Region 6 - San Jacinto Regional Flood Planning Group July 14, 2022 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 - June 9, 2022

### Meeting Minutes Region 6 San Jacinto Regional Flood Planning Group June 9, 2022 at 9:00 AM

Hybrid Meeting | Virtual Registration: https://bit.ly/3NnM1A7

Houston Advanced Research Center: 8801 Gosling Rd., The Woodlands, TX 77381

#### Roll Call:

Voting Member	Interest Category	Present (x) /Absent ( ) /
	(Executive Committee role)	Alternate Present (*)
Timothy E. Buscha	Industries (Chair)	X (In-Person)
Alia Vinson	Water Districts (Vice Chair)	X (In-Person)
Vacant	Counties (Secretary)	
Gene Fisseler	Public (At-Large member)	X (In-Person)
Matthew Barrett	Diver Authorities (At Lease manhor)	X (In-Person) *Briana
iviattriew parrett	River Authorities (At-Large member)	Gallagher (In-Person)
Elisa Macia Donovan	Agricultural Interests	*MaryAnne Piacentini
Connie Pothier	Small Business	X
Paul E. Lock	Electric Generating Utilities	
Rachel Powers	Environmental Interests	X
Stephen Costello	Municipalities	
Dena Green	Flood Districts	X (In-Person)
Todd Burrer	Water Utilities	
Brian Maxwell	Coastal Communities	X *Bob Kosar
Christina Quintero	Public X	
Neil Gaynor	Upper Watershed X (In-Person)	

Non-voting Member	Agency	Present(x)/Absent (1)/ Alternate Present (*)
Hope Zubek	Texas Parks and Wildlife Department	
Michelle Ellis	Texas Division of Emergency Management	
Kristin Lambrecht	Texas Department of Agriculture	
Joel Clark	Texas State Soil and Water Conservation Board	
Karla Freyre Stripling	Texas General Land Office	Х
Megan Ingram	Texas Water Development Board	Х
Melinda Johnston	Texas Commission on Environmental Quality	
Justin Bower	Houston-Galveston Area Council	Х
Ellie Alkhoury	Texas Department of Transportation	X *Alfred Garcia
Tom Heidt	Port Houston	*Trae Camble
Michael Turco	Harris-Galveston Subsidence District	Х
Brandon Wade	Region H Regional Water Planning Group	
Sally Bakko	Gulf Coast Protection District	Х
Eric Stevens	U.S. Army Corps of Engineers	

<u>Liaisons from RFPG</u>	Regional Flood Planning Group	Present(x)/Absent( )/ Alternate Present (*)
Todd Burrer	Trinity Region RFPG	
Stephen Costello	Neches Region RFPG	
Michael Turco	Lower Brazos RFPG	X



Technical Consultant Team	Entity	Present(x)/Absent( )/
Members	<u> </u>	Alternate Present (*)
Cory Stull	Freese and Nichols Inc.	X (In-person)
Maggie Puckett	Freese and Nichols Inc.	X (In-person)
Hayes McKibben	Freese and Nichols Inc.	X
Andrew Moore	Halff, Associates	X (In-person)
Jacob Torres	Torres & Associates	
Evan Adrian	Torres & Associates	Х
Rachel Herr	Halff, Associates	X
Mariah Najmuddin	Hollaway Environmental + Communications	X (In-person)

Project Sponsor	Entity	Present(x)/Absent( )/
		Alternate Present (*)
Fatima Berrios	Harris County Engineering Department	X (In-person)
Claudia Garcia	Harris County Engineering Department	X (In-person)

#### Quorum:

Quorum: Yes

Number of voting members or alternates that were present: 11 Number required for quorum per current voting membership of 15: 8

#### Attendees\*\*:

In Person: Erwin Burden (HCED), Peter Marchetti (Halff), John Graziano, Shane Porter (Atkins)

#### Remote:

Call-in User\_2 Reem Zoun (TWDB)
Chris Fenner (Stewart Consulting Group) Susan Chadwick
Cristian Ayala Tanner Helweg
Jason Becker Tina Petersen
Marcus Stuckett Unknown: 1

All meeting materials were available for the public at: <u>Meetings - San Jacinto Regional Flood Planning</u> (sanjacintofloodplanning.org)

<sup>\*\*</sup>Meeting attendee names were gathered from those who entered information on the WebEx meeting registration.



