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

Meeting Minutes Region 6 San Jacinto Regional Flood Planning Group October 14, 2021 9:00 AM Hybrid Meeting

Roll Call:

Voting Member	Interest Category	Present (x) /Absent () / Alternate		
	(Executive Committee role)	Present (*)		
Timothy E. Buscha	Industries (Chair)	X		
Alia Vinson	Water Districts (Vice Chair)	X		
Alisa Max	Counties (Secretary)	X		
Gene Fisseler	Public (At-Large member)	Mike Turco*		
Matthew Barrett	River Authorities (At-Large	X		
	member)			
Elisa Macia Donovan	Agricultural Interests	X		
Jenna Armstrong	Small Business	X		
Paul E. Lock	Electric Generating Utilities	X		
Rachel Powers	Environmental Interests	X		
Stephen Costello	Municipalities			
Marcus Stuckett	Flood Districts	X		
Todd Burrer	Water Utilities	X		
Brian Maxwell	Coastal Communities	X		
Christina Quintero	Public	X		
Neil Gaynor	Upper Watershed	X		

Non-voting Member	Agency	Present(x)/Absent()/		
		Alternate Present (*)		
Hope Zubek	Texas Parks and Wildlife Department			
Natalie Johnson	Texas Division of Emergency Management			
Kristin Lambrecht	Texas Department of Agriculture			
Joel Clark	Texas State Soil and Water Conservation			
	Board			
Colleen Jones	Texas General Land Office	X Brooke Bacuetas		
Megan Ingram	Texas Water Development Board	Х		
Melinda Johnston	Texas Commission on Environmental			
Wellnda Johnston	Quality			
Jeff Taebel Houston-Galveston Area Council		X		
Ellie Alkhoury	Texas Department of Transportation	X Fred Garcia		
Tom Heidt	Port Houston			
Michael Turco	Michael Turco Harris-Galveston Subsidence District			
Brandon Wade	Region H Regional Water Planning Group	X		
	U.S. Army Corps of Engineers			
	Gulf Coast Protection District			



<u>Liaisons from Other Entities</u>		Present(x)/Absent()/ Alternate Present (*)		
Mark Vogler	Lower Brazos RFPG			
Scott Harris	Trinity Region RFPG			
Brandon Wade	Region H Regional Water Planning Group	X		

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 Crenek
Connor Stokes
Cory Stull
Darren McDivitt
Fatima Berrios
Jason Becker
Kena Ware

Liv Haselbach Maggie Puckett Megan Ingram Michael Keck Peggy Zahler Rachel Herr Rebecca Andrews Reid Mrsny Sally Bakko 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 SJRFPG and proceeded to request that the SJRFPG designate the Gulf Coast Protection District as a nonvoting member.

AGENDA ITEM NO. 4: Texas Water Development Board Update

Ms. Ingram stated TWDB 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 Crenek 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 SJRFPG 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. Ms. 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. Burrer 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 floodplain 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 RFPG 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 revised 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. Vinson 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 RFPG 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 FMEs & Potentially Feasible FMSs and FMPs,* and stated the technical consultant will be categorizing tasks by FMSs, FMPs, and FMEs. 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 RFPG 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 RFPG.

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 RFPG 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 FMEs. 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:

- a. Upcoming planning schedule milestones
- b. Next SJRFPG 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 SJRFPG 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

