

Meeting Minutes

Region 6 San Jacinto Regional Flood Planning Group

February 8, 2024 at 9:00 AM

Hybrid Meeting | Virtual Registration: [Link](#)

United Way: 50 Waugh Drive; Houston, TX 77007

**Roll Call:**

<u>Voting Member</u>	<u>Interest Category (Executive Committee role)</u>	<u>Present (x) / Absent ( ) / Alternate Present (*)</u>
Timothy E. Buscha	Industries (Chair)	x
Alia Vinson	Water Districts (Vice Chair)	x
Erwin Burden	Counties (Secretary)	x
Augustus Campbell	Public #1 (At-Large member)	x
Matthew Barrett	River Authorities (At-Large member)	x
Elisa Macia Donovan	Agricultural Interests	x
Connie Pothier	Small Business	x
Paul E. Lock	Electric Generating Utilities	x
Hanadi Rifai	Environmental Interests	x
Stephen Costello	Municipalities	x
Tina Petersen	Flood Districts	x
Todd Burrer	Water Utilities	x
Brian Maxwell	Coastal Communities	Bob Kosar *
Christina Quintero	Public #2	x
Neil Gaynor	Upper Watershed	x

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent ( ) / Alternate Present (*)</u>
Hope Zubek	Texas Parks and Wildlife Department	x
Michelle Ellis	Texas Division of Emergency Management	
Kristin Lambrecht	Texas Department of Agriculture	
Joel Clark	Texas State Soil and Water Conservation Board	x
Santiago Franco	Texas General Land Office	
Mike Kelly	Texas Water Development Board	x
Melinda Johnston	Texas Commission on Environmental Quality	
Justin Bower	Houston-Galveston Area Council	
Ellie Alkhoury	Texas Department of Transportation	
Tom Heidt	Port Houston	

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Michael Turco	Harris-Galveston Subsidence District	x
Brandon Wade	Region H Regional Water Planning Group	
Sally Bakko	Gulf Coast Protection District	x
Lisa Mairs	U.S. Army Corps of Engineers	

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

<u>Liaisons from Other Entities</u>	<u>Entity</u>	<u>Present(x)/Absent()/Alternate Present (*)</u>
Mark Vogler	Lower Brazos RFPG	
Scott Harris	Trinity Region RFPG	
Liv Haselbach	Neches Region RFPG	
Brandon Wade	Region H Regional Water Planning Group	

<u>Project Sponsor</u>	<u>Entity</u>	<u>Present(x)/Absent()/Alternate Present (*)</u>
Lea Sanford	Harris County Engineering Department	x
Mike Garcia	Harris County Engineering Department	x
Timothy Williams	Harris County Engineering Department	x

**Quorum: Yes**

Number of voting members or alternates that were present:

15 (Total) 12 (At time of quorum)

Number required for quorum per current voting membership of 15: 8

**Remote Attendees\*\*:**

Briana Gallagher	Jeff Janecek
Gary Bezemek	Katharine Teleki
Heather Goodpasture	Larry Goldberg
Ian Hudson	Liz Sullivan
Meri Davlasheridze	Neil Goertz
Peggy Zahler	Susan Fraser
Ashley Ross	

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

**MEETING START TIME:** 9:03 am on 2/8/24.

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

Discussion/Action Items: Neil Gaynor is attending his last meeting; Tim Buscha expressed thanks to Neil for his service. Neil gave comments regarding his time with SJRFPG, thanked the Group, and is looking forward to the future.

Neil Gaynor's resignation is effective at the end of February. The desire is to possibly fill the vacancy at the April meeting, the Sponsor will post the vacancy announcement before the end of February.

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

Discussion/Action Items:

Tim Williams took attendance, and a quorum was determined to be present. Tim Buscha asked members online to have camera on for the record.

**AGENDA ITEM NO. 3: Registered Public Comments on Agenda Items**

Discussion/Action Items:

No public comments.

