

Region 1. Canadian-Upper Red Flood Planning Group Meeting  
November 18, 2020  
9:30AM  
Publicly Accessible Videoconference  
(details below)

Meeting will be conducted via GoToMeeting at:

<https://global.gotomeeting.com/join/716226005>

**AGENDA:**

1. Call to Order
2. Welcome, Meeting Facilitation Information and Instructions
3. Receive general public comments (Public comments limited to 3 minutes per speaker)
4. Discuss and Consider the minutes from the October 26, 2020 Region 1 RFPG Meeting
5. Update from the Texas Water Development Board
  - a. Update on Application Timeline and Process
  - b. Update on funding available to the Region-1 Flood Planning Group
  - c. TWDB Presentation
6. Discuss and Consider nominations for electing regional flood planning group Officers to include Vice Chair, Secretary, Executive Committee
  - a. Nominations for Vice Chair by members
  - b. Discussion and consideration of election of Vice Chair
  - c. Nominations for Secretary by members
  - d. Discussion and consideration of election of Secretary
  - e. Nomination for Executive Committee members
  - f. Discussion and consideration of election of Executive Committee members
7. Discuss and Consider action to add additional voting and non-voting positions that may be needed to ensure adequate representation from the interest in the region
  - a. Public Comments (Public comments limited to 3 minutes per speaker)
  - b. Discussion and consideration of additional voting and non-voting positions
8. Consider initiating RFPG solicitation process for individuals to fill required voting member positions not designated by the TWDB
  - a. Public Comments (Public comments limited to 3 minutes per speaker)
  - b. Discussion and consideration of solicitation for unfilled seats
9. Discuss the next steps in the flood planning process
  - a. Public Comments (Public comments limited to 3 minutes per speaker)
10. Discuss and Consider a means by which the RFPG will develop and host a public website (required per §361.21(b)).
11. Discuss and Consider a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c)).
12. Discussion of the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e)).

10. Consider date and agenda items for next meeting
11. Adjourn

If you wish to provide written comments prior to or after the meeting, please email your comments to [dmeyer@theprpc.org](mailto:dmeyer@theprpc.org) and include "Region 1. Canadian-Upper Red Flood Planning Group Meeting" in the subject line of the email.

If you choose to participate via the webinar link below, you WILL have the opportunity to provide comments during the designated portion of the meeting.

<https://global.gotomeeting.com/join/716226005>

If you choose to participate in the meeting using the conference call number below, you will NOT have the opportunity to provide comments during the designated portion of the meeting. The conference call phone number is provided for LISTENING PURPOSES ONLY. Telephone conference call phone number: +1 (646) 749-3112 and the audio access code is 716-226-005.

This meeting is a public meeting under Chapter 551 of the Texas Government Code.

Region 1. Canadian-Upper Red Flood Planning Group will hold a public meeting via GoToMeeting pursuant to Texas Government Code, Section 551.127, as modified by the temporary suspension of various provisions in accordance with the Governor's March 13, 2020 proclamation related to, the COVID-19 pandemic.

Additional information may be obtained from: [Dustin Meyer, Local Government Services Director, (806) 372-3381, [dmeyer@theprpc.org](mailto:dmeyer@theprpc.org), 415 S. W. Eighth Avenue, Amarillo, TX].

## REGION-1

### CANADIAN-UPPER RED FLOOD PLANNING GROUP

P.O. Box 9257  
Phone: 806-372-3381

Amarillo, Texas 79105  
Fax: 806-373-358

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #4

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**Discuss and Consider the minutes from the October 26, 2020 Region 1 RFPG Meeting**

*Attachments: October 26, 2020 Draft Minutes*

**Meeting Minutes**  
**Region 1 Canadian-Upper Red Flood Planning Group Meeting**  
**October 26, 2020**  
**9:00AM**  
**GoToWebinar Virtual Meeting**

**Roll Call:**

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) / Absent ( ) / Alternate Present (*)</u>
Chandler Bowers	Agricultural interests	X
Jeffrey Kyle Watts	Counties	
Vacant	Electric generating utilities	N/A
Nathan Howell	Environmental interests	X
Vacant	Flood districts	N/A
Don C. Davis	Industries	
Kyle Schniederjan	Municipalities	X
Jane Ketcham	Public	X
Randy Whiteman	River authorities	X
Joseph Shehan	Small business	X
Tracy R. Mesler	Water districts	X
Floyd Hartman	Water utilities	X

