Region 6: San Jacinto Regional Flood Planning Group **Executive Committee November 4, 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:
Approval of minutes
a. October 4, 2021

Meeting Minutes Region 6 San Jacinto Regional Flood Planning Group Executive Committee Meeting October 4, 2021 11:00 AM

CISCO WebEx Virtual Meeting

Roll Call:

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

Quorum:

Quorum: Yes

Number of voting members or alternates representing voting members present: 4

Number required for quorum per current voting membership of 5: 3

Other Meeting Attendees: *

Voting: N/A Non-Voting: N/A

Alfred Garcia Peggy Zahler
Fatima Berrios Rebecca Andrews
Kena Ware Susan Chadwick
Megan Ingram Todd Burrer

All meeting materials are available for the public at:

http://www.twdb.texas.gov/flood/planning/regions/schedule.asp.

^{*}Meeting attendee names were gathered from those who entered information for joining the WebEx meeting. ***

AGENDA ITEM NO. 1: Call to Order

Mr. Buscha called the meeting to order at 11:00 a.m.

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: Approval of Meeting Minutes for August 27, 2021 and August 31, 2021

Mr. Buscha opened the floor for any changes to the August 27, 2021, meeting minutes. Hearing none, Mr. Barrett moved to approve the August 27, 2021, meeting minutes. Ms. Vinson seconded the motion, which carried unanimously.

Mr. Buscha opened the floor for any comments to the August 31, 2021, meeting minutes. Mr. Barrett moved to approve the meeting minutes. Ms. Vinson seconded the motion, which carried unanimously.

AGENDA ITEM NO. 5: Voting Member Reimbursement Policy

Mr. Buscha stated the purpose of this meeting is to determine a procedure of how the RFPG would deal with voting member reimbursements, acknowledging that voting members, particularly the liaisons, may need to travel to attend other RFPG meetings. Ms. Vinson asked if the \$3000 budget for travel reimbursements was the only money available for voting member travel. Ms. Max stated yes, adding the former Chair had determined travel by voting members should be minimal and only when a virtual option was not available, and if the payment could not be reimbursed by any other entity. Ms. Vinson stated it was best to set expectations for the voting members, and suggested expenses would not be eligible for reimbursement if:

- (a) travel is to our own Region 6 RFPG meetings;
- (b) there is a virtual attendance option;
- (c) reimbursements are for food or lodging; or,
- (d) travel is for a speaking request.

Mr. Barrett stated that food and lodging are already deemed ineligible by the TWDB contract and noted only travel to Region 6 RFPG meetings, specifically, appeared to reimbursable. Mr. Barrett added that voting member travel to other regions needed to be approved by both the Chair/RFPG and TWDB. Ms. Max asked Ms. Ingram to confirm Mr. Barrett's interpretation, and Ms. Ingram stated those interpretations were correct.

Ms. Vinson then stated that voting members should be instructed to not claim travel reimbursements unless absolutely necessary. She added that as long as there is a virtual option, voting members should not be requesting travel reimbursements.

Ms. Max then expressed her concern for allowing voting members to request travel reimbursements for Region 6 RFPG meetings, noting that it could account for a significant sum for future 5-year planning cycles. Ms. Vinson raised the concern that it was possible a voting member could genuinely need those funds to participate. Ms. Max stated that moving forward, she recommended RFPG members be told that virtual meetings would continue to be an option in order to limit the need for member travel expenses.



Mr. Buscha then stated the RFPG would develop a voting member expense reimbursement policy that would specify travel reimbursements by the RFPG should be the last option to voting members. Ms. Max stated there was some flexibility in the budget, but stated funds should be conserved for when meetings do go back to being in-person only.

Ms. Berrios reminded everyone and noted the potential to add additional funds for member expenses. Mr. Buscha stated the project sponsor would draft a reimbursement policy for Executive Committee review and once the Executive Committee was in agreement with the policy, it would then recommend it to the full RFPG for adoption.

AGENDA ITEM NO. 6: Consider Agenda Items for Next Meeting

- Reimbursement Policy review
- Amendment to budget and contract

AGENDA ITEM NO. 7: Public Comments on Agenda (limit of 3 minutes per person)

Ms. Berrios stated there were no requests to make public comments.