**AGENDA ITEM NO. 4: Texas Water Development Board (TWDB)**

Discussion/Action Items:

Mike Kelly gave a report for TWDB. Noted receipt of the Region 6 grant application; the first group to submit. Website updates posted on 02/06/2024 do not affect Region 6's application. Once the process enters contract negotiations, Region 6 will be required to use the updated forms, which includes the updated milestones and schedule.

**AGENDA ITEM NO. 5: Approval of Meeting Minutes – December 14, 2023**

Discussion/Action Items:

No action was taken on this item. The meeting agenda did not list approval of October minutes. December minutes are posted under December, but not listed under February meetings on the website along with all meeting material. Approval of these minutes will be postponed until the next meeting. On future agendas, this item will be listed as "Approval of Board Meeting Minutes".

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

Discussion/Action Items: There were no updates or action items.

**AGENDA ITEM NO. 7: Liaison Reports Pertaining to Other Region(s) Progress and Status and other Related Entities:**

Discussion/Action Items:

- a. Trinity Region– No new updates
- b. Neches Region– No new updates
- c. Lower Brazos Region– No new updates
- d. Region H Water (Michael Turco) – Very briefly spoke on the status of the water plan (still in-process).
- e. Gulf Coast Protection District (GCPD) (Sally Bakko) – postponed report due to audio issues. After the Texas A&M presentation, she expressed GCPD's support and interest in working with them. GCPD is still pursuing negotiations for in-kind work agreements. They are awaiting a decision on the Bi-Partisan Infrastructure funding. The decision will be tied to the president's budget request, scheduled to come out March 11, 2024. They are also making arrangements for office space in Clear Lake.

**AGENDA ITEM NO. 8: Officer Elections – Discussion, Possible Action, and Consideration of Nominations to the RFPG Executive Committee, Including Members At-Large.**

Discussion/Action Items:

Alia Vinson read applicable sections from the by-laws. Nominations will be from the floor.

Tim Buscha stated interest in continuing to serve.

Erwin Burden stated interest in continuing to serve and commitment from Harris County to continue as sponsor.

Matthew Barrett and Tina Petersen also committed to the work of SJRFPG and indicated willingness to continue to serve.

Floor was opened to nominations.

Neil Gaynor nominated the current slate of officers to continue to serve in their current positions.

This was seconded by Elisa Donovan.

No further discussions

A vote was held, the motion carried, and current board members will continue to serve in their current positions for 2024.

**AGENDA ITEM NO. 9:** Presentation from Texas A&M (TAMU) Institute for a Disaster Resilient Texas (IDRT) Sharing Info and Seeking Partnerships.

Discussion/Action Items:

Dr. Ashley Ross and Dr. Meri Davlasheridze gave the presentation and are seeking an opportunity for partnership and collaboration. They are funded by the Department of Homeland Security and their purpose is to apply Cybersecurity and Infrastructure Security Agency Infrastructure Resilience Planning framework to regional flood planning efforts in the Houston Galveston Area (HGA).

They desire to collaborate with regional flood planning groups in the application of the Infrastructure Resilience Planning Framework (IRPF).

Collaboration is scheduled to last for two years and will deliver a refined inventory of critical facilities and systems in the HGA, a set of actions to improve equitable flood risk reduction in the HGA, and a refined portion of the flood plan that addresses critical infrastructure and systems in the HGA.

They requested that SJRFPG be the project champion for their project. If not project champion, they would welcome SJRFPG as major stakeholder and partner.

Tim Buscha thanked presenters and commented on ways SJRFPG can share information with the Institute for a Disaster Resilient Texas (IDRT). SJRFPG requested a letter with specific requests from IDRT. SJRFPG will add an agenda item to the next meeting to discuss ways the group can collaborate with IDRT. Erwin Burden offered comments about the need for security when working with various organizations and agencies.

IDRT was invited to attend future SJRFPG public meetings.

The next planning meeting agenda will list the Discussion of Request Made by Texas A&M (IDRT) if a letter is received.