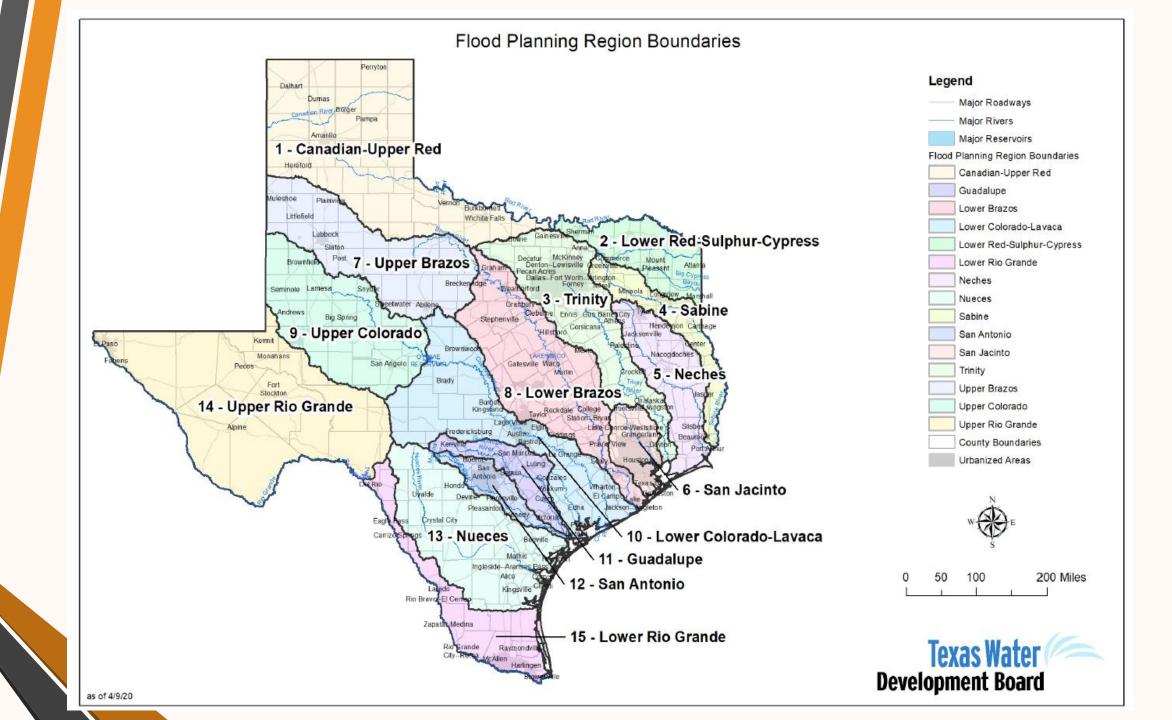
Ms. Berrios stated no public comment requests had been received.

AGENDA ITEM NO. 21: Adjourn

Mr. Buscha adjourned the meeting at 11:41 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

Task 4C: Technical Memorandum



Deliverable Components:	Deadline:
a. List of political subdivisions and flood-related authorities	January 7 th , 2022
b. List of relevant previous flood studies (in-progress)	January 7 th , 2022
c. Maps and geospatial data representing the 100-year and 500-year flood events	March 7 th , 2022
d. Maps and geospatial data representing flood prone areas	March 7 th , 2022
e. Maps and geospatial data identifying where existing hydrologic and hydraulic models are available to evaluate FMSs and FMPs	March 7 th , 2022
f. List of available flood-related models (in-progress)	January 7 th , 2022
g. Flood mitigation and floodplain management goals adopted by the RFPG	January 7 th , 2022
h. Documented process used by the RFPG to identify potentially feasible FMSs and FMPs	January 7 th , 2022
i. List of FMEs and potentially feasible FMSs and FMPs identified	January 7 th , 2022
j. List of FMSs and FMPs that were identified but determined to be infeasible	January 7 th , 2022