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present (x) / Absent ( ) / Alternate Present (*)</u>
Brad Simpson	Texas Parks and Wildlife Department	X
Brian Hurtuk	Texas Division of Emergency Management	X
Carol Faulkenberry	Texas Department of Agriculture	X
Bob Gruner	Texas State Soil and Water Conservation Board	X
Trey Bahm	General Land Office	X
Melinda Torres	Texas Commission on Environmental Quality	X
Megan Ingram	Texas Water Development Board (TWDB)	X

**Quorum:**

Quorum: **Yes**

Number of voting members or alternates representing voting members present: **8**

Number required for quorum per current voting positions of 12: **7**

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

Reem Zoun, TWDB (Meeting Facilitator)

Brooke Paup, TWDB Board Member

Matt Nelson, TWDB

James Bronikowski, TWDB

Morgan White, TWDB

Richard Bagans, TWDB  
Annette Mass, TWDB  
Hayley Gillespie, TWDB  
Anna Gonzalez, TWDB  
Temple McKinnon, TWDB  
Steven Richter, TWDB  
Ryke Moore, TWDB  
Cynthia Roush, TWDB  
Patrick Lopez, TWDB  
Cate Ball  
Curtis Beitel  
Stephanie Castillo  
Janet Guthrie  
Bret Higginbotham  
Scott Hubley  
Heather Keister  
Amin Kiaghadi  
Dustin Meyer  
Tom Ray  
Matt Thomas  
Alika Valdez  
Rodrigo Vizcaino  
Stephanie Zertuche  
Mary Jane Phillips  
Ben McWhorter

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

*All meeting materials are available for the public at:*  
<http://www.twdb.texas.gov/floo/planning/regions/schedule.asp>

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

Reem Zoun called the meeting to order at 9:09AM. A roll call of the planning group members was taken to record attendance and a quorum was established prior to calling the meeting to order.

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

Reem Zoun and Director Brooke Paup welcomed members to the meeting. Reem Zoun provided meeting facilitation information and instructions.

**AGENDA ITEM NO. 3: Member Introductions**

Each present voting and non-voting member of the Canadian-Upper Red RFPG introduced themselves.

**AGENDA ITEM NO. 4: Regional Flood Planning Overview Presentation**

Reem Zoun presented an overview of the regional flood planning process.

**AGENDA ITEM NO. 5: Discussion of group bylaws and consider adopting group bylaws**

Reem Zoun presented the model bylaws provided by the TWDB for the RFPG to consider adopting and opened discussion on adopting group bylaws.

After discussion, the bylaws were edited to replace “Model RFPG” with “Region 1 Canadian-Upper Red RFPG”.

After discussion, the Article V Section 1 language regarding the maximum number of voting members was revised from 18 to 19 members.

After discussion, the Article VIII Section 2 language regarding the required timeframe for selecting initial officers was revised to require that initial officers be selected no later than the meeting following the adoption of bylaws.

After discussion, the Article VIII Section 4 language regarding officer vacancies was revised to require that an officer vacancy which occurs because of death, resignation, or removal, shall be filled no later than the next RFPG meeting following the vacancy.

A motion was made by Tracy Mesler to adopt the bylaws, with changes as noted in discussion.

The motion was seconded by Joseph Shehan.

The vote to adopt the group bylaws passed by a vote of 8 Ayes and 0 Nays.

**AGENDA ITEM NO. 6: Consider nominating and electing regional flood planning group Chair or Interim Chair**

Reem Zoun described the Chair/Interim Chair election process and opened the floor to nominations for the Chair or Interim Chair position.

A nomination of Floyd Hartman as the Chair was made by Kyle Schiederjan.

Tracy Mesler moved to select Floyd Hartman by acclamation as Chair.

The motion was seconded by Chandler Bowers.

The vote to select Floyd Hartman by acclamation as Chair passed by a vote of 8 Ayes and 0 Nays.

The group recessed for a short break.

The group reestablished quorum after the short break.