Mr. Buscha called the meeting to order at 9:00 a.m.

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

Ms. Berrios took attendance. A quorum was determined to be present. Mr. Buscha recognized the inperson voting members in attendance.

#### AGENDA ITEM NO. 3: Registered Public Comments on Agenda Items (Limit of 3 Minutes Per Person)

Mr. Buscha opened the floor for registered public comments. Mr. Graziano, a member of the public, expressed that he would listen and comment at the end of the meeting, if he deemed appropriate.

#### AGENDA ITEM NO. 4: Texas Water Development Board Update

Ms. Ingram stated there were no updates from the Texas Water Development Board.

#### AGENDA ITEM NO. 5: Approval of Meeting Minutes - May 12, 2022

Mr. Buscha opened the floor for comments on the May 12, 2022 meeting minutes. Mr. Barrett and Ms. Bakko offered minor comments. Ms. Vinson made the motion to approve the minutes, as revised. Mr. Fisseler seconded. Mr. Buscha called for a vote and stated the motion to approve the May 12 meeting minutes carried.

#### AGENDA ITEM NO. 6: Announcement of New Alternate Members and New Non-Voting Members

Mr. Buscha announced Lisa Mairs as the alternate for the US Army Corps of Engineers.

#### AGENDA ITEM NO. 7: Liaison Reports Pertaining to Other Region(s) Progress and Status:

- a. Trinity Region Mr. Buscha stated Mr. Burrer was not on the call.
- b. Neches Region Mr. Buscha stated Mr. Costello was not on the call.
- c. Lower Brazos Region Mr. Turco updated that the Lower Brazos met on May 26 and were aligned with SJRFPG, in terms of actions and schedule.
- d. Region H Water Ms. Vinson stated Mr. Wade was unavailable.
- e. GCPD Ms. Bakko updated that the GCPD's Executive Director and two board members
  will attend the ICEC conference in The Netherlands. Ms. Bakko also announced that the
  US House of Representatives passed HR7776 (Water Resources Development Act of
  2022), which authorizes the Texas Coastal Study Storm Protection System project. No
  information was provided on when the Senate will consider its version of the bill.

#### AGENDA ITEM NO. 8: Update from the Executive Committee, discussion, and possible action regarding the appointment of the Counties Voting Member Position

Mr. Buscha stated that on June 1 the Executive Committee met and interviewed Mr. Erwin Burden. The Executive Committee agreed to bring the recommendation for Mr. Burden to be named as the new Counties representative voting member. Ms. Vinson stated the Executive Committee unanimously agreed to recommend Mr. Burden. Mr. Barrett stated support for the recommendation. Mr. Buscha opened for comments. Ms. Vinson moved to appoint Mr. Burden to fill the Counties voting member position and Mr. Fisseler seconded. Mr. Buscha announced the motion carried. Mr. Burden accepted.

#### AGENDA ITEM NO. 9: Discussion, and Possible Action for the appointment of the new Secretary

Mr. Buscha identified the duties of the Secretary. Mr. Buscha stated that, in accordance with the bylaws, a new Secretary must be elected by the group within 90 days of the seat being vacated. The Chair

delayed formal discussion until adequate time is available to give full consideration and discussion to the matter. In the meantime, as provided by the bylaws, Mr. Buscha appointed Mr. Burden to serve as interim Secretary until a formal nomination process can be held and voted on by membership at the August monthly meeting. Mr. Burden accepted.

AGENDA ITEM NO. 10: Update from the Technical Consultant regarding progress of the regional flood plan and:

- a. Possible action to recommend identified FMXs
- b. Updates on ongoing public engagement and communications efforts

Mr. Buscha stated that meeting materials were distributed prior to the meeting and yielded the floor to the Technical Consultants. Mr. Stull, with Freese and Nichols, Inc. introduced Chris Fenner with Stewart Consulting Group to go over Task 9: Flood Infrastructure Financing Analysis. Mr. Fenner stated the goal of the task was to provide relevant and useful information on how the various sponsors could find strategic federal and state funding partners to help bring projects forward to completion. Discussion ensued. Mr. Stull opened the floor to comments and there were none. Mr. Stull reminded the group to be aware of a funding survey that has been sent out and for stakeholders to be on the lookout for it.

