

Meeting Minutes
Region 6 San Jacinto Flood Planning Group Meeting Executive Committee
February 2, 2021
1:00PM
CISCO WebEx Virtual Meeting

Roll Call:

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

Quorum:

Quorum: **Yes**

Number of voting members or alternates representing voting members present: 5

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

Other Meeting Attendees: **

Voting: Elisa Donovan, Jenna Armstrong, Sarah Bernhardt

Non-Voting: Morgan White, Adam Terry

Public:

Chuntania Dangerfield	Neil Gaynor
Cory Stull	Reem Zoun
Dr. Shelley Sekula-Gibbs	Reid Mrsny
Fatima Berrios	Sally Bakko
James Bronikowski	Stephanie Zertuche
Kena Ware	Stephanie Castillo
Laura Norton	Stephanie Griffin
Matt Nelson	Terry Barr
Matt Zeve	Tommy Ramsey
Michael Reedy	Unknown Callers: 2
Megan Ingram	

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. Poppe called the meeting to order at 1:00PM. A roll call of the Executive Committee members was taken to record attendance and a quorum was established.

AGENDA ITEM NO. 2: Welcome, Meeting Facilitation Information and Instructions

Mr. Poppe welcomed members to the meeting.

AGENDA ITEM NO. 3: Registered Public Comments on Agenda Items 4-10- limit of 3 minutes per person

Verbal public comments related to the agenda were received from:

1. Dr. Shelly Sekula-Gibbs, The Woodlands Township and One Water Task Force – Item 6 & 7 – Dr. Sekula-Gibbs thanked the Executive Committee for recommending an additional member to the Water Districts Category to the RFPG at the last SJRFPG meeting, and stated that, although the additional member to the Water Districts Category was not approved, she would still like to see Montgomery County be represented within another category.
2. Neil Gaynor, One Water Task Force – Item 6 & 7 - Mr. Gaynor advocated for the representation for under-represented communities in the Montgomery County area, along with other northern counties such as Waller and Walker county.

AGENDA ITEM NO. 4: Approval of minutes from previous meeting

There was brief discussion on minor corrections. Ms. Vinson moved to approved the meeting minutes as corrected, Ms. Max seconded the motion, which carried unanimously.

AGENDA ITEM NO. 5: Discussion of liaisons to the Region 8 Lower Brazos neighboring flood planning group and possible recommendations to RFPG

Mr. Poppe opened the discussion by mentioning that Brandon Wade had expressed his interest as serving as a liaison to Lower Brazos – Region 8. Ms. Vinson reported Region 8 is in the process of selecting a liaison for Region 6.

Mr. Poppe stated that Mr. Volger had been chosen by Region 8 to serve as the liaison to Region 6. Ms. Max suggested that non-voting member of the SJRFPG could also be considered for the liaison role.

Mr. Fisseler summarized that Mr. Vogler would be a good candidate due to the fact that no additional work would be required for Mr. Vogler since he is the liaison role to Region 6, from Region 8.

Mr. Poppe suggested that voting members were preferred. Ms. Vinson agreed. After further conversation, Mr. Poppe stated that since there is no timeline for the selection of additional liaisons, it would be more appropriate to wait until the next SJRFPG meeting when new non-voting members would be added. He stated those non-voting members are: Elie Alkhoury from the Texas Department of Transportation and Tom Heidt from Port Houston. Mr. Poppe stated that the recommendation of the Executive Committee to the SJRFPG had not changed and remained as recommending only voting and non-voting members be considered for liaison roles.

AGENDA ITEM NO. 6: Discussion of RFPG membership and possible recommendations to RFPG pertaining to:

- a) New voting categories**
- b) Voting memberships and non-voting entities**

Mr. Poppe stated that this agenda item, along with agenda item 7 would not qualify for any action due to the Open Meetings Act. He reassured the Executive Committee that conversation could continue; however, actions would have to be deferred to the March meeting. He opened the floor for recommendations for new voting categories.

Ms. Vinson mentioned that the goal of the group would be to add additional categories where there were gaps in representation. She stated that both upstream and downstream areas should be equally represented. Mr. Barrett agreed.

Mr. Fisseler mentioned that other categories such as Water Districts, Water Utilities, and Counties could provide this representation.

Ms. Max indicated that the representation across the Region would be difficult to achieve with specific categories; however, she mentioned all voting members need to adequately represent the interest groups they represent.

Ms. Vinson mentioned that an Upstream Category could be appropriate to cover northern regions, just like Coastal Communities are represented downstream.

Discussion ensued. Mr. Barrett suggested an At-Large Category that could encompass the needs of the SJRFPG. Ms. Vinson stated she through an At-Large category that was too broad.

Mr. Fisseler, concurring with Ms. Vinson, stated that it was best to wait and evaluate these categories carefully. Mr. Poppe agreed and indicated incremental growth was best. Conversation ensued.