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

Goal Categories Represented

Protect Life Safety

Expand Funding

Improve Policy & Regulations

Improve Data

Protect Property

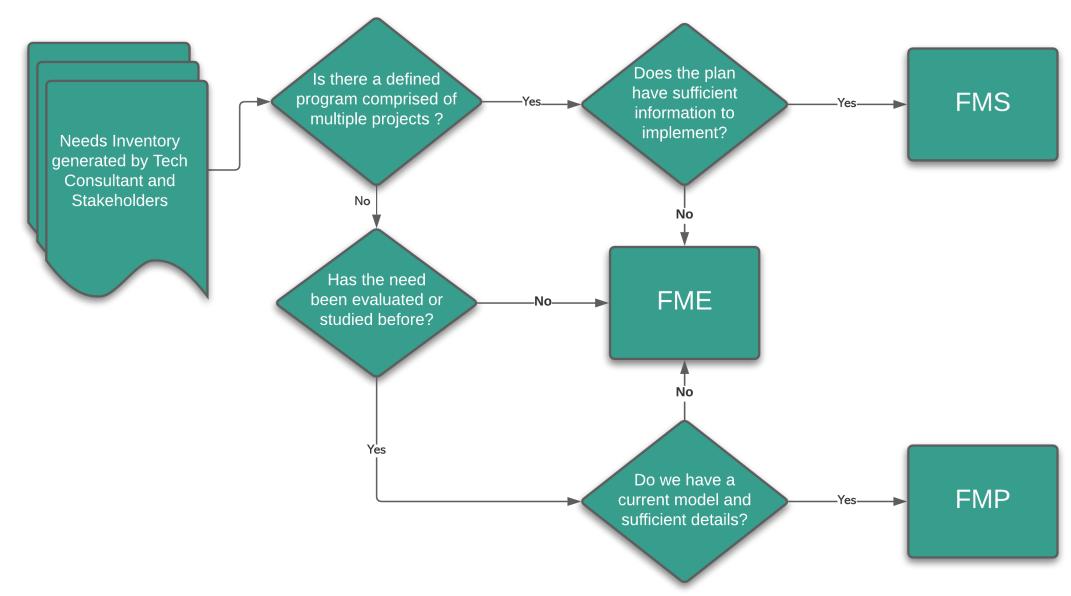
Improve Flood Mitigation Projects & Strategies



*To be discussed under Agenda Item #10 and adopted for inclusion in the Technical Memorandum

Task 4C(h): Identification Process

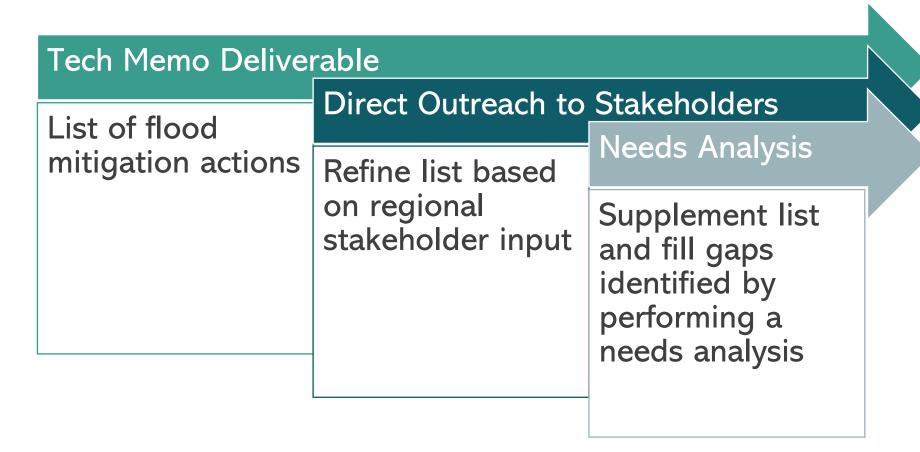




Task 4C(i) – Potentially Feasible Actions



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



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



Deliverable Components:	Deadline:
Entities	January 7 th , 2022
Watersheds	January 7 th , 2022
Existing Infrastructure	January 7 th , 2022
Proposed or On-going Flood Mitigation Projects	January 7 th , 2022
Existing Floodplain Management Practices	January 7 th , 2022
Goals	January 7 th , 2022
Streams	January 7 th , 2022
Flood Management Evaluations (limited fields)	January 7 th , 2022
Flood Management Strategies (limited fields)	January 7 th , 2022
Flood Management Projects (limited fields)	January 7 th , 2022