Mr. Stull reiterated that a lot of information has been provided to the members regarding FMXs. Mr. Stull stated there are more than 500 FMXs included in the plan for recommendation. Ms. Puckett stated a central objective of the flood planning process is to identify (and recommend) actions and solutions. Ms. Puckett stated that the Technical Consultant provided a tabular list of projects and one page project summaries (one-pagers), to accompany the GIS dashboard. Ms. Puckett reviewed updates to the FMX list which included responding to comments from sponsors. Ms. Bakko stated her concern for the Galveston Bay Storm surge project description and Ms. Puckett acknowledged Ms. Bakko's comments. Discussion ensued.

Ms. Puckett stated considerations for FMEs, FMSs, and FMPs. Ms. Puckett stated the goal was to vote to recommend the list of FMXs. Ms. Piacentini inquired about timing and Mr. Stull clarified. Ms. Vinson added that the objective today was to approve recommendation for the plan and the plan amendment was currently underway, meaning the list was not final. Ms. Puckett guided the SJRFPG through the one-pager contents. Discussion ensued regarding Benefit Cost Ratio methodology and draft plan amendment process.

Mr. Buscha asked for a motion to recommend the FMX list presented by the Technical Consultants. Concerns were raised that a vote recommending the list included in the regional flood plan should not be construed that the SJRFPG recommends implementation of all the FMXs. Rather, a recommendation to include the list is simply to give the FMXs the opportunity for access to state funding should the FMXs received final approval in the jurisdictions responsible for their approval. There was a consensus that a disclaimer be included in the report stating that the recommendation to include the list of FMXs is not an endorsement of their implementation. Ms. Vinson made the motion to recommend the list as reflected on the spreadsheet, subject to non-substantive changes and finalizing fields of information. Dr. Gaynor seconded. Mr. Fisseler suggested we include an agenda item in a future meeting for review of this and other such disclaimer language. Mr. Buscha clarified that the disclaimers would be documented in the draft plan that the SJRFPG would be voting on in July. Mr. Buscha called for a vote to recommend the list of FMXs. Mr. Buscha called for a vote and stated the motion carried.



Mr. Moore, with Halff and Associates, gave a brief overview of Task 7: Flood Response Information and Activities. No comments were made.

Ms. Najmuddin recapped the successful public engagement efforts of the three open house-style meetings. Ms. Najmuddin reviewed the metrics and reviewed lessons learned. Discussion ensued.

#### AGENDA ITEM NO. 11: Approval and Certification of Administrative Expenses Incurred by The Project Sponsor for the Development of Regional Flood Plan

Mr. Buscha confirmed the Project Sponsor expenses. Ms. Vinson moved to approve the Project Sponsor expenses. Ms. Powers seconded. The vote was taken and Mr. Buscha stated the motion carried.

#### AGENDA ITEM NO. 12: Presentation of 2022 Planning Group Key Dates and Deadlines:

- a. Upcoming Planning Schedule Milestones
- b. Next SJRFPG Planning Meeting to be held on July 14, 2022

Mr. Buscha stated that at the July meeting, the SJRFPG would be approving the draft Regional Flood Plan. Mr. Stull added that future milestones would be distributed to the RFPG.

#### AGENDA ITEM NO. 13: Update and Discussion Pertaining to In-Person RFPG Meeting Location(s)

Mr. Buscha stated that future RFPG meetings would continue to be hybrid and the Project Sponsor would continue to seek a centralized meeting location where all the voting members would be invited to attend in-person. Mr. Buscha requested to have the July meeting at HARC. Mr. Buscha noted that an upcoming Public Engagement Committee meeting was to be scheduled.

#### AGENDA ITEM NO. 14: Reminder Regarding Planning Group Member Training on Public Information Act and Open Meetings Act

Mr. Buscha reminded the group that anyone who hasn't completed the training needs to do so and submit records to the Project Sponsor. Mr. Buscha requested alternate members from the Flood Districts and the Counties voting members.