Mr. Poppe summarized that no action would be taken for this item, and the Executive Committee decided by consensus that further discussion would be required with the SJRFPG.

AGENDA ITEM NO. 7: Discussion and possible recommendations to RFPG for the solicitation process and posting language for the following RFPG voting member openings

- a) Coastal Communities**
- b) General Public**

Mr. Poppe opened the discussion and reminded the RFPG that the solicitation process for new voting members was delineated in the bylaws and presented the draft solicitation notice.

Ms. Max asked Fatima Berrios to briefly explain the solicitation process for new voting members. Ms. Berrios stated that the proposed solicitation notices for new voting members followed the same requirements as replacing existing voting members, with the exception that solicitation notices for new voting members must include the exact membership term, which Ms. Vinson suggested should coincide with the original voting group members – until July 10, 2023.

Mr. Fisseler recommended that the deadline should be set for a Friday, within the timeframe of 30-45 days, set forth by the bylaws. The Executive Committee concurred.

Mr. Poppe asked whether there should be one generic notice or separate notices for each category. Discussion ensued pertaining to what language should be included in the solicitation, the nominations form, and how the selection would occur.

Ms. Vinson stated that the SJRFPG might require assistance from TWDB legal team to verify if there would be any implications to the Open Meetings Act if interviews are given to nominees with an executive session. Ms. Max stated Tommy Ramsey, with the Harris County Attorney's Office, confirmed an executive session would not violate the Open Meetings Act.

After further discussion, Mr. Poppe recommended there should be two solicitation notices – one for each category, and that the SJRFPG should follow the solicitation process for the original 12 voting members.

AGENDA ITEM NO. 8: Discussion and possible recommendation to the RFPG related to the Texas Water Development Board grant scope submitted by the SJRFPG Project Sponsor

Ms. Max highlighted recommended changes to the Scope of Work that better address the guiding principles for Regional Flood Plans. Ms. Max stated that the SJRFPG would need to approve these changes to include in the Request for Qualification (RFQ). She informed the Executive Committee of further concerns from Stephen Costello regarding the language in the RFQ.

Mr. Poppe recommended that the SJRFPG approve the proposed changes to the scope of work at its next meeting on February 11, 2021.

AGENDA ITEM NO. 9: Discussion and possible recommendations to RFPG related to forming RFQ Review Committee that is in compliance with Open Meetings Act and state procurement procedures

a) Committee recommendations

Ms. Max reported that the RFQ Review Committee had recommended advertising for four weeks. She also mentioned that, because the RFQ and selection process needed to be approved by TWDB, Harris County Commissioners Court and the SJRFPG the actual execution timeframe for the contract wouldn't be until late May, or early June. Ms. Max reported that the RFQ Review Committee had also recommended Harris County to perform the consultant selection on its own, and make the recommendation for a consultant team to the SJRFPG.

Ms. Vinson then asked for clarification if the Open Meetings Act would be triggered if a non-quorum of the SJRFPG participated in the selection process, which Ms. Max confirmed that if more than one person from the SJRFPG was involved, the meeting would be subject to Open Meetings Act.

Discussion ensued regarding how the consultant selection process would be executed. Ms. Max stated her willingness to do what the SJRFPG preferred, whether that was through open meetings or through Harris County selection process.

Mr. Poppe recommended transparency during the process and stated that if Harris County was left to make the selection on it's own, the SJRFPG members would need to accept that selection, or risk drastically delaying the RFQ schedule.

AGENDA ITEM NO. 10: Discussion and possible recommendation to the SJRFPG concerning approval and tracking of public engagement and speaker requests on behalf of the SJRFPG, including possible delegation of request approval to the Chair and/or Vice Chair

Mr. Poppe opened the discussion that the SJRFPG members should be allowed to engage with the public and perform public outreach. He stated that the SJRFPG should have a process for how public engagement should be conducted, what information should be shared, and how to document those speaking engagements.

Ms. Vinson agreed that if an SJRFPG member is asked to speak in their official capacity, there should be a process; but members should be allowed to speak freely in their personal capacity.

Mr. Fisseler suggested that the SJRFPG should be consistent with information provided at public engagements, and the RFPG should provide talking points/PowerPoint slides.

Mr. Poppe asked who would document and keep a record of the public engagements, and Ms. Max stated her staff would keep track of these records.

Ms. Vinson suggested there should be an approval process for all formal requests received, and mentioned a spokesperson may need to be selected.

AGENDA ITEM NO. 11: Public comments – limit 3 minutes per person

No public comments were given.

AGENDA ITEM NO. 12 Adjourn:

Mr. Fisseler moved to adjourn the meeting. Ms. Max seconded, which carried unanimously at 4:18pm.



Alisa Max, Secretary



Russ Poppe, Chair