

**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:**

<b><u>Executive Committee Member</u></b>	<b><u>Interest Category</u></b>	<b><u>Present (x) / Absent ( ) / Alternate Present (*)</u></b>
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  
Fatima Berrios  
Kena Ware  
Megan Ingram

Peggy Zahler  
Rebecca Andrews  
Susan Chadwick  
Todd Burrer

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

*All meeting materials are available for the public at:*

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

**AGENDA ITEM NO. 1: Call to Order**

Mr. Buscha called the meeting to order at 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)**

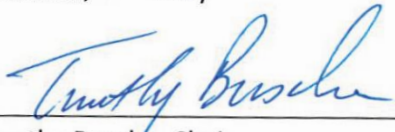
Ms. Berrios stated there were no requests to make public comments.

**AGENDA ITEM NO. 8: Adjourn**

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



Alisa Max, Secretary



Timothy Buscha, Chair