#### AGENDA ITEM NO. 15: Consider Agenda Items for Next Meeting

Mr. Buscha identified the following items for the next agenda:

Technical Consultant will add agenda items for SJRFPG approval

#### AGENDA ITEM NO. 16: Public Comments – Limit 3 Minutes Per Person

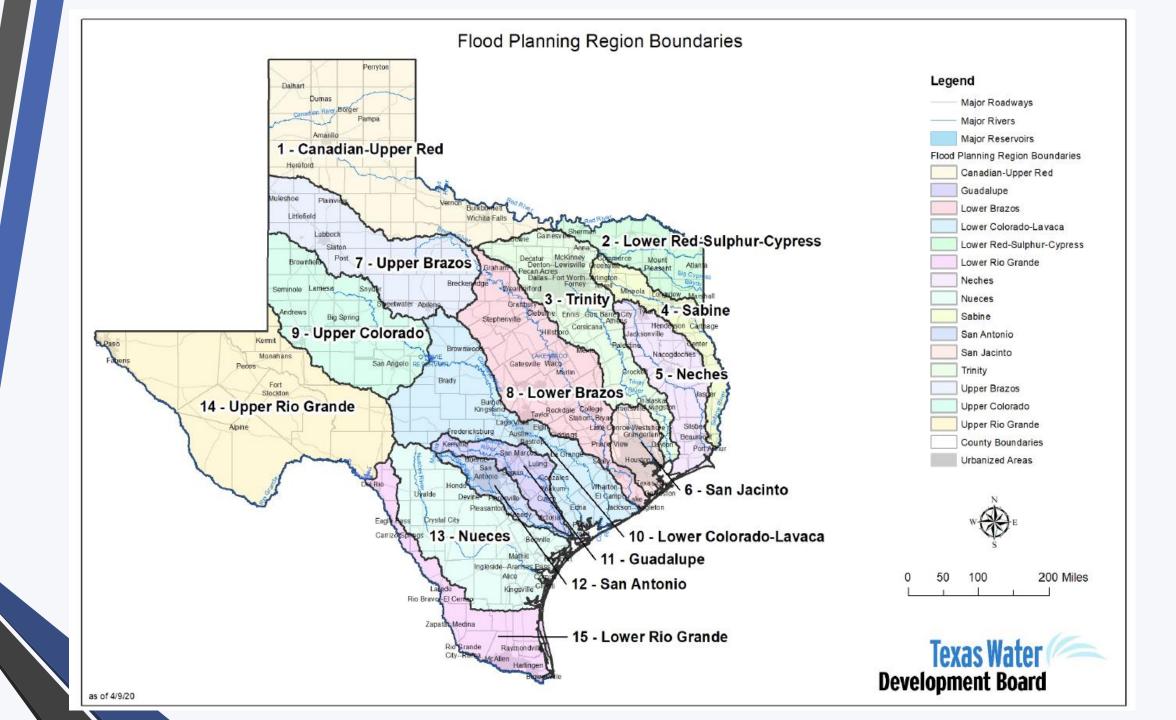
Mr. Buscha opened the floor to public comments. Ms. Berrios stated there were no public comments.

#### AGENDA ITEM NO. 17: Adjourn

Mr. Buscha announced the meeting was adjourned at 11:13 a.m.

Timothy	Buscha,	Chair

## Item 6: Announcement of new Alternate Members and new Non-Voting Members



### Item 7:

Liaison Reports pertaining to other region(s) progress and status and other Related Entities:

- a. Trinity Region
- b. Neches Region
- c. Lower Brazos Region
- d. Region H Water
- e. Gulf Coast Protection District

### Item 8:

## Presentation and Update from the Technical Consultant on the development of the Regional Flood Plan:

- a. Disclaimer(s) added to the Regional Flood Plan
- b. Approval of the Draft Regional Flood Plan and authorization to submit the plan and required materials to the TWDB contingent upon incorporation of any necessary, non-substantive comments or changes including, but not limited to:
  - i. Updates necessary to adhere to recently issued TWDB guidance
  - Non-substantive updates necessary to address recently received comments from the TWDB on the Technical Memorandum
  - iii. Updates necessary to address additional or outstanding RFPG comments



## Technical Consultant Update



## Agenda



- Review of recent Draft RFP development
  - RFPG Review and Comments on Chapters 1, 2, 7, 8, and 9
  - Updates to FMXs
  - 'Disclaimers' in Chapters 3 and 5
- Draft RFP Review Period & Next Steps for Submittal to the TWDB
  - Submittal to the TWDB
  - Input of the Draft RFP
- Approval of the Draft RFP
- Update on Future Public Meeting to Receive Input in Draft RFP

## Draft Regional Flood Plan



Posted to the San Jacinto RFPG website and available to the public.