AGENDA ITEM NO. 8: Adjourn

Mr. Buscha adjourned the meeting at 11:40 a.m.

Alisa Max, Secretary
Timothy Buscha, Chair

Item 5:

Review, discussion, and possible recommendation related to the voting member reimbursement policy and procedure for RFPG for adoption.

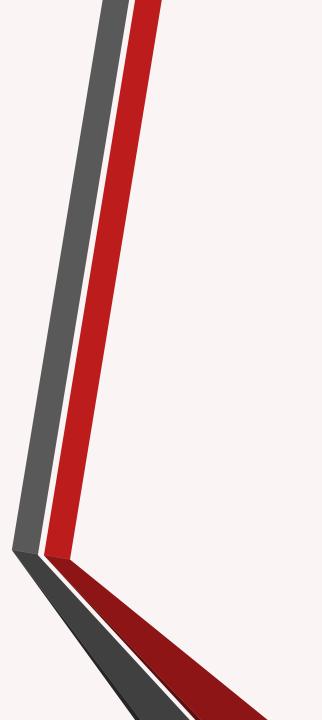


Voting Member Expense Reimbursement Policy

- **A. Policy Statement:** The intent of this policy is to provide specific guidelines for 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.
- **B. Reimbursement Authorization:** As described in 31 TAC § 361.72(b) the RFPG and/or Chairperson must certify and approve, during a public meeting, that the expenses are eligible for reimbursement are necessary and correct. The Regional Flood Planning Group shall administer all provisions of this policy and authorize travel for reimbursements 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 will not be authorized if any of the following conditions are me:
- The posted meeting is located in the county or adjacent county the voting member resides or works in.
- II. The posted meeting provides a virtual attendance option.
- III. Reimbursement is being requested for a speaking request opportunity.

C. Definitions:

- Necessary Expense All reasonable charges incurred by RFPG voting members, caused by travel in the interest of the Regional Flood Planning Group that is certified by the Chair and/or the RFPG.
- 2. Mileage Allowance The amount authorized to be paid on a per-mile basis for travel by privately owned vehicle. The mileage allowance 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 provided for the traveler to fill out for travel prescribed by the Project Sponsor, 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.
- **D. Voting Planning Member Travel Expenses**: Eligible mileage expenses incurred by Regional Flood Planning Group voting members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. 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.
- **E. 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 and/or RFPG 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:

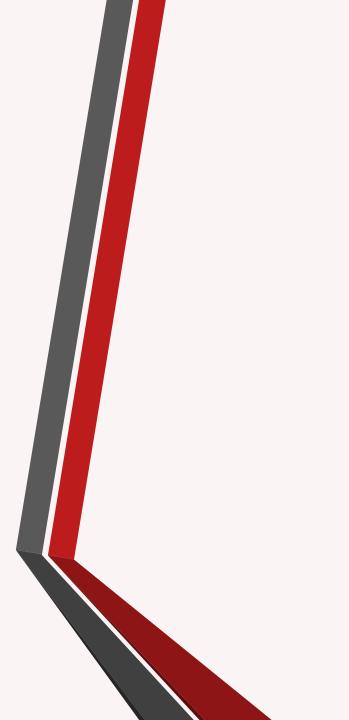
- 1. the documentation states that the longer route is more cost effective.
- 2. the documentation provides a reasonable justification for that statement; and
- **3.** the statement and justification are made by the Chair or RFPG certifying reimbursements are correct and necessary.
- 4. the number of miles traveled that are eligible for reimbursement may be determined by an employee's vehicle odometer reading or by a readily available electronic mapping service.

