

**Meeting Minutes**  
**Public Engagement Committee**  
**July 28, 2021**  
**3:00PM**  
**CISCO WebEx Virtual Meeting**

**Roll Call:**

<b><u>Public Engagement Committee Member</u></b>	<b><u>Interest Category</u></b>	<b><u>Present (x) / Absent ( ) / Alternate Present (*)</u></b>
Todd Burrer	Water Utilities (Chair)	X
Paul Lock	Electric Generating Utilities (Vice Chair)	X
Rachel Powers	Environmental (Secretary)	X
Christina Quintero	Public	X
Vacant	N/A	

**Quorum:**

Quorum: yes

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

Number required for quorum per current voting membership: 4:3

**Other Meeting Attendees: \*\***

Voting: None

Non-Voting: Elie Alkhoury

Catherine Foley  
Christyn Cavazos  
Cory Stull  
Fatima Berrios  
Hayes McKibben

Kena Ware  
Lisa Mairs  
Maggie Puckett  
Reid Mrsny  
Walter Morris

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

*All meeting materials are available for the public at: [Flood Planning Group Meeting Schedule | Texas Water Development Board](#)*

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

Ms. Berrios called the meeting to order at 3:04 p.m.

**AGENDA ITEM NO. 2: Welcome and Roll Call**

Mr. Berrios welcomed everyone, took attendance and a quorum was established.

**AGENDA ITEM NO. 3: Registered Public Comments on Agenda Items – limit 3 minutes per person**

Ms. Berrios stated there were no registered comments and proceeded with the next agenda item.

**AGENDA ITEM NO. 4: Nominations, discussion, and possible action to elect Committee Chair, Vice Chair, and Secretary**

Ms. Berrios opened the floor for volunteers to fill the Chair position of the Public Engagement Committee. Mr. Burrer stated he would volunteer to be the Chair of the Public Engagement Committee. Mr. Lock seconded the motion, which carried unanimously.

Mr. Burrer then opened the floor for Vice Chair. Mr. Lock volunteered for the position. Ms. Powers then seconded the motion, which carried unanimously.

Mr. Burrer then asked for a volunteer to be secretary. Ms. Powers volunteered. Mr. Lock seconded the motion which carried unanimously.

**AGENDA ITEM NO. 5: Discussion and possible recommendations concerning setting a future date for the next public outreach meeting, platform, and public input method as required by Texas Water Code §16.062(d) and 31 Texas Administrative Code §361.12(a)(4).**

Mr. Stull stated that the next Public Outreach meeting was scheduled to be on the end of August to allow the public input meeting to be virtual. He stated Freese and Nichols Inc (FNI) proposed dates on August 23, 24, 30 or 31. Mr. Burrer stated that the 30 and 31 would be preferable. Discussion ensued. After several suggestions, Mr. Powers motioned to move forward with August 30 or 31<sup>st</sup> for the next Public Engagement Meeting. Ms. Quintero seconded the motion, which carried unanimously.

Mr. Stull stated the Mr. Stokes would be providing an overview for the proposed Public Engagement Meeting. Mr. Stokes stated the Holloway Environmental, the communications subconsultant, was proposing to use the same format as the previous Public Engagement Meeting held in May. As in the initial Public Engagement Meeting, Mr. Stokes recommended that the Public Engagement Meeting in August be translated in Spanish and the bulk of the meeting be public comments. Mr. Stokes stated that expectations be set before the meeting in order to maintain an organized and effective meeting. Mr. Stokes stated meeting notices would be given both in Spanish and English. The Public Engagement Committee members agreed with the format.

Mr. Stull then stated that the interactive web-map would be demonstrated at the meeting and would be used to gather public input on the San Jacinto RFPG website. He stated the map would allow members of the public to place dots or areas on the map of concern and provide their input and feedback. Ms. Quintero asked if the map would be provided in Spanish. Mr. Stokes stated that a separate link to a Spanish map can be provided. Mr. Burrer stated that the MUDs are required to provide notices in English, Spanish and Vietnamese. Mr. Stull stated he did not believe there was any additional requirements for translation, but would verify with the Texas Water Development Board. Mr. Stull added that the format of the Public Engagement Meeting would be Zoom virtual platform.

For the next Public Engagement Meeting, Mr. Stokes asked if the San Jacinto RFPG would want to allow non-registered verbal comments or if the SJRFPG would prefer just written comments provided through the website. Ms. Quintero stated, in order to keep the meeting organized, it would be preferable to encourage all other non-registered comments to be made through the website. Mr. Stokes stated that clear expectations would be given at the beginning of the meeting with a limit on the amount of time each speaker could speak. Mr. Stokes also stated that no comments would be responded to during the meeting. Mr. Burrer then agreed that setting a time limit and specific parameters would be appropriate for the next meeting.

Mr. Burrer stated that the Public Engagement Committee would make the recommendation to allow FNI to set up the next public meeting like the Pre-planning meeting, platform with clear expectations to the San Jacinto RFPG.

**AGENDA ITEM NO. 6: Update from Technical Consultant on Communications Plan, website launch, and survey**

Mr. Stokes provided a brief overview. Mr. Stokes stated that the website is almost ready to launch with all the previously discussed communications tools including the public surveys, interactive map, and with the agreed upon design and functionality. He stated that the URL and accessibility features still needed to be agreed upon by the SJRFPG. He also stated Holloway Environmental will incorporate social media platforms. Discussion on social media platforms ensued.

**AGENDA ITEM NO. 7: Discussion and possible recommendations regarding future Public Engagement Committee meeting location/format and logistics**

Mr. Mrsny stated that the San Jacinto RFPG was subject to the Open Meetings Act meaning that after September 1, 2021 all meetings have to go back to in-person meetings. Mr. Burrer stated that he has an office that can accommodate 25 people socially distanced. Mr. Stull stated that the Group did not have to be monthly, however should meet based on content and as needed.

**AGENDA ITEM NO. 8: Consider agenda items for the next Public Engagement Committee Meeting agenda**

- Discussion from the next Public Engagement Meeting
- Evaluation of the August Public Engagement Meeting

**AGENDA ITEM NO. 9: Public comments – limit 3 minutes per person**

Ms. Berrios stated no request to make comments had been made.

**AGENDA ITEM 10: Adjourn**

Mr. Burrer adjourned the meeting at 4:06 p.m.



Rachel Powers, Secretary



Todd Burrer, Chair