- Volume 1 Chapter text (295 pages)
- Volume 2 Appendices (4,118 pages)

The document will remain *draft* until January 2023.



## Development of the Draft RFP: RFPG Review of Draft Chapters



- Draft Chapters were posted on the Technical Documents tab of the San Jacinto RFPG website (sanjacintofloodplanning.org).
- Comments received as well as responses have been centralized and provided as meeting materials for transparency.

Chapter:	Posting Date:	Review Deadline:
Draft Chapter 1	6/14/2022	6/21/2022
Draft Chapter 2	6/17/2022	6/24/2022
Draft Chapter 7	6/17/2022	6/24/2022
Draft Chapter 8	6/28/2022	Noon 7/5/2022
Draft Chapter 9	6/28/2022	Noon 7/5/2022

## Development of the Draft RFP: Updates to FMXs

SAN JACINTO REGIONAL FLOOD PLANNING GROU

- After the RFPG meeting to recommend FMXs on 6/9, a funding survey was sent out to all identified FMX sponsors to request financing information to satisfy requirements of Task 9.
- Additional survey responses can be submitted for inclusion in the plan after August 1<sup>st</sup> via public comment.

Dear Community Official -

On behalf of the San Jacinto Regional Flood Planning Group (RFPG), we are reaching out because <a href="Insert Sponsor Agency Here">Insert Sponsor Agency Here</a> is listed as a potential sponsor for one or more Flood Management Evaluations (FMEs), Flood Mitigation Strategies (FMSs), or Flood Mitigation Projects (FMPs) that will be considered for recommendation by the Region 6 San Jacinto Regional Flood Plan (RFP).

We need your input to estimate how much State or Federal funding assistance your community may need to implement the actions that have been identified. The table below lists the actions for which your community has been identified as a potential sponsor, along with the estimated costs of implementation. Recommended solutions must be included in the RFP to be eligible for potential future State funding but inclusion in the plan does not guarantee State funding.

Please reply to this email and fill out the drop-down menu in the table for each of your Flood Mitigation Evaluations and/or Strategies. There is no commitment associated with being a sponsor for an action in the RFP. This is a high-level planning exercise to determine flood risk and flood mitigation funding need across Texas. If we do not receive a response, we will assume that 100% of the cost for that action will need other funding (including State, Federal and/or other funding).

		Flood	Flood	Sponsor Funding		
Mitigation Action ID	Mitigation Action Type	Mitigation Action Name	Mitigation Action Description	Mitigation Action Estimated Total Cost	Anticipated Source of Sponsor Funding	Percent Funding Anticipated to be Provided by Sponsor
<insert ID&gt;</insert 	<insert Type&gt;</insert 	<insert Name&gt;</insert 	<insert description=""></insert>	<insert Cost&gt;</insert 	Choose an item.	Choose an item.
<insert ID&gt;</insert 	<insert Type&gt;</insert 	<insert Name&gt;</insert 	<insert description=""></insert>	<insert Cost&gt;</insert 	Choose an item.	Choose an item.

For more information regarding the specific Flood Mitigation Actions listed in the RFP, visit the following link: Region 6 - FMX Summaries By Sponsor. Additional information about your RFP can be found on the San Jacinto RFPG website. If you have any further questions, please email SJRFPG.TechCon@freese.com to get in touch with a member of our team.

We kindly request a reply <u>no later than Friday, June 17, 2022</u> in order to meet the State's legislative deadline for flood planning. Thank you for your input on this important project.