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

GOAL_ID	RFPG_NUM	RFPG_NAME	GOAL_DESC	TERM	TGT_YEAR	EXTENT	MEASURE	ASSC_GOALS	MENTI METER GOAL CATEGORY
	_	RFPG Name	Goal Description	Term of goal	Target Year	Extent	Measurement Method	Other Associated Goals	SJRFP Sepcific Attribute
0101	06	San Jacinto	There will be 0 flood-related fatalities annually within the San Jacinto Region by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of direct flood-related fatalities		Protect Life Safety
0201	06	San Jacinto	Increase the value of state and federal funds awarded within the San Jacinto Region by 10%.	Short Term (10-year)	2033	Entire RFPG	State and federal funds awarded to communities within the San Jacinto Region		Expand Funding
0301	06	San Jacinto	Reduce the miles of major thoroughfares subject to inundation during the 100-year event by 10% by 2033.	Short Term (10-year)	2033	Entire RFPG	Number of miles of major thoroughfares subject to 100-year flood risk	0302	Protect Life Safety (2)
0302	06	San Jacinto	Reduce the miles of major thoroughfares subject to inundation during the 100-year event by 25% by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of miles of major thoroughfares subject to 100-year flood risk	0301	Protect Life Salety (2)
0401	06	San Jacinto	Increase the number of public entities that invest in stormwater infrastructure and planning by 10% by 2033.	Short Term (10-year)	2033	Entire RFPG	Number of public entities that dedicate funding towards stormwater infrastructure and planning	0402	Expand Funding (2)
0402	06	San Jacinto	Increase the number of public entities that invest in stormwater infrastructure and planning by 25% by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of public entities that dedicate funding towards stormwater infrastructure and planning	0401	Expand Funding (2)
0501	06	San Jacinto	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.	Short Term (10-year)	2033	Entire RFPG	Number of flood regulatory authorities that adopt standards equal to or exceeding recommended minimums by the RFPG in the first cycle		Improve Policy & Regulations
0601	06	San Jacinto	Improve interjurisdictional coordination through participation in the San Jacinto Regional Flood Planning process. Target to ensure that 50% of identified stakeholders complete the SJRFP stakeholder survey and provide data for inclusion in the regional flood plan by 2033.	Short Term (10-year)	2033	Entire RFPG	Number of identified stakeholders who submit survey responses or provide data for inclusion in the San Jacinto Regional Flood Plan	0602	Improve Policy & Pogulations (2)
0602	06	San Jacinto	Improve interjurisdictional coordination through participation in the San Jacinto Regional Flood Planning process. Target to ensure that 90% of identified stakeholders complete the SJRFP stakeholder survey and provide data for inclusion in the regional flood plan by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of identified stakeholders who submit survey responses or provide data for inclusion in the San Jacinto Regional Flood Plan	0601	Improve Policy & Regulations (2)

0701	06	San Jacinto	Expand the understanding of flood risk in the San Jacinto Region.	Short Term (10-year)	2033	Entire RFPG	Percentage of the floodplain quilt, by studied stream length, that is based on NOAA Atlas 14 rainfall data		Improve Data
0801	06	San Jacinto	Reduce the number of critical facilities subject to inundation during the 100-year event by 5% by 2033.	Short Term (10-year)	2033	Entire RFPG	Number of critical facilities subject to 100-year flood risk	0802	Drotoct Droporty
0802	06	San Jacinto	Reduce the number of critical facilities subject to inundation during the 100-year event by 20% by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of critical facilities subject to 100-year flood risk	0801	Protect Property
0901	06	San Jacinto	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.	Short Term (10-year)	2033	- III	Number of FMSs and FMPs that incorporate nature-based practices as defined within the San Jacinto Regional Flood Plan	0902	Improve Flood Mitigation Projects &
0902	06	San Jacinto	At least 90% of flood mitigation strategies (FMSs) and flood mitigation projects (FMPs) identified within the regional flood plain will incorporate nature-based practices by 2053.	Long Term (30-year)	2053		Number of FMSs and FMPs that incorporate nature-based practices as defined within the San Jacinto Regional Flood Plan	0901	Strategies
1001	06	San Jacinto	Reduce the number of structures subject to inundation during the 100-year event by 25% by 2053.	Long Term (30-year)	2053	Entire RFPG	Number of structures subject to 100-year flood risk		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:
- 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; or
- 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:

- 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;
- 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:

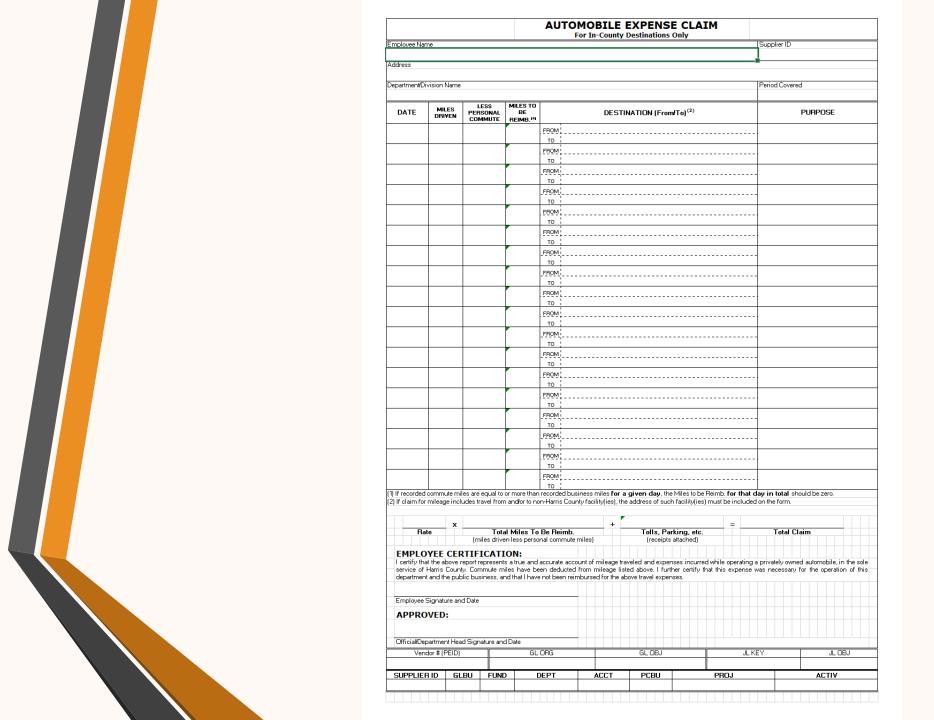
- The voting member must inform the Chair of proposed travel for reimbursement. In the
 event that travel is performed prior to Chair certification and approval, the Chair may
 consider travel reimbursements for voting members on a case-by-case basis, and shall
 uphold the following travel procedures.
- 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).
- 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.
- 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 SJFPG 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.



	TRAVEL AND TRAINING EXPENSE CLAIM						
Harris County							
Name:		Organization Na	ne:				
Address:							
							
		+					
Reimbursement for expenditures made on account of off	ficial business:						
	Dates of Travel						
Description of Expenditure Mth	h/Day/Yr Mth/Day	/Yr Mth/Day/Yr Mth	Day/Yr Mth/Day/Yr Mt	n/Day/Yr Totals			
		+					
Airline/Bus/Train							
Vehicle Rental/Insurance							
Personal Vehicle Mileage							
Hotel (Excluding Meals)							
Parking/Tolls							
Taxi/Other Ground Transportation							
Telephone							
Registration Fees							
Per Diem (#55 Far Day)							
Other (Explain)		+ +					
Explanatory Notes:							
			Total Exper				
		Prepaid/Tra	vel Card (air/are, seminar, h				
			Remi	t To Me			
PURPOSE OF TRAVEL AND/OR TRAINING:							
0 10 10 10			Claimant's Supplie	er ID:			
Commissioners Court/Board Approval Date:							
Commissioners Courtiboard Approval Date: (if applicable per the current Travel and Business is	Meeting Policy)						
fif applicable per the current Travel and Business i	Meeting Policy)						
(if applicable per the current Travel and Business i APPROVED BY: Official/Department Head Signature and							
(if applicable per the current Travel and Business if APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION:	I Date						
(ii applicable per the current Travel and Business i APPROVED BY: Official/Department Head Signature and							
(if applicable per the current Travel and Business i APPROVED BY: Official/Department Head Signature and	I Date						
(if applicable per the current Travel and Business is APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above	Date hereof for	unti busings only su	Barro ware actually in	DOL ad burne, and I have not re-			
(if applicable per the current Travel and Business if APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION:	Date hereof for	inty business only, such	Rems were actually incurs				
(if applicable per the current Travel and Business is APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for	Date hereof for	unty business only, such	items were actually incurre				
(if applicable per the current Travel and Business in APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for	Date hereof for	unty business only, such	Rems were actually incurre				
(if applicable per the current Travel and Business if APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for reimbursement from Harris County. Employee Signature and Date	Date hereof for official Harris Cou		Title	rd by me, and I have not rec			
(If applicable per the current Travel and Business I APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for reimbursement from Harris County.	Date hereof for	unty business only, such	Title	rd by me, and I have not rec			
(if applicable per the current Travel and Business of APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for reimbursement from Harris County. Employee Signature and Date Vendor ● (PEID) Org. Key	hereof for official Harris Cou	JL Ke	, JL Obje	ot Amount			
If applicable per the current Travel and Business is APPROVED BY: Official/Department Head Signature and EMPLOYEE CERTIFICATION: The undersigned on oath states that the account above against the County of Harris is correct, was incurred for reimbursement from Harris County. Employee Signature and Date	hereof for official Harris Cou		, JL Obje	rd by me, and I have not rec			