**AGENDA ITEM NO. 10:** Update by the Project Sponsor Regarding the Application for Grant Funds and Contract with TWDB, on Behalf of the SJRFPG.

Discussion/Action Items:

Sponsor has submitted application to TWDB. Tim Buscha asked for an executive summary to be made available to the Board. Erwin Burden will also send a summary or copy of the application.

**AGENDA ITEM NO. 11:** Discussion and Possible Action Related to Issuing the Request for Qualifications and Beginning the Procurement Process of the Technical Consultant for the 2028 Regional Flood Planning Cycle in Accordance with Applicable Federal and State Requirements, and the Local Sponsor's Procurement Requirements.

Discussion/Action/Items:

A recommendation was made from the Executive Committee regarding the process for selection of a Technical Consultant. Two members of the executive committee will serve on the selection committee that will be created by Harris County Commissioners Court to review RFQ responses.

The two members to serve will be Tim Buscha, Chair and Erwin Burden, Secretary. Sponsor will provide SJRFPG voting membership with the RFQ to allow for comments and feedback.

The selection team will use the RFQ scoring matrix to make a recommendation to the board's voting membership, who will then take a vote for recommendation to Harris County Court for selection of a technical consultant. The Sponsor has verified that non-County employees can be part of the selection committee (Procurement Team).

Tim Buscha noted that it is inappropriate for any member of submitting firms to discuss anything regarding the RFQ with members of the voting membership. It is also inappropriate for any member of the committee to discuss the process with anyone outside of the selection committee.

Tina Petersen motioned for Harris County to move forward with the RFQ and to select Tim Buscha and Erwin Burden to be part of selection committee.

Alia Vinson reiterated the need for SJRFPG voting membership to be involved in the process.

Augustus Campbell seconded.

No discussion. Motioned carried.

**AGENDA ITEM NO. 12: Approval and Certification of Administrative Expenses Incurred by The Project Sponsor for The Development of the Regional Flood Plan**

Discussion/Action Items: No action.

**AGENDA ITEM NO. 13: Presentation of 2023 Planning Group Key Dates and Deadlines:**

- a. Upcoming Planning Schedule Milestones
- b. Next SJRFPG Planning Meeting to be held April 11, 2024

Discussion/Action Items:

Posted agenda states next meeting is in February, but next meeting will be in April, followed by meeting in June.

**AGENDA ITEM NO. 14: Update and Discussion Pertaining to In-Person SJRFPG Meeting Location(s).**

Discussion/Action Items: Everyone was informed that the next Planning meeting will be held at the United Way building on Waugh Drive.

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

Discussion/Action Items:

1. Discussion of filling Upper Watershed position. Sponsor will post (pending) vacancy as soon as possible with a 30-day deadline. An executive meeting will be scheduled to take place 10 days after the 30-day application deadline and prior to the next Planning meeting on April 11<sup>th</sup>.
2. Items moving forward are the TWDB application and grant and Technical Consultant selection.
3. Status update from sponsor on RFQ (change the language from procurement to status on RFQ).
4. If a letter is received from Texas A&M (IDRT) Institute, add discussion item.

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

Discussion/Action Items:

No requests to make public comments.



**AGENDA ITEM NO. 17: Adjournment**

Discussion/Action Items:

**MEETING ADJOURNED:** at 10:19am on 2/8/24.

**Key Items:**

- Agenda: Future agendas will read "Approval of Meeting Minutes" and will not include the meeting dates.
- April's Agenda: An Item will be added: "Discussion on ways SJRFPG can collaborate with IDRT".
- The October and December minutes will be included with February's minutes for approval at next April's meeting.
- Neil Gaynor's resignation from the Upper Watershed position is effective at the end of February 2024.
- Per the Board's request, the sponsor will immediately begin the solicitation process to fill a position prior to it being vacated.
- An executive meeting will be scheduled for March, prior to the next Planning meeting in April.



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Erwin Burden, Secretary



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Tim Buscha, Chair