F. Travel Procedure:

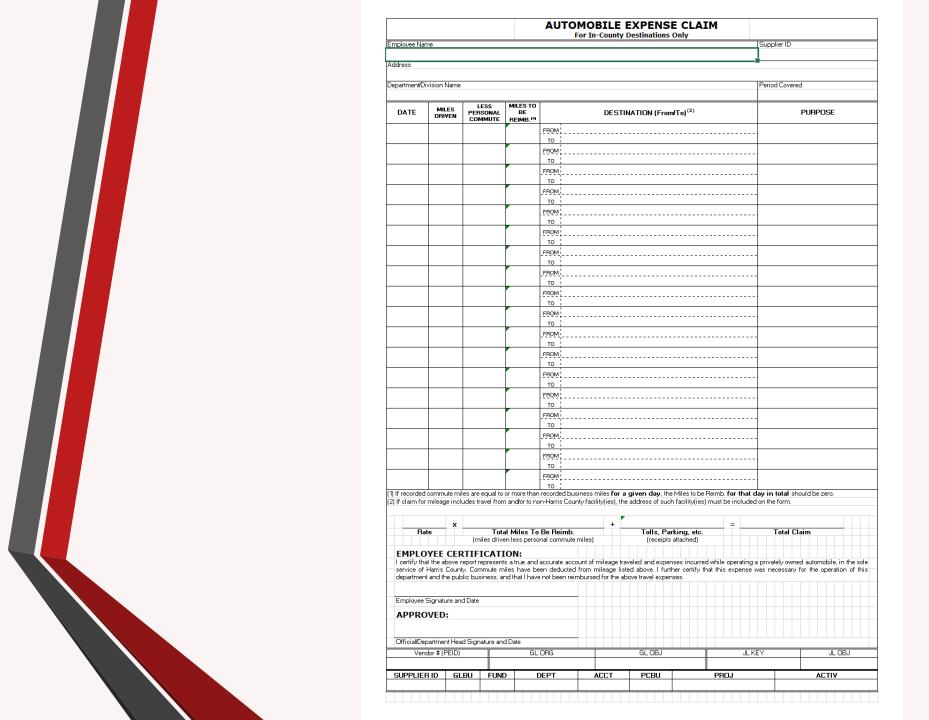
- 1. The voting member must inform RFPG or Chair of proposed travel for reimbursement.
- The RFGP or Chair has responsibility to determine, from this policy, whether the proposed travel is eligible for reimbursement of expenses.
- 3. As described in 31 TAC § 361.72(b), if the trip is eligible for a travel, the RFPG or its chairperson must certify, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary.
- 4. Travel is performed.
- 5. Once payment reimbursement is certified to be eligible and necessary by the RFPG or Chair, the Project sponsor has the responsibility to prescribe and review the travel statement. Payment will be disbursed by the Project Sponsor.

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

- 1. Activities for which the Board determines existing information, data, or analyses are sufficient for the planning effort
- 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 RFPGs members' service on or for the RFPG
- Costs of administering the RFPG, 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 this grant;
- **8.** Costs of administering the regional flood planning grant and associated contracts;
- 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 EA unless the RFPG demonstrates to the satisfaction of the EA 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 Regional Flood Planning Group 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; and
- 15. Costs associated with social events or tours.



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Item 6:

Review, discussion and possible recommendations as it pertains to the amended contract, scope of work and expense budget.

Contractor Task Budget

TASK	TASK DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	AMOUNT CHANGED
1	Planning Area Description	\$107,300.00	\$107,300.00	\$0.00
2A	Existing Condition Flood Risk Analysis	\$278,520.00	\$278,520.00	\$0.00
2B	Future Condition Flood Risk Analysis	\$254,060.00	\$254,060.00	\$0.00
3A	Evaluation and Recommendations on Floodplain Management Practices	\$48,920.00	\$48,920.00	\$0.00
3B	Flood Mitigation and Floodplain Management Goals	\$24,460.00	\$24,460.00	\$0.00
4A	Flood Mitigation Needs Analysis	\$73,380.00	\$73,380.00	\$0.00
4B	Identification and Evaluation of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigations Projects	\$430,280.00	\$430,280.00	\$0.00
4C	Prepare and Submit Technical	\$48,920.00	\$48,920.00	\$0.00
5	Recommendation of Flood Management Evaluations and Flood Management Strategies and Associated Flood Mitigation Projects	\$538,120.00	\$538,120.00	\$0.00
6A	Impacts of Regional Flood Plan	\$97,840.00	\$97,840.00	\$0.00
6B	Contributions to and Impacts on Water Supply Development and the State Water Plan	\$24,460.00	\$24,460.00	\$0.00
7	Flood Response Information and Activities	\$24,460.00	\$24,460.00	\$0.00
8	Administrative, Regulatory, and Legislative Recommendations	\$24,460.00	\$24,460.00	\$0.00
9	Flood Infrastructure Financing Analysis	\$48,920.00	\$48,920.00	\$0.00
10	Public Participation and Plan Adoption	\$421,900.00	\$421,900.00	\$0.00
11	Outreach and Data Collection to Support Tasks 1 – 9	\$0.00	\$94,125.00	\$94 ,125 .00
12	Perform Identified Flood Management Evaluations, Identify, Evaluate, and Recommend Additional Flood Mitigation Projects	\$0.00	\$376,500.00	\$376,500.00
13	Preparation and Adoption of the Amended Regional Flood Plan	\$0.00	\$156,875.00	\$156,875.00
	TOTAL:	\$2,446,000.00	\$3,073,500.00	\$627,500.00

Contractor Expense Budget

EXPENSE BUDGET CATEGORY		ORIGINAL BUDGET	REVISED BUDGET	AMOUNT CHANGED
Contractor Other Expenses ¹		\$71,000.00	\$0.00	\$0.00
Contractor Salaries and Wages ²		category did not previously exist		\$0.00
Subcontract Services		\$2,373,000.00	\$0.00	\$0.00
Voting Planning Member Travel ³		\$2,000.00	\$0.00	\$0.00
7	ΓΟΤΑL	\$2,446,000.00	\$3,073,500.00	\$627,500.00

¹Contractor Other Expenses as described in 31 TAC § 361.72(b) include the following administrative costs if the RFPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary:

- Travel expenses as authorized by the General Appropriations Act are available only for attendance at a posted meeting of the RFPG, unless the travel is specifically authorized by the RFPG and EA;
- Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RFPGs and certified by the chairperson;
- c) Direct costs, excluding personnel-related costs of the Planning Group Sponsor, for placing public notices for the legally required public meetings and of providing copies of information for the public and for members of the RFPGs as needed for the efficient performance of planning work such as:
 - 1. expendable supplies actually consumed in direct support of the planning process;
 - 2. direct communication charges;
 - limited direct costs/fees of maintaining RFPG website domain, website hosting, and/or website:
 - 4. reproduction of materials directly associated with notification or planning activities (the actual non-labor direct costs as documented by the Contractor);
 - direct postage (e.g., postage for mailed notification of funding applications or meetings);
 - 6. other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs).; and
- d) The cost of public notice postings including a website and for postage for mailing notices of public meetings.

2Contractor Salaries and Wages as described in 31 TAC § 361.72(b) include the following administrative costs if the RFPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary: 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, including labor, fringe, overhead, and other expenses for

Attachment 1: Task and Expense Budgets

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their support of and attendance at such RFPG meetings, in accordance with, and as specifically limited by, the flood planning grant contract with the Board. This may not exceed: \$5,000 per regular RFPG meeting nor a total of \$85,000 over the first planning cycle.

³ <u>Voting Planning Member Travel Expenses</u> is defined as eligible mileage expenses incurred by regional flood planning members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded.

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

- a) Activities for which the Board determines existing information, data, or analyses are sufficient for the planning effort
- 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;
- c) Compensation for the time or expenses of RFPGs members' service on or for the RFPG
- d) Costs of administering the RFPG, other than those explicitly allowed under 31 TAC \S 361.72(b)
- e) Staff or overhead costs for time spent providing public notice and meetings, including time and expenses for attendance at such meetings;
- f) Costs for training;
- g) Costs of developing an application for funding or reviewing materials developed due to this grant;
- h) Costs of administering the regional flood planning grant and associated contracts;
- Analysis or other activities related to planning for disaster response or recovery activities;
- j) 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 EA unless the RFPG demonstrates to the satisfaction of the EA that these analyses are needed to determine the selection of the FMS or FMP.
- k) Labor, reproduction, or distribution of newsletters;
- Food, drink, or lodging for Regional Flood Planning Group members (including tips and alcoholic beverages);
- m) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- n) General purchases of office supplies not documented as consumed directly for the planning process; and $\,$
- o) Costs associated with social events or tours.

Item 7: Consider agenda items for next meeting

Item 8: Public Comments (limit 3 minutes per person)

Item 9: Meeting Adjourn