Sincerely,

## Development of the Draft RFP: Updates to FMXs



- Some responses indicated that some FMXs were already funded or ongoing. Those FMXs were designated as <u>not recommended</u>.
- Other reasons for being removed from recommendation were:
  - FMX was already recommended in a neighboring region or was duplicative
  - FMX did not provide direct flood risk reduction

FMX	FMXs Identified Recommend		FMXs Recommended in the Draft RFP
FME	378	378	374
FMS 64		64	64
FMP	36	36	34
TOTAL	478	478	472

## Development of the Draft RFP: Disclaimers in Chapter 3



At the RFPG meeting on 5/12 to recommend minimum standards, the RFPG emphasized the need to clearly explain within the Chapter the reasoning behind <u>recommending</u> vs <u>adopting</u> minimums standards.

#### The following was included in the Draft RFP:

"Given the abbreviated schedule of the first cycle of regional flood planning, there would not be opportunity for entities to take action to implement those minimum standards were the San Jacinto RFPG to choose to adopt standards. If the San Jacinto RFPG were to choose to adopt standards, only entities that already have regulations in place that meet or exceed those standards would be eligible for future funding through programs administered by the TWDB. Therefore, the San Jacinto RFPG specifically chose to recommend standards as opposed to adopting them so as to not limit the funding eligibility of entities within the region."

## Development of the Draft RFP: Disclaimers in Chapter 5



At the RFPG meeting on 6/9 to recommend FMXs, the RFPG emphasized the need to clearly explain within the Chapter that recommendation of FMXs is not an explicit endorsement by the RFPG.

The following was included in the Draft RFP:

"It was clarified by the San Jacinto RFPG at this meeting that the vote to recommend these actions does not remove the need for these actions to meet other applicable regulation or criteria. ...

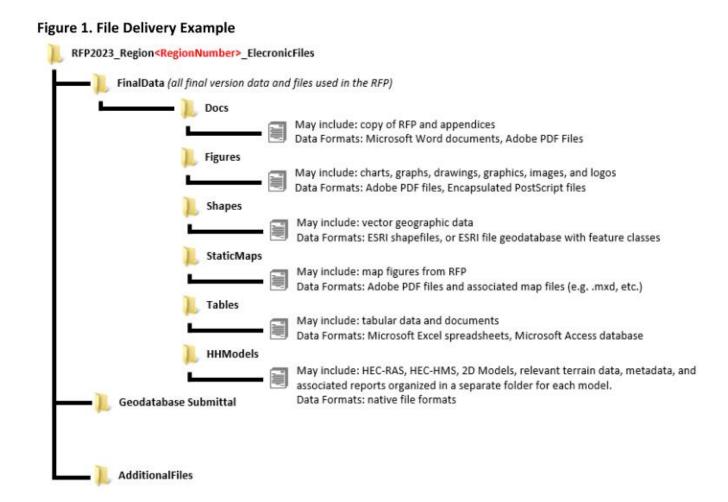
Recommendation by the San Jacinto RFPG also does not serve as a specific endorsement of the actions, but rather recommendation that the actions be eligible for future funding through the TWDB."

### Submittal of the Draft Plan



In addition to volumes 1 & 2 of the Draft RFP, submittal will also include:

- GIS Data; metadata
- Supporting figures
- Supporting map documents
- Supporting excel tables
- Packaged HH Models
- 2 printed copies



### Submittal of the Draft Plan



In addition to volumes 1 & 2 of the Draft RFP, submittal will also include:

- GIS Data; metadata
- Supporting figures
- Supporting map documents
- Supporting excel tables
- Packaged HH Models
- 2 printed copies

To meet the deadline of August 1<sup>st</sup>, submittal of underlying data and the Draft RFP will need to begin ahead of the due date.

Figure 1. File Delivery Example RFP2023 Region<RegionNumber> ElectronicFiles FinalData (all final version data and files used in the RFP) May include: copy of RFP and appendices Figures May include: charts, graphs, drawings, graphics, images, and logos Data Formats: Adobe PDF files, Encapsulated PostScript files May include: vector geographic data Data Formats: ESRI shapefiles, or ESRI file geodatabase with feature classes Data Formats: Adobe PDF files and associated map files (e.g., mxd, etc.) Data Formats: Microsoft Excel spreadsheets, Microsoft Access database **HHModels** May include: HEC-RAS, HEC-HMS, 2D Models, relevant terrain data, metadata, and associated reports organized in a separate folder for each model. Data Formats: native file formats Geodatabase Submittal

### Submittal of the Draft Plan



The next couple weeks will be focused on **Quality Control** including:

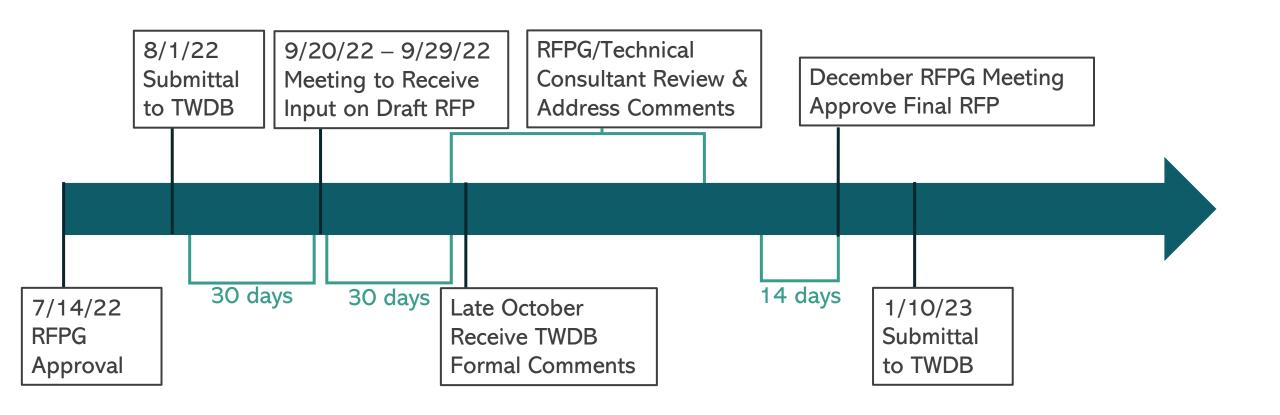
- Standardization
- Consistency across Draft RFP Chapters
- Addressing remaining RFPG comments
  - Previous Request: RFPG to review the posted Draft Regional Flood Plan and provide comments to the Technical Consultant by Monday 7/18/2022.
- Compliance with minimum SOW requirements and adherence to recently provided TWDB submittal guidelines (7/1/22)
  - No changes to content or technical approaches, but updates to how that content is presented/captured in the draft RFP.





## Input on the Draft RFP





## Approval of the Draft RFP





RFPG to vote to approve the Draft Regional Flood Plan and authorize the Technical Consultant to submit the plan and required materials to the TWDB contingent upon incorporation of any necessary, non-substantive comments or changes including, but not limited to:

- Updates necessary to adhere to recently issued TWDB guidance (7/1/22)
- Non-substantive updates necessary to address recently received comments from the TWDB on the Technical Memorandum (5/20/22)
- Updates necessary to address additional or outstanding RFPG comments



## Public Input on Draft RFP

- Preferred Date(s) Location(s)
  - 9/20-9/22; 9/27-9/29
- Two meetings:
  - Central Location (in-person) and Virtual
- Meeting Accommodations
  - Translation
  - Translated Meeting Notices/Materials
  - Languages Provided
- Public Input Methods
- Meeting Materials





Item 9:

Update and recommendation(s) from the Public Engagement Committee; discussion, and possible action from the RFPG as it pertains to the development of the Communications and Media **Engagement Plan** 



### Overview of Changes

- General revisions to grammar and formatting
- List of Non-Voting Members updated to include TxDOT, GCPD and USACE (pg. 3)
- Contact information internal communications updated (pg. 7)
  - Added Erwin Burden
  - Added SJRFPG Sponsor Email

#### **Non-Voting Members**

The SJRFPG is statutorily required to include non-voting members from seven state agencies:

- TWDB.
- · Texas Commission on Environmental Quality (TCEQ).
- Texas General Land Office (GLO).
- Texas Parks and Wildlife Department (TPWD).
- Texas Department of Agriculture (TDA).
- Texas State Soil and Water Conservation Board (TSSWCB).
- Texas Division of Emergency Management (TDEM).
- Texas Department of Transportation (TxDOT).
- Gulf Coast Protection District (GCPD).
- United States Army Corp of Engineers (USACE).