**AGENDA ITEM NO. 7: Consider selecting a planning group sponsor to act on behalf of the regional flood planning group**

Reem Zoun listed the entities that had expressed interest in serving as the Region 1 Canadian-Upper Red RFPG's planning group sponsor. These interested entities included:

City of Amarillo

Panhandle Regional Planning Commission (PRPC)

Red River Authority of Texas

Reem Zoun opened the floor to public comments.

Dustin Meyer (Panhandle Regional Planning Commission) gave public comment regarding the Panhandle Regional Planning Commission's interest in serving the group as planning group sponsor.

Matt Thomas (City of Amarillo) gave public comment regarding the City of Amarillo's interest in serving as planning group sponsor.

Floyd Hartman opened discussion on selecting a planning group sponsor to act on behalf of the RFPG.

Randy Whiteman discussed the Red River Authority of Texas's willingness to serve as planning group sponsor.

The group discussed the importance and ability for planning group sponsors to hold meetings at a variety of locations.

A motion was made by Joseph Shehane to select City of Amarillo as the planning group sponsor for the Region 1 Canadian-Upper Red RFPG.

No members seconded the motion.

The motion failed for lack of a second.

A motion was made by Tracy Mesler to select the Panhandle Regional Planning Commission as the planning group sponsor for the Region 1 Canadian-Upper Red RFPG.

Chandler Bowers seconded the motion.

A motion was made by Kyle Schniederjan to include an amendment to the motion to include the consideration of alternating meeting sites.

Tracy Mesler agreed to modify the original motion to include the consideration of alternating meeting sites.

Chandler Bowers seconded the modification to the motion.

The modification to the amendment passed by a vote of 8 Ayes and 0 Nays.

The vote to select the Panhandle Regional Planning Commission as the planning group sponsor to act on behalf of the RFPG, with the inclusion of the modification to consider alternating meeting sites, passed by a vote of 8 Ayes and 0 Nays.

**AGENDA ITEM NO. 8: Consider additional, region-specific public notice requirements, if any, that might be necessary to ensure adequate public notice in the region per 31 Texas Administrative Code §361.12(3).**

Matt Nelson described existing notice requirements.

Floyd Hartman opened the floor to public comments. No public comments were given.

Floyd Hartman opened discussion on identifying additional, region-specific public notice requirements.

No action was taken. Floyd Hartman closed discussion on AGENDA ITEM NO. 8.

**AGENDA ITEM NO. 9: Consider authorizing the RFPG sponsor to apply for grant funds and enter into a contract with the TWDB on behalf of the RFPG**

Floyd Hartman opened discussion on authorizing the RFPG sponsor to apply for grant funds and enter into a contract with the TWDB on behalf of the RFPG.

Reem Zoun provided background on this topic.

No points nor comments/concerns were brought forth during open discussion.

A motion was made by Tracy Mesler to authorize the RFPG sponsor to apply for grant funds and enter into a contract with the TWDB on behalf of the RFPG.

The motion was seconded by Kyle Schiederjan.

The vote to authorize the RFPG sponsor to apply for grant funds and enter into a contract with the TWDB on behalf of the RFPG passed by a vote of 8 Ayes and 0 Nays.

**AGENDA ITEM NO. 10: Discussion of necessary additional voting and non-voting positions that may be needed to ensure adequate representation from the interest in the region**

Floyd Hartman opened the floor to public comments. No public comments were given.

Floyd Hartman opened discussion on additional voting and non-voting positions that may be needed to ensure adequate representation from the interest in the region.

The group discussed the potential expansion of the number of voting positions within existing interest categories.

The group discussed the importance of voting members each representing his or her interest in its entirety across the region.

The group decided to address additional voting and non-voting positions that may be needed to ensure adequate representation from the interest in the region at the group's next meeting.

No action was taken. Floyd Hartman closed discussion on AGENDA ITEM NO. 10.

**AGENDA ITEM NO. 11: Consider initiating RFPG solicitation process for individuals to fill vacant required voting member positions**

Reem Zoun provided background on this topic, at Floyd Hartman's request.

Floyd Hartman opened the floor to public comments. No public comments were given.



