>
<td>Water Districts (Vice Chair)</td>
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<tr>
<td>Alisa Max</td>
<td>Counties (Secretary)</td>
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<tr>
<td>Gene Fissler</td>
<td>Public (At-Large member)</td>
<td>Mike Turco*</td>
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<td>Matthew Barrett</td>
<td>River Authorities (At-Large member)</td>
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<td>Elisa Macia Donovan</td>
<td>Agricultural Interests</td>
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<td>Donna Armstrong</td>
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<td>Paul E. Lock</td>
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<td>Rachel Powers</td>
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<td>Marcus Stuckott</td>
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<td>Brian Maxwell</td>
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<td>Christina Quintero</td>
<td>Public</td>
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<td>Neil Gaynor</td>
<td>Upper Watershed</td>
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<tr>
<td>Hope Zubek</td>
<td>Texas Parks and Wildlife Department</td>
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<td>Natalie Johnson</td>
<td>Texas Division of Emergency Management</td>
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<td>Kristin Lambrecht</td>
<td>Texas Department of Agriculture</td>
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<td>Joel Clark</td>
<td>Texas State Soil and Water Conservation Board</td>
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<td>Colleen Jones</td>
<td>Texas General Land Office</td>
<td>X Brooke Ibacetas</td>
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<td>Megan Ingram</td>
<td>Texas Water Development Board</td>
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<td>Melinda Johnston</td>
<td>Texas Commission on Environmental Quality</td>
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<td>Jeff Taebel</td>
<td>Houston-Galveston Area Council</td>
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<td>Ellie Alkhowry</td>
<td>Texas Department of Transportation</td>
<td>X Fred Garcia</td>
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<td>Tom Heidt</td>
<td>Port Houston</td>
<td></td>
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<tr>
<td>Michael Turco</td>
<td>Harris-Galveston Subsidence District</td>
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<tr>
<td>Brandon Wade</td>
<td>Region H Regional Water Planning Group</td>
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<tr>
<td></td>
<td>U.S. Army Corps of Engineers</td>
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<td></td>
<td>Gulf Coast Protection District</td>
<td></td>
<td></td>
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<tr>
<td>Liaisons from RFFG</td>
<td>Regional Flood Planning Group</td>
<td>Present(×)/Absent( )/Alternate Present(*)</td>
<td></td>
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<tr>
<td>----------------------------</td>
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<tr>
<td>Todd Burner</td>
<td>Trinity Region RFFG</td>
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<td>Stephen Costello</td>
<td>Neches Region RFFG</td>
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<tr>
<td>Michael Turco</td>
<td>Lower Brazos RFFG</td>
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<thead>
<tr>
<th>Liaisons from Other Entities</th>
<th>Entity</th>
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<tbody>
<tr>
<td>Mark Vogler</td>
<td>Lower Brazos RFFG</td>
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<td>Scott Harris</td>
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<tr>
<td>Brandon Wade</td>
<td>Region H Regional Water Planning Group</td>
<td>X</td>
</tr>
</tbody>
</table>

**Quorum:**

Quorum: Yes
Number of voting members or alternates that were present: 14
Number required for quorum per current voting membership of 15:8

Alfred Garcia
Andy Palermo
Ashley Thomas
Bob Kosar
Brock Crennak
Connor Stokos
Cory Stull
Darren McDwitt
Fatima Berrios
Jason Becker
Kena Ware

Liv Haselbach
Maggie Puckett
Megan Ingram
Michael Keck
Peggy Zahler
Rachel Harr
Rebecca Andrews
Reid Mersny
Sally Balko
Susan Chadwick

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

All meeting materials were 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 9:03 a.m.

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

AGENDA ITEM NO. 3: Registered Public Comments on Agenda Items (limit of 3 minutes per person)
- Ms. Sally Bakko, Director of Policy and Governmental Relations – City of Galveston – Ms. Bakko stated that she was speaking in the capacity as a member of the Gulf Coast Protection District. She stated the Gulf Coast Protection District will be the non-federal sponsor for the Gulf Coast Storm Surge Suppression Project, which was included in the Gulf Coast Study Chief Report that will be reviewed by the U.S. Congress. She then expressed the importance of partnering with the SIRPFG and proceeded to request that the SIRPFG designate the Gulf Coast Protection District as a nonvoting member.

AGENDA ITEM NO. 4: Texas Water Development Board Update
Ms. Ingrins stated TWDII has started drafting the contract amendments for additional funding. She stated she anticipates the contract amendments to be sent out to the regional flood planning groups late October or November.

AGENDA ITEM NO. 5: Approval of minutes September 9, 2021
Mr. Barrett and Ms. Powers both stated minor comments to the meeting minutes. Ms. Vinson moved to approve the minutes as revised. Ms. Max seconded the motion and the motion carried unanimously.

AGENDA ITEM NO. 6: Announcement of new Alternate Members and new Non-Voting Members
- Ms. Max stated her new alternate would be Mr. Brock Czernik since her former manager John Blount had retired.
- Mr. Barrett stated he has designated Briana Gallagher as his alternate.

AGENDA ITEM NO. 7: Nomination, discussion, and possible action to add a fifth member to the Public Engagement Committee
Mr. Buscha requested volunteers to serve on the Public Engagement Committee. After receiving no response, he deferred the item to next month’s meeting.

AGENDA ITEM NO. 8: Discussion and possible action on Regional Flood Planning Group Membership,
including the consideration of the addition of new non-voting members
Ms. Max stated that it would benefit the SIRPFG to add both the Gulf Coast Protection District and the U.S. Army Corps of Engineers as new non-voting members. Mr. Buscha stated adding both entities may increase public participation and networking opportunities, so he encouraged the addition. Ms. Vinson reminded everyone that a 2/3 vote was required for approval of the new non-voting members. Mr. Armstrong moved to add both entities as non-voting members. Ms. Vinson seconded the motion, which passed unanimously.

AGENDA ITEM NO. 9: Liaison Reports pertaining to other region(s) progress and status:
a. Trinity Region – Mr. Burner stated that there were no updates from the Trinity Region
b. Neches Region – Ms. Haselbach stated the Neches Region would be meeting later today to review their draft floodplains management goals.
c. Lower Brazos Region – Mr. Turco stated he unfortunately could not attend the previous meeting and invited Mr. Wade to provide an update. Mr. Wade, also the Chair of the Lower Brazos Region, stated the region would be meeting on October 28, 2021, to identify its floodplain management goals.

d. Region H Water – Mr. Wade stated that on November 3, 2021, the Region H Water Planning Group would be meeting in person.

AGENDA ITEM NO. 10: Presentation and updates from the SJRFPG Technical Consultant regarding schedule and development of the regional flood plan.

Mr. Stull stated that he would be presenting the draft floodplain management goals and would go over the process of how to identify Flood Management Strategies (FMSs) and Flood Mitigation Projects (FMPs).

He then asked Ms. Puckett to present the current minimum criteria across the region. Ms. Puckett shared the minimum criteria and stated reviewing the minimum criteria would help the SJRFPG determine the floodplain management goals and facilitate implementation of those minimum criteria. Mr. Stull then provided the draft floodplain management goals and emphasized that the goals could be revisited if needed during this first planning cycle or next planning cycle. Mr. Stull then presented each goal, one by one, and asked for member feedback. Discussion ensued.

Ms. Verson asked if there were a possibility for SJRFPG members to submit feedback to the floodplain management goals, so it could be considered for inclusion in the Technical Memorandum, or if Mr. Stull was seeking SJRFPG approval of the proposed goals during today’s meeting. Ms. Donovan stated the Technical Committee had discussed the goals extensively and had planned to have the goals approved today. Mr. Stull echoed Ms. Donovan and stated ideally, it would be best to approve the goals today, however he stated he could delay the approval until November. Ms. Ingram reminded everyone the goals were not finalized when submitted through the Technical Memorandum, and highlighted the possibility of revisions. Ms. Powers expressed her gratitude for the Technical Committee and acknowledged its hard work. Mr. Buscha then asked Mr. Stull to continue presenting the goals so the SJRFPG could move onto the next agenda item, which addressed the approval of the floodplain management goals.

Mr. Stull then asked Ms. Puckett to provide the technical consultant updates. Ms. Puckett stated that the technical consultant had begun working on Task 4B – Identification and Evaluation of Potential FMSs & Potentially Feasible FMSs and FMPs, and stated the technical consultant will be categorizing tasks by FMSs, FMPs, and FMIAs. Ms. Puckett stated the technical consultant was working on the draft Technical Memorandum as well. She stated there was the potential of the Technical Committee meeting in late October if needed to address additional concerns pertaining to the floodplain management goals. She stated she anticipated to have the Technical Memorandum approved by the SJRFPG in December. Ms. Puckett also mentioned that the SJRFPG website had more survey responses and thanked the SJRFPG members who had sent emails for public participation. She then asked Mr. Stokes, from the Communications consultant, to provide an update.

Mr. Stokes stated Hollaway Environmental, the communications consultant, had set up social media platform profiles – Twitter and Facebook. He stated they were developing a content calendar to provide meeting information or other content approved by the SJRFPG.

Mr. Buscha then called a 10-minute recess at 10:30 a.m.

AGENDA ITEM NO. 11: Update and recommendations from the Technical Committee and possible action from the SJRFPG as it relates to:

a. Floodplain Management Goals
b. Process for Identifying Potentially Feasible FMEs, FMSs, and FMPs

Mr. Buscha called the meeting back to order at 10:41 am and asked Ms. Donovan to provide updates from the most recent Technical Committee meeting. Ms. Donovan stated Mr. Stull and Ms. Puckett had provided a good update on the discussion the Technical Committee had in its previous meeting. Ms. Donovan then stated that the Technical Committee had received several comments and recommendations from several entities on the floodplain management goals. Ms. Donovan opened the floor for Mr. Barrett, who provided his comments and concerns on the floodplain management goals.

Mr. Barrett stated his opinion that some of the goals may be too aggressive and be potentially unfeasible. He also asked if there were any negative consequences for failing to meet a goal, and upon confirmation that there were not, noted that the aggressive goals might not be an issue. Ms. Vinson then stated she was concerned with certain goals since project funding may depend on what is included in the Regional Flood Plan submitted to the TWDB. Both Ms. Vinson and Mr. Barrett stated their concerns with the goal with proposed 100% nature-based projects, noting it was difficult to incorporate nature-based features in 100% of projects.

Mr. Buscha stated since several members had concerns, he recommended to deferring the approval of the draft floodplain management goals for the meeting until November. He stated that all members should submit comments to Freese and Nichols Inc. by Tuesday, October 19, 2021. Mr. Buscha then asked Ms. Donovan and Mr. Stull to present how FMEs, FMSs, and FMPs would be identified. Ms. Donovan stated Freese and Nichols Inc. developed a flow chart to identify FME, FMS, and FMP and asked the RFPG to approve the identification process. Mr. Barrett asked if FMSs could be non-structural and Mr. Stull stated yes. Ms. Puckett stated that TWDB has included non-structural projects for FMSs and FMPs. Mr. Buscha and Ms. Ingram agreed and confirmed Ms. Puckett’s comments. Ms. Powers moved to approve the identification process. Mr. Stuckett seconded the motion, which carried unanimously.

AGENDA ITEM NO. 12: Update and recommendations from the Executive Committee, and possible action from RFPG as it relates to the approval of administrative costs

Mr. Buscha stated the Executive Committee met to discuss how the SJRFPG would handle payment reimbursements through the Project Sponsor for all voting members that incurred travel costs due to SJRFPG activity. Mr. Buscha stated article 13 of the Bylaws provided guidance on what expenses are eligible for reimbursement. He then stated that the Executive Committee would be reviewing a reimbursement policy for the SJRFPG’s consideration.

AGENDA ITEM NO. 13: Approval and certification of expenses incurred by the Project Sponsor for the development of Regional Flood Plan

Mr. Buscha stated there was no action on this item.

AGENDA ITEM NO. 14: Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant contract with the TWDB, to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget.

Mr. Buscha stated that the SJRFPG received additional funds from the TWDB for the development of additional FMPs and FMSs. Mr. Buscha stated action on this item would be deferred until next month when the draft contract amendment is available.

AGENDA ITEM NO. 15: Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant subcontract with the
technical consultant, Freese and Nichols, Inc., to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget.

Mr. Buscha deferred action on this item until next month until the draft contract amendment is received.

AGENDA ITEM NO. 16: Presentation of 2021 Planning Group key dates and deadlines:
- Upcoming planning schedule milestones
- Next SIRPFG planning meeting to be held on November 18, 2021

AGENDA ITEM NO. 17: Update and discussion pertaining to the logistics of in-person RFPG meetings, and possible action regarding in-person meeting location
Mr. Buscha stated there was no new guidance, so he stated the SIRPFG would continue to use a hybrid approach at the Inframark Facility.

AGENDA ITEM NO. 18: Reminder regarding Planning Group member training on Public Information Act and Open Meetings Act
Mr. Buscha reminded all members who have not completed their trainings to complete them and submit their certifications to the Project Sponsor.

AGENDA ITEM NO. 19: Consider agenda items for next meeting
- Standing Items
- Item for Administrative Costs
- Approval of Floodplain Management Goals

AGENDA ITEM NO. 20: Public comments – limit 3 minutes per person
Mr. Berrios stated no public comment requests had been received.

AGENDA ITEM NO. 21: Adjourn
Mr. Buscha adjourned the meeting at 11:01 am.

______________________________
Alisa Max, Secretary

______________________________
Timothy Buscha, Chair
Item 6: Announcement of new Alternate Members and new Non-Voting Members
Item 7: Nomination, discussion, and possible action to add a fifth member to the Public Engagement Committee
Item 8: Liaison Reports pertaining to other region(s) progress and status:
   a. Trinity Region
   b. Neches Region
   c. Lower Brazos Region
   d. Region H Water
Item 9:
Presentation and updates from the SJRFPG Technical Consultant
a. Reminder to complete stakeholder survey
Technical Consultant Update

November 18, 2021
Agenda

• Exhibit C - Task 4C: Technical Memorandum
  • In-Progress Deliverable Components
  • High-level stats
  • Discuss methodology and sources of data

• Exhibit D – Spatial Data
  • Deliverable Components
  • Upcoming GIS dashboard
<table>
<thead>
<tr>
<th>Deliverable Components:</th>
<th>Deadline:</th>
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<tbody>
<tr>
<td>a. List of political subdivisions and flood-related authorities</td>
<td>January 7(^{th}), 2022</td>
</tr>
<tr>
<td>b. List of relevant previous flood studies ((in\text{-}progress))</td>
<td>January 7(^{th}), 2022</td>
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<tr>
<td>c. Maps and geospatial data representing the 100-year and 500-year flood events</td>
<td>March 7(^{th}), 2022</td>
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<tr>
<td>d. Maps and geospatial data representing flood prone areas</td>
<td>March 7(^{th}), 2022</td>
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<tr>
<td>e. Maps and geospatial data identifying where existing hydrologic and hydraulic models are available to evaluate FMSs and FMPs</td>
<td>March 7(^{th}), 2022</td>
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<tr>
<td>f. List of available flood-related models ((in\text{-}progress))</td>
<td>January 7(^{th}), 2022</td>
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<tr>
<td>g. Flood mitigation and floodplain management goals adopted by the RFPG</td>
<td>January 7(^{th}), 2022</td>
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<tr>
<td>h. Documented process used by the RFPG to identify potentially feasible FMSs and FMPs</td>
<td>January 7(^{th}), 2022</td>
</tr>
<tr>
<td>i. List of FMEs and potentially feasible FMSs and FMPs identified</td>
<td>January 7(^{th}), 2022</td>
</tr>
<tr>
<td>j. List of FMSs and FMPs that were identified but determined to be infeasible</td>
<td>January 7(^{th}), 2022</td>
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</table>
Task 4C(a) – Flood Related Authorities

Entities by TWDB Type:
- Municipalities: 81
- Counties: 11
- Flood Districts: 11
- River Authorities: 3
- Other: 981

Total Entities: 1,087

Political Subdivisions with Flood-related Authority:
- Municipalities
- Counties
- Utility Districts
Task 4C(g) - Goals

Total of 15 Goals:
• Short-term (10-year): 8
• Long-term (30-year): 7

*To be discussed under Agenda Item #10 and adopted for inclusion in the Technical Memorandum.*
Task 4C(h): Identification Process

1. Needs Inventory generated by Tech Consultant and Stakeholders
2. Is there a defined program comprised of multiple projects? (Yes/No)
   - Yes: FMS
   - No: Has the need been evaluated or studied before? (Yes/No)
     - Yes: FMP
     - No: Does the plan have sufficient information to implement? (Yes/No)
       - Yes: FMS
       - No: FME
         - No: Do we have a current model and sufficient details? (Yes/No)
           - Yes: FMP
           - No: FMS
Task 4C(i) – Potentially Feasible Actions

The draft list of FMEs and Potentially Feasible FMSs and FMPs is a starting point that will continue to develop as the RFP progresses.

Tech Memo Deliverable

List of flood mitigation actions

Direct Outreach to Stakeholders

Refine list based on regional stakeholder input

Needs Analysis

Supplement list and fill gaps identified by performing a needs analysis
Task 4C(i) – Potentially Feasible Actions

The attached list of actions is comprised of:

- Unfunded recent CDBG-MIT, FIF, and FEMA BRIC applications
- Recommendations identified in the:
  - Coastal Texas Study
  - Lower Clear Creek & Dickinson Bayou Flood Mitigation Plan
  - San Jacinto Master Drainage Plan
  - Fort Bend County Master Drainage Plan
- Capital Improvement Plans
- Hazard Mitigation Plans
Task 4C(j) – Infeasible Actions

Flood mitigation actions were considered to be infeasible for the following reasons:

• Actions proposed before 2018 likely do not account for best-available data (Atlas14 rainfall) nor do they account for the extensive disaster recovery effort after Hurricane Harvey.

• Actions do not achieve flood risk reduction

• Actions lack sufficient detail and do not meet TWDB requirements

• Actions proposed are not at a scale appropriate for inclusion in a regional flood plan
# Exhibit D: Spatial Data

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<td>Entities</td>
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<tr>
<td>Watersheds</td>
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<td>Existing Infrastructure</td>
<td>January 7(^{th}), 2022</td>
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<td>Proposed or On-going Flood Mitigation Projects</td>
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<td>Existing Floodplain Management Practices</td>
<td>January 7(^{th}), 2022</td>
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<td>Goals</td>
<td>January 7(^{th}), 2022</td>
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<td>Streams</td>
<td>January 7(^{th}), 2022</td>
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<td>Flood Management Projects (limited fields)</td>
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Schedule

October
• Develop draft Technical Memorandum
• Technical Committee meeting to discuss goals

November
• Discuss deliverable at the RFPG meeting on 11/18
• Deliver draft Tech. Memo. to Technical Committee and RFPG
• Tech. Committee and RFPG to review draft Tech. Memo. and provide comments to Technical Consultant

December
• Technical Committee meeting to discuss Tech. Memo revisions
• Technical Committee to recommend approval of the Tech. Memo. at the RFPG meeting on 12/9
Item 10: Update and recommendations from the Technical Committee and possible action from the RFPG as it relates to:

a. Approval of the Floodplain Management Goals
<table>
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<th>Goal ID</th>
<th>RFPG Name</th>
<th>RFPG Name</th>
<th>Goal Description</th>
<th>Term</th>
<th>TGT Year</th>
<th>Extent</th>
<th>Measurement Method</th>
<th>ASSOC GOALS</th>
<th>MENTI METER GOAL CATEGORY</th>
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<td>0101</td>
<td>06</td>
<td>San Jacinto</td>
<td>There will be 0 flood-related fatalities annually within the San Jacinto Region by 2033.</td>
<td>Long Term (30-year)</td>
<td>2053</td>
<td>Entire RFPG</td>
<td>Number of direct flood-related fatalities</td>
<td>Protect Life Safety</td>
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<td>0201</td>
<td>06</td>
<td>San Jacinto</td>
<td>Increase the value of state and federal funds awarded within the San Jacinto Region by 10%.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>State and federal funds awarded to communities within the San Jacinto Region</td>
<td>Expand Funding</td>
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<td>0301</td>
<td>06</td>
<td>San Jacinto</td>
<td>Reduce the miles of major thoroughfares subject to inundation during the 100-year event by 10% by 2033.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>Number of miles of major thoroughfares subject to 100-year flood risk</td>
<td>Protect Life Safety (2)</td>
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<td>0302</td>
<td>06</td>
<td>San Jacinto</td>
<td>Reduce the miles of major thoroughfares subject to inundation during the 100-year event by 25% by 2053.</td>
<td>Long Term (30-year)</td>
<td>2053</td>
<td>Entire RFPG</td>
<td>Number of miles of major thoroughfares subject to 100-year flood risk</td>
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<tr>
<td>0401</td>
<td>06</td>
<td>San Jacinto</td>
<td>Increase the number of public entities that invest in stormwater infrastructure and planning by 10% by 2033.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>Number of public entities that dedicate funding towards stormwater infrastructure and planning</td>
<td>Expand Funding (2)</td>
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<tr>
<td>0402</td>
<td>06</td>
<td>San Jacinto</td>
<td>Increase the number of public entities that invest in stormwater infrastructure and planning by 25% by 2053.</td>
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<td>Entire RFPG</td>
<td>Number of public entities that dedicate funding towards stormwater infrastructure and planning</td>
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<td>0501</td>
<td>06</td>
<td>San Jacinto</td>
<td>All flood regulatory authorities within the Region will adopt standards equal to or exceeding minimums as recommended by the San Jacinto RFPG in the first cycle of regional flood planning.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>Number of flood regulatory authorities that adopt standards equal to or exceeding recommended minimums by the RFPG in the first cycle</td>
<td>Improve Policy &amp; Regulations</td>
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<tr>
<td>0601</td>
<td>06</td>
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<td>Improve interjurisdictional coordination through participation in the San Jacinto Regional Flood Planning process. Target to ensure that 50% of identified stakeholders complete the RFPG stakeholder survey and provide data for inclusion in the regional flood plan by 2033.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>Number of identified stakeholders who submit survey responses or provide data for inclusion in the San Jacinto Regional Flood Plan</td>
<td>Improve Policy &amp; Regulations (2)</td>
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<tr>
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<td>Improve interjurisdictional coordination through participation in the San Jacinto Regional Flood Planning process. Target to ensure that 90% of identified stakeholders complete the RFPG stakeholder survey and provide data for inclusion in the regional flood plan by 2053.</td>
<td>Long Term (30-year)</td>
<td>2053</td>
<td>Entire RFPG</td>
<td>Number of identified stakeholders who submit survey responses or provide data for inclusion in the San Jacinto Regional Flood Plan</td>
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<td>Region</td>
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<td>Timeframe</td>
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<td>0701</td>
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<td>Expand the understanding of flood risk in the San Jacinto Region.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
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<td>Percentage of the floodplain quilt, by studied stream length, that is based on NOAA Atlas 14 rainfall data</td>
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<td>Reduce the number of critical facilities subject to inundation during the 100-year event by 5% by 2033.</td>
<td>Short Term (10-year)</td>
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<td>Reduce the number of critical facilities subject to inundation during the 100-year event by 20% by 2053.</td>
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<td>06</td>
<td>San Jacinto</td>
<td>At least 35% of all flood mitigation strategies (FMSs) and flood mitigation projects (FMPs) identified within the regional flood plan will incorporate nature-based practices by 2033.</td>
<td>Short Term (10-year)</td>
<td>2033</td>
<td>Entire RFPG</td>
<td>Number of FMSs and FMPs that incorporate nature-based practices as defined within the San Jacinto Regional Flood Plan</td>
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<td>At least 90% of flood mitigation strategies (FMSs) and flood mitigation projects (FMPs) identified within the regional flood plan will incorporate nature-based practices by 2053.</td>
<td>Long Term (30-year)</td>
<td>2053</td>
<td>Entire RFPG</td>
<td>Number of FMSs and FMPs that incorporate nature-based practices as defined within the San Jacinto Regional Flood Plan</td>
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<td>Reduce the number of structures subject to inundation during the 100-year event by 25% by 2053.</td>
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<td>2053</td>
<td>Entire RFPG</td>
<td>Number of structures subject to 100-year flood risk</td>
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**Objectives:**
- Improve Data
- Protect Property
- Improve Flood Mitigation Projects & Strategies
- Protect Property(2)
Item 11: Update and recommendation from the Executive Committee, and possible action from the RFPG as it relates to the voting member reimbursement policy and procedures
San Jacinto Regional Flood Planning Group
Voting Member Expense Reimbursement Policy
(Adopted November 2021)

A. Policy Statement: The intent of this policy is to provide specific guidelines for San Jacinto Regional Flood Planning Group (SJRFPG) voting member expense reimbursements, and establish procedures to ensure uniform and consistent treatment of all voting members. It outlines what expenses are eligible for reimbursement, as well as the approval process for such costs. Voting members should only request expense reimbursements that are absolutely necessary. All reimbursement are subject to budget limitations and Chair approval.

B. Reimbursement Authorization: As described in 31 TAC § 361.72(b) the Chair must certify and approve, during a public meeting, that the expenses are eligible for reimbursement and are necessary and correct. The SJRFPG shall administer all provisions of this policy and authorize reimbursements for travel, contingent upon the availability of funds in the administrative expense budget. Reimbursement will be for the actual costs of expenses, or as defined in this policy. Travel reimbursement will not be authorized under any of the following conditions, unless otherwise certified as necessary by the Chair to accommodate special circumstances:

I. The posted meeting is located in the county in which the voting member resides or works, or an adjacent county;

II. The posted meeting provides a virtual attendance option;

III. Travel is for a speaking request opportunity.

C. Definitions:

1. Necessary Expense – All reasonable charges incurred by SJRFPG voting members, resulting from travel in the interest of the SJRFPG that is certified by the Chair.

2. Mileage Allowance – The mileage allowance authorized to be paid on a per-mile basis for travel in a privately owned vehicle will be at the standard mileage rate as published in the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article X, Part 5. Reimbursement will be based on route mileage. Route taken must be the safest, quickest and most reasonable route.

3. Travel Statement – A form shall be provided by the Project Sponsor for the voting member to fill out for travel, which lists all mileage, private or public transportation, and other expenses which are reimbursable. Original receipts are to be attached to, and made a part of, the travel statement.

4. Voting Planning Member Travel Expense: Eligible mileage expenses are those incurred by SJRFPG voting members that cannot be reimbursed by any other entity as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the SJRFPG, unless the travel is specifically authorized by the Chair and the TWDB Executive Administrator. The reimbursed amount is 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.
D. Determination of reimbursable mileage: The number of miles traveled that are eligible for reimbursement may not exceed the number of miles of the most cost-effective reasonably safe route between the origin of travel and the final duty point or as defined in the Travel Regulations Act – Texas Government Code Chapter 660.

In determining the most cost-effective, reasonably safe route for purposes of this policy, the Chair may consider:

1. the route that provides the shortest distance between the origin of the voting member’s travel and the final duty point;
2. the route that provides the quickest drive time between the origin of the voting member’s travel and the final duty point; and
3. the route that provides the safest road conditions between the origin of the voting member’s travel and the final duty point.

For the purpose of this policy, the shortest route between two points is presumed to be the most cost-effective route. A longer route may be considered the most cost-effective route only if:

1. the documentation demonstrates that the longer route is more cost effective;
2. the demonstration is made by the Chair certifying reimbursements are correct and necessary; and
3. the number of miles traveled that are eligible for reimbursement may be determined by a voting member’s vehicle odometer reading or by a readily available electronic mapping service.

E. Travel Procedure:

1. The voting member must inform the Chair of proposed travel for reimbursement. In the event that travel is performed prior to Chair certification and approval, the Chair may consider travel reimbursements for voting members on a case-by-case basis, and shall uphold the following travel procedures.
2. The Chair has responsibility to determine, from this policy, whether the proposed travel is eligible for reimbursement of expenses.
3. As described in 31 TAC § 361.72(b), if the trip is eligible for a travel reimbursement, the Chair must certify, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary.
4. Travel is completed.
5. Once travel reimbursement is certified to be eligible and necessary by the Chair, the Project Sponsor has the responsibility to prescribe and review the travel statement. Payment will be disbursed by the Project Sponsor.

F. Ineligible Expenses in 31 TAC § 361.72(a) include, but are not limited to:

1. Activities for which the Chair determines existing information, data, or analyses are sufficient for the planning effort.
2. Activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, and preparation of engineering plans and specifications.
3. Compensation for the time or expenses of a member’s service on or for the SJRFPG.
4. Costs of administering the SJRFPG, other than those explicitly allowed under 31 TAC § 361.72(b).
5. Staff or overhead costs for time spent providing public notice and meetings, including time and expenses for attendance at such meetings.
6. Costs for training.
7. Costs of developing an application for funding or reviewing materials developed due to the TWDB grant.
8. Costs of administering the regional flood planning grant and associated contracts.
9. Analysis or other activities related to planning for disaster response or recovery activities.
10. Analyses of benefits and costs of FMSs beyond the scope of such analyses that is specifically allowed or required by regional flood planning guidance to be provided by the TWDB executive administrator unless the SJRFPG demonstrates to the satisfaction of the TWDB executive administrator that these analyses are needed to determine the selection of the FMS or FMP.
11. Labor, reproduction, or distribution of newsletters.
12. Food, drink, or lodging for SJRFPG voting members (including tips and alcoholic beverages).
13. Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines).
14. General purchases of office supplies not documented as consumed directly for the planning process.
15. Costs associated with social events or tours.
## Automobile Expense Claim

For Lee County Residents Only

<table>
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<tr>
<th>Date</th>
<th>Mileage</th>
<th>Description</th>
<th>Destination (City/State/Zip)</th>
<th>Purpose</th>
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<td></td>
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- [ ] Total Mileage: ____________
- [ ] Total Claim: ____________

### Employee Certification:
I certify that the above report represents a true and accurate account of mileage traveled and expenses incurred while operating a personal-owned automobile in the sole service of Lee County. Mileage and travel expenses must be included from travel listed above. I further certify that this expense was necessary for the operation of this department or the public business, and that no part of the above travel expenses have been reimbursed for the above travel expenses.

Employee Signature and Title:

Approved:

[ ] Total Mileage: ____________
[ ] Total Claim: ____________

[ ] Jointly supervised and approved by:

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County

[ ] Lee County
TRAVEL AND TRAINING EXPENSE CLAIM

Name: __________________________ Organization Name: __________________________
Address: __________________________

Description of Expenditure | Dates of Travel | Totals
--- | --- | ---
AirFare/DIS/Arms | | |
Vehicle Rental/Utility | | |
Telephone/Internet/Meal | | |
Transportation | | |
Admission Fees | | |
| | | |
| | | |
| | | |

Implementing Notes: Total Expenditures: Prepaid/Travel Card: [insert amount here]

PURPOSE OF TRAVEL/ATTEND TRAINING

Commissioner/Board/Approving Date: [insert date]
Claimant's Signature: __________________________

APPROVED BY: [insert signature and title]

EMPLOYEE CERTIFICATION

I, [insert name], hereby certify that the account above is true and correct.

Dollars against the claims have been entered for official Harris County business only, and have not been entered for personal business or for any other purpose.

[Signature]

INSTRUCTIONS:

1. All transactions are to be documented and signed as incurred.
2. All expenses for travel, entertainment, or lodging will be reimbursed as incurred.
3. All expenses for travel, entertainment, or lodging will be reimbursed as incurred.
4. Any expenses not in accordance with county policy will not be reimbursed.

[Insert signature of approving official]
Item 12: Approval and certification of administrative expenses incurred by the Project Sponsor for the development of Regional Flood Plan
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<tr>
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<th>EID</th>
<th>From</th>
<th>To</th>
<th>Fund</th>
<th>Departm</th>
<th>Hours Work</th>
<th>Total Sal</th>
<th>Social Secur</th>
<th>Group Insura</th>
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# Year to Date Administrative Expenses

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Item 13:
Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant contract with the TWDB, to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget.
Item 14:
Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant subcontract with the technical consultant, Freese and Nichols, Inc., to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget.
Item 15:
Presentation of 2021 Planning Group key dates and deadlines:
  a. Upcoming planning schedule milestones
  b. Next SJRFPG planning meeting to be held on December 9, 2021
Item 16:
Update and discussion pertaining to in-person RFPG meeting location(s)
Item 17:
Reminder regarding Planning Group member training on Public Information Act and Open Meetings Act
Item 18: Consider agenda items for next meeting
Item 19:
Public comments – limit 3 minutes per person
Item 20:
Meeting Adjourn

🦃