Excerpt from the DRAFT SJRFPG Communications and Media Engagement Plan – June 2022 Section 3. Roles and Responsibilities – Non-Voting Members, pg. 3



## Overview of Changes Con't

- Added clarification on multilingual communication (pg. 9)
- Added county as a descriptor to stakeholder databases within key audiences to include geographic diversity (pg. 9)
- Added clarifying language to define key messaging (pg. 10)
  - Appendix B added to include an example of key messaging

#### 6.1. Key Messaging

Key messaging refers to relevant project information that provides a concise overview of the project scope of work, goals and work products developed over the project lifecycle and may be tailored to fit the needs of different stakeholder groups.

Key messaging for the SJRFPG will promote this Plan's goals and be refined, as necessary. In coordination with the technical consultant team and Harris County, Hollaway will use this messaging to develop communications collateral to enable engagement of the SJRFPG's key audiences.

Hollaway will maintain and update primary and secondary key messaging to support communication with the various key audiences. Primary messages convey broader, less detailed information, and secondary messages include more detailed information supporting the primary message. Key messaging will be consistent across all communications. An example of **Key Messaging** can be found in **Appendix B**.

Excerpt from the DRAFT SJRFPG Communications and Media Engagement Plan – June 2022 Section 6.1 Key Messaging, pg. 10



## Overview of Changes Con't

Updated Media
 Engagement protocol to
 avoid unintentional quorum
 of the Executive
 Committee. (pgs. 14-15)

Should any representative of the SJRFPG be contacted by a member of the media or receive a media inquiry, the following response is **required**:

- Inform the media that the SJRFPG Chair is the Public Information Officer for the SJRFPG and is the official spokesperson. The SJRFPG Chair is the only person who can comment. If a representative of the SJRFPG receives a call from or is approached by a reporter, the SJRFPG representative must politely decline to answer any questions and let them know that the message will be delivered to the SJRFPG Chair immediately.
- Anyone receiving a media inquiry must take down the reporter's name, affiliation, phone number, and a summary of the reporter's inquiry to convey to the spokesperson. This will enable Hollaway to keep a record of who calls so that information can be provided to the spokesperson for a response.
- III. After steps I and II are complete, the person receiving the inquiry must contact the SJRFPG Chair or Vice Chair immediately using the contact information set forth below; not both. If the SJRFPG Chair or Vice Chair is not available, the person will contact the SJRFPG's sponsor. The Project Sponsor can continue to coordinate with the Chair or Vice Chair for the media response. The spokesperson needs to receive the reporter's name, affiliation, phone number, and a summary of the inquiry that the reporter is calling about so that the spokesperson can respond to the reporter promptly.

Excerpt from the DRAFT SJRFPG Communications and Media Engagement Plan – June 2022 Section 10. Media Engagement, pg. 14

### Item 10:

Approval and Certification of Administrative Expenses incurred by the Project Sponsor for the development of Regional Flood Plan

## Administrative Expenses Incurred by Project Sponsor for 5/7/2022 – 6/3/2022

From	То	Hours Worked	Total Salary	Social Security	Group Insurance	Workers Comp	Unemployment Insurance	Retirement	Total	FY
5/7/2022	5/20/2022	3.00	104.43	7.99	23.64	0.92	0.10	16.40	153.48	FY2022
5/21/2022	6/3/2022	1.00	34.81	2.66	7.88	0.31	0.03	5.47	51.16	FY2022
5/7/2022	5/20/2022	41.33	1,151.87	88.13	325.67	10.14	1.15	180.84	1,757.80	FY2022
5/21/2022	6/3/2022	21.33	594.47	45.48	168.08	5.23	0.59	93.33	907.18	FY2022
		Totals	1,885.58	144.26	525.27	16.60	1.87	296.04	2,869.62	

#### Item 11:

Presentation of 2022 Planning Group Key Dates and Deadlines:

- a. Upcoming Planning Schedule Milestones
- b. Next RFPG Planning Meeting to be held on August 11, 2022

## Item 12: Update and Discussion Pertaining to In-Person RFPG Meeting Location(s)

Item 13:
Reminder Regarding Planning
Group Member Training on Public
Information Act and Open Meetings
Act

## Item 14: Consider Agenda Items for Next Meeting

# Item 15: Public Comments – Limit 3 Minutes per Person

## Item 16: Adjournment