Floyd Hartman opened the floor to discussion on, and the group subsequently discussed, initiating RFPG solicitation processes for individuals to fill the vacant required voting member position. The current vacant, required voting position for Region 1 Canadian-Upper Red RFPG are:

Currently Vacant:       *Electric generating utilities*  
                                  *Flood districts*

The group established discussion of individuals to fill vacant required voting member positions as an agenda item for the next RFPG meeting.

No action was taken. Floyd Hartman closed discussion on AGENDA ITEM NO. 101.

**AGENDA ITEM NO. 12: Receive general public comments (Public comments limited to 3 minutes per speaker)**

Floyd Hartman opened the floor to public comments.

Dustin Meyer expressed appreciation for the group's designation of the Panhandle Regional Planning Commission as planning group sponsor.

**AGENDA ITEM NO. 13: Consider date and agenda items for next meeting**

Floyd Hartman opened discussion to consider the date and agenda items for the next meeting.

The group discussed various scheduling needs. The group decided to disseminate a survey to establish the best time for scheduling group meetings.

**AGENDA ITEM NO. 14: Adjourn**

A motion was made by Tracy Mesler to adjourn the meeting.

The motion was seconded by Randy Whiteman.

The motion passed by unanimous consent.

The meeting adjourned at 11:32AM by Floyd Hartman.

*Approved by the Region 1 Canadian-Upper Red RFPG at a meeting held on 11/18/2020.*

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FIRST AND LAST NAME, SECRETARY

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Floyd Hartman, CHAIR

## REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #5

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#### **Update from the Texas Water Development Board**

The Texas Water Development Board Staff will be providing the RFPG with various updates regarding the planning process. TWDB Staff will be available at the meeting to answer questions and bring any additional TWDB related information to the group.

Other comments from TWDB Staff will also be welcomed under this item.

*Attachments: TWDB Presentation*

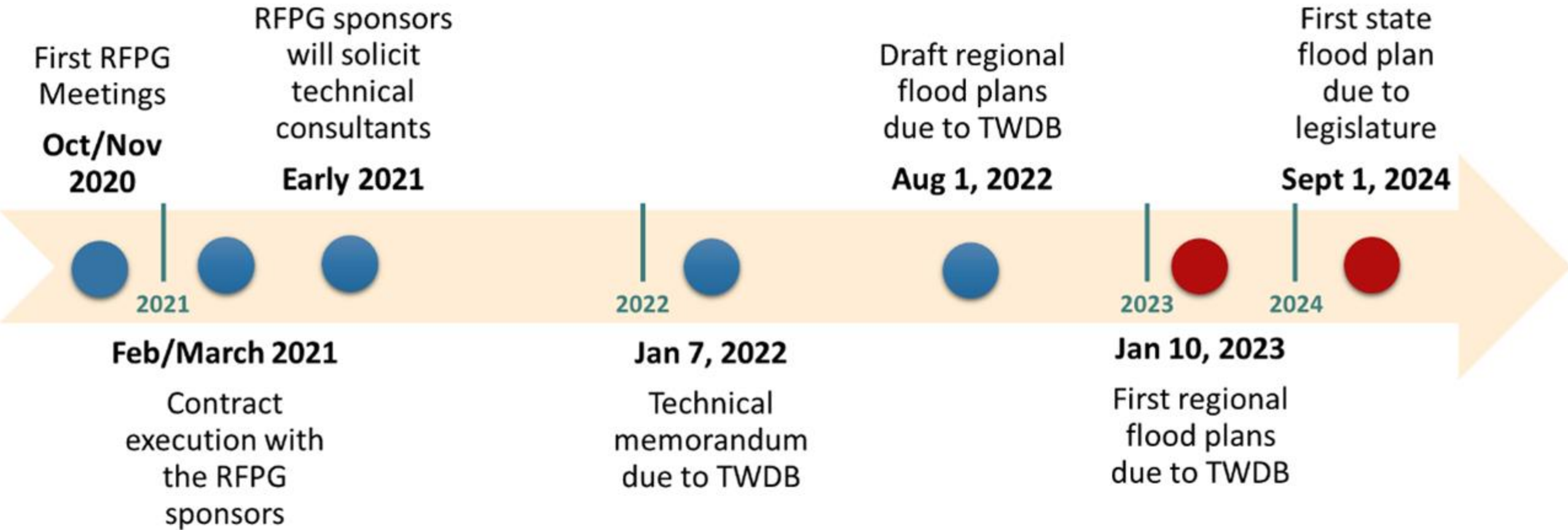
# Texas Water Development Board Flood Planning Presentation Regional Flood Planning Group 2<sup>nd</sup> Meeting