Item 12:

Approval and certification of administrative expenses incurred by the Project Sponsor for the development of Regional Flood Plan

				Pa	y Pe	riod								ļ.				
Name	•	EID	Fro	om [T	o <u>*</u>	Fund	~	Departme ~	Hours Work	Total Sal	Social Secur	Group Insura	Workers Co ▼	Unemp loymen t li		Tota ▼	
Fatima Be	rrios		1/:	16/202	1	1/29/2021	100	0	20821401	8.50	223.72	17.11	58.48	2.24	0.45	33.78	335.78	
atima Be	rrios		1/3	30/202	21	2/12/2021	100	0	20821401	20.50	539.56	41.27	141.04	5.40	1.08	81.47	809.82	
atima Be	rrios		2/:	13/202	21	2/26/2023	100	0	20821401	7.00	184.45	14.11	50.12	1.84	0.37	27.85	278.74	
Reid K Mr	sny		1,	/2/202	21	1/15/2021	101	0	20821401	6.00	391.62	29.31	41.25	3.92	0.77	59.13	526.00	
Reid K Mr	sny		1/:	16/202	21	1/29/2021	101	0	20821401	1.50	97.91	7.33	10.31	0.98	0.19	14.78	131.50	
Reid K Mr	sny		1/3	30/202	21	2/12/2021	101	0	20821401	4.50	293.72	21.98	30.94	2.94	0.57	44.35	394.50	
atima Be	rrios		2/:	27/202	21	3/12/2021	100	0	20821401	16.25	428.19	32.75	116.35	4.28	0.86	64.66	647.09	
Fatima Be	rrios		3/:	13/202	21	3/26/2021	100	0	20821401	10.00	263.50	20.16	71.60	2.64	0.53	39.79	398.22	
atima Be	rrios		3/2	27/202	21	4/9/2021	100	0	20821401	22.50	592.88	45.35	161.10	5.93	1.19	89.52	895.97	
Fatima Be	rrios		4/:	10/202	21	4/23/2021	100	0	20821401	8.00	213.36	16.32	57.28	2.13	0.43	32.22	321.74	
atima Be	rrios		4/:	24/202	21	5/7/2021	100	0	20821401	14.50	386.72	29.58	103.82	3.87	0.77	58.39	583.15	
atima Be	rrios		5	/8/202	21	5/21/2021	100	0	20821401	13.00	346.71	26.52	93.08	3.47	0.69	52.35	522.82	
atima Be	rrios		5/:	22/202	21	6/4/2021	100	0	20821401	14.50	386.72	29.58	103.82	3.87	0.77	58.39	583.15	
atima Be	rrios		6	/5/202	21	6/18/2021	100	0	20821401	8.50	226.70	17.34	60.86	2.27	0.45	34.23	341.85	
atima Be	rrios		6/:	19/202	21	7/2/2021	100	0	20821401	19.50	520.07	39.78	139.62	5.20	1.04	78.53	784.24	
atima Be	rrios		7	/3/202	21	7/16/2021	100	0	20821401	8.00	213.36	16.32	57.28	2.13	0.43	32.22	321.74	
atima Be	rrios		7/:	17/202	21	7/30/2023	100	0	20821401	15.50	413.39	31.62	110.98	4.13	0.83	62.42	623.37	
atima Be	rrios		7/3	31/202	21	8/13/2021	100	0	20821401	8.00	213.36	16.32	57.28	2.13	0.43	32.22	321.74	
atima Be	rrios		8/:	14/202	21	8/27/2023	100	0	20821401	15.00	400.05	30.60	107.40	4.00	0.80	60.41	603.26	
