

Meeting Minutes
Region 6 San Jacinto Regional Flood Planning Group
Executive Committee Meeting
January 24, 2024, at 9 a.m.

Hybrid Meeting | Virtual Registration: [Webex Link](#)
East Aldine District: 2909 E. Aldine Amphitheatre Dr., Houston, Texas 77039
Rm: Classroom A (2nd Fl)

Roll Call:

| <u>Executive Committee Member</u> | <u>Interest Category</u> | <u>Present (x) / Absent () / Alternate Present (*)</u> |
|-----------------------------------|--------------------------------|---|
| Timothy Buscha | Chair, Industries | X (In-Person) |
| Alia Vinson | Vice Chair, Water Districts | X (Virtual) |
| Erwin Burden | Secretary, Counties | X (Virtual) |
| Matthew Barrett | At-Large #1, River Authorities | X (Virtual) |
| Tina Petersen | At-Large #2, Flood Districts | X (Virtual) |

Quorum:

Quorum: Yes

Number of voting members or alternates representing voting members present:

5 (Total) 3 (At the time of quorum)

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

Other Meeting Attendees: *

Voting: N/A

Non-Voting: N/A

In-Person: Mike Garcia (HCED), Timothy Williams (HCED), Lea Sanford (HCED)

Remote:

- Constance Pothier
- Hanadi Rifai
- Mike Kelly
- Maggie Puckett
- Megan Ingram
- Trae Camble

*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>.

Meeting Minutes

SJRFPG Executive Committee Meeting

January 24, 2024, 9:00 a.m.

East Aldine District, Room A

Item 1 – Tim Buscha called the meeting to order at 9:01 a.m.

Item 2 – Tim Williams called the roll. A quorum was present.

Item 3 – There were no registered public comments.

Item 4 – Approval of the October meeting minutes.

Matt Barrett comments –

There were two other candidates for the alternate position elected that should be included.

The minutes did not say the times of going in or coming out of executive session. These need to be added. Mike Garcia will revise the minutes.

Alia Vinson moved to approve the minutes as amended. Seconded by Matt Barrett. Vote passed.

Item 5 – Update from the Project Sponsor regarding the application for grant funds and contract with TWDB, on behalf of the SJRFPG.

Mike Garcia provided update. Package is 90% complete. RRD to review and finalize, then send to Executive Committee for comment prior to submittal.

Tim Buscha directed the group to review and comment when Mike sends draft to them.

Tim Buscha gave deadline to send comments / date application is due to TWDB.

Erwin Burden and Tina Peterson joined the meeting.

Tim Buscha commented that he wants to make sure that the grant is structured in such a way that the technical consultant is able to make an amendment at some point during the 5-year process. Mike Garcia confirmed that amendment will be possible.

Item 6 – Tim Buscha opened floor for the board to comment on the process of selecting a technical consultant for the next planning cycle.

Alia emphasized that HCED is facilitating but SJRFPG is the client.

Matt Barrett commented that he had a conflict of interest for consultant selection the first time. He will excuse himself this cycle if a conflict becomes apparent.

Tina Peterson wanted to make sure the most qualified technical consultant possible is selected.

Erwin Burden wanted to ensure there is input from the Executive Committee.

Alia Vinson requested a timeline for selection.

Tim Buscha responded that an item is on the February agenda to give formal authorization to Harris County (HC) to send out the RFQ.

He requested that a draft of the RFP be supplied at February's planning meeting. Wants two members of the Executive Committee on review committee (non-quorum), and a representative from both HC and Harris County Flood Control District (HCFCD) on the selection committee. He laid out a plan to move forward and secure people.

Alia recommended that there be a blackout period when no one on selection committee and no member of executive committee communicates with any submitters during the selection process.

Matt suggested possibly no communication with any member of SJRFPG.

Erwin will look for HC Purchasing language and provide it to the group.

Alia Vinson asked who should be on committee and suggested consideration prior to February's meeting.

Tim Buscha agreed.

Matt Barrett would prefer not to be on selection committee.

Tina Peterson suggested Erwin Burden as HC representative for selection committee.

Everyone supported.

Tim Buscha complimented the East Aldine District facility as a great meeting location.

Item 7– Tim Buscha thanked the Executive Committee from the past year.

Conversation with Neil Gaynor. Neil has submitted his resignation, effective end of February. This will be mentioned at February meeting.

Meeting adjourned at 9:24 a.m.



Erwin Burden, Secretary



Tim Buscha, Chair