## **TABLE OF CONTENTS:**

- RFA Process & Funding Summary (5 minutes)
  - Flooding 101 (20 minutes)

# RFA Process & Funding Summary

# Flood Planning Timeline



# Regional Flood Planning Grant RFA

## Highlights:

- Request for authorization to post RFA is a November 19th, 2020 TWDB Board item.
- \$19.5 million available funds (allocated between 15 regions)



Board Memo with attachments (RFA, Scope of Work, etc.) will be publicly posted prior to the meeting on:

<https://www.twdb.texas.gov/board/2020/11/board2/index.asp>

# RFA and Contracting Process

- Sponsors will submit applications between November 20, 2020 - January 21, 2021.
- Applications will be processed as received.
- TWDB will begin contract execution process as soon as possible, but no later than March 2021.

# Regional & State Flood Planning Long-Range Planning Process



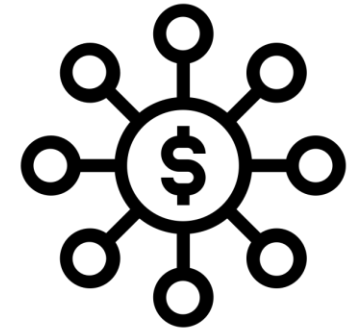
Created by Andrejs Kirma  
from Noun Project

Regional Flood Plans will identify flood risk and recommend evaluation needs, strategies & projects within regions.



Created by Creative Stall  
from Noun Project

State Flood Plan will rank recommended evaluations, projects & strategies statewide.



Created by Alice Design  
from Noun Project

Future state financial assistance may be allocated using a future to-be-determined prioritization criteria.\*

\*Funding to implement projects can also come from local, federal, or other sources.



# Flooding 101

# Flooding 101: Watersheds

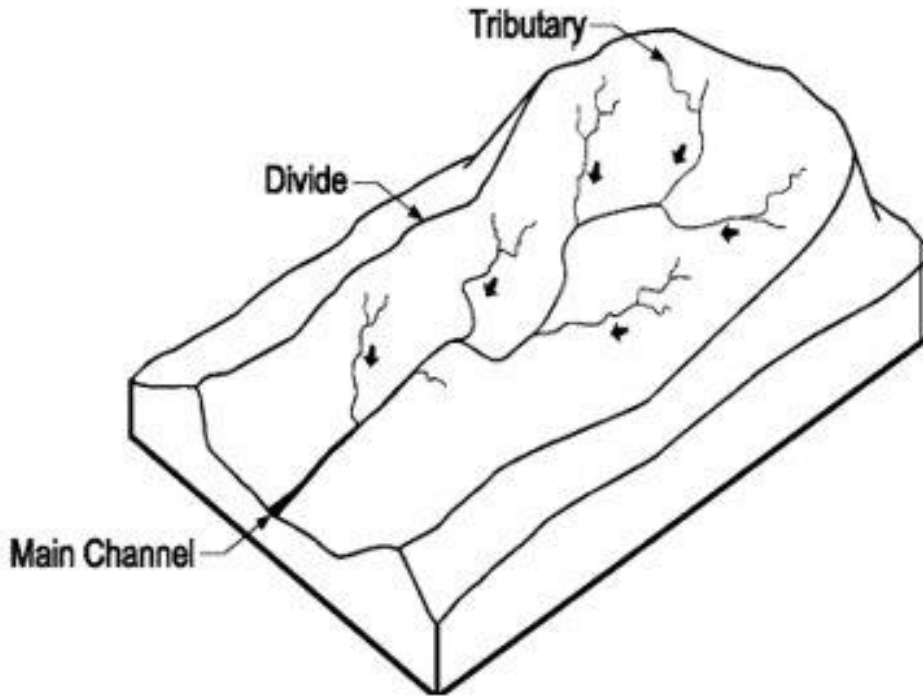