atima Be	rrios		8/:	28/202	1	9/10/2021	100	0	20821401	19.00	506.73	38.76	136.04	5.07	1.01	76.52	764.13	
atima Be	rrios		9/:	11/202	21	9/24/2021	100	0	20821401	7.00	186.69	14.28	50.12	1.87	0.37	28.19	281.52	
atima Be	rrios		9/:	25/202	21	10/8/2021	100	0	20821401	19.00	506.73	38.76	136.04	5.07	1.01	76.52	764.13	
atima Be	rrios		10	/9/202	1 1	10/22/2021	100	0	20821401	16.00	426.72	32.64	114.56	4.27	0.85	64.43	643.47	
Reid K Mr	sny		2/:	27/202	21	3/12/2021	100	0	20821401	4.50	293.85	21.99	32.24	2.59	0.92	44.37	395.96	
Reid K Mr	sny		3/:	27/202	21	4/9/2021	100	0	20821401	5.00	330.40	24.73	35.82	2.91	1.03	49.89	444.78	
Reid K Mr	sny		4/:	24/202	1	5/7/2021	100	0	20821401	4.00	264.32	19.78	28.65	2.33	0.83	39.91	355.82	
Reid K Mr	sny		5	/8/202	1	5/21/2021	100	0	20821401	4.00	264.32	19.78	28.65	2.33	0.83	39.91	355.82	
Reid K Mr	sny		5/:	22/202	1	6/4/2021	100	0	20821401	2.50	165.20	12.37	17.91	1.45	0.52	24.95	222.40	
Reid K Mr	•				_	7/2/2021	_	0	20821401	5.50	363.44	27.20	39.40	3.20	1.14	54.88	489.26	
Reid K Mr			7	/3/202	1	7/16/2021		0	20821401	3.00	198.24	14.84	21.49	1.74	0.62	29.93	266.86	
Reid K Mr	sny		7/:	17/202	1	7/30/2021	100	0	20821401	3.50	231.28	17.31	25.07	2.04	0.72	34.92	311.34	
Reid K Mr	sny			31/202		8/13/2021	_	0	20821401	3.00	198.24	14.84	21.49	1.74	0.62	29.93	266.86	
Reid K Mr	sny		8/	14/202	_	8/27/2021		0	20821401	2.00	132.16	9.89	14.33	1.16	0.41	19.96	177.91	
Reid K Mr	sny		8/2	8/201		9/10/2021	100	0	20821401	5.50	363.44	27.20	39.40	3.20	1.14	54.88	489.26	
Reid K Mr				25/202	_	10/8/2021	_	0	20821401	2.50	165.20	12.37	17.91	1.45	0.52	24.95	222.40	
	-													i I				
									[[Unemp								
														I I	loymen			
											Salary	Social Security	Group Insurance	Workers Comp	t Ins	Retirement	Total	
											10,932.95	830.09	2,331.73	105.79	25.19	1,650.85	15,876.60	

Year to Date Administrative Expenses

Row Label: *	Sum of Total	Total Fringe	4943.65
⊞Jan	993.28	Total Salaries	10932.95
⊞ Feb	1,483.06		
⊞Mar	1,441.27		
⊞Apr	1,662.49		
⊞May	1,817.61		
⊞Jun	1,147.40		
⊞Jul	2,796.81		
⊞Aug	1,369.77		
⊞Sep	1,534.91		
⊞ Oct	1,630.00		
Grand Total	15,876.60		

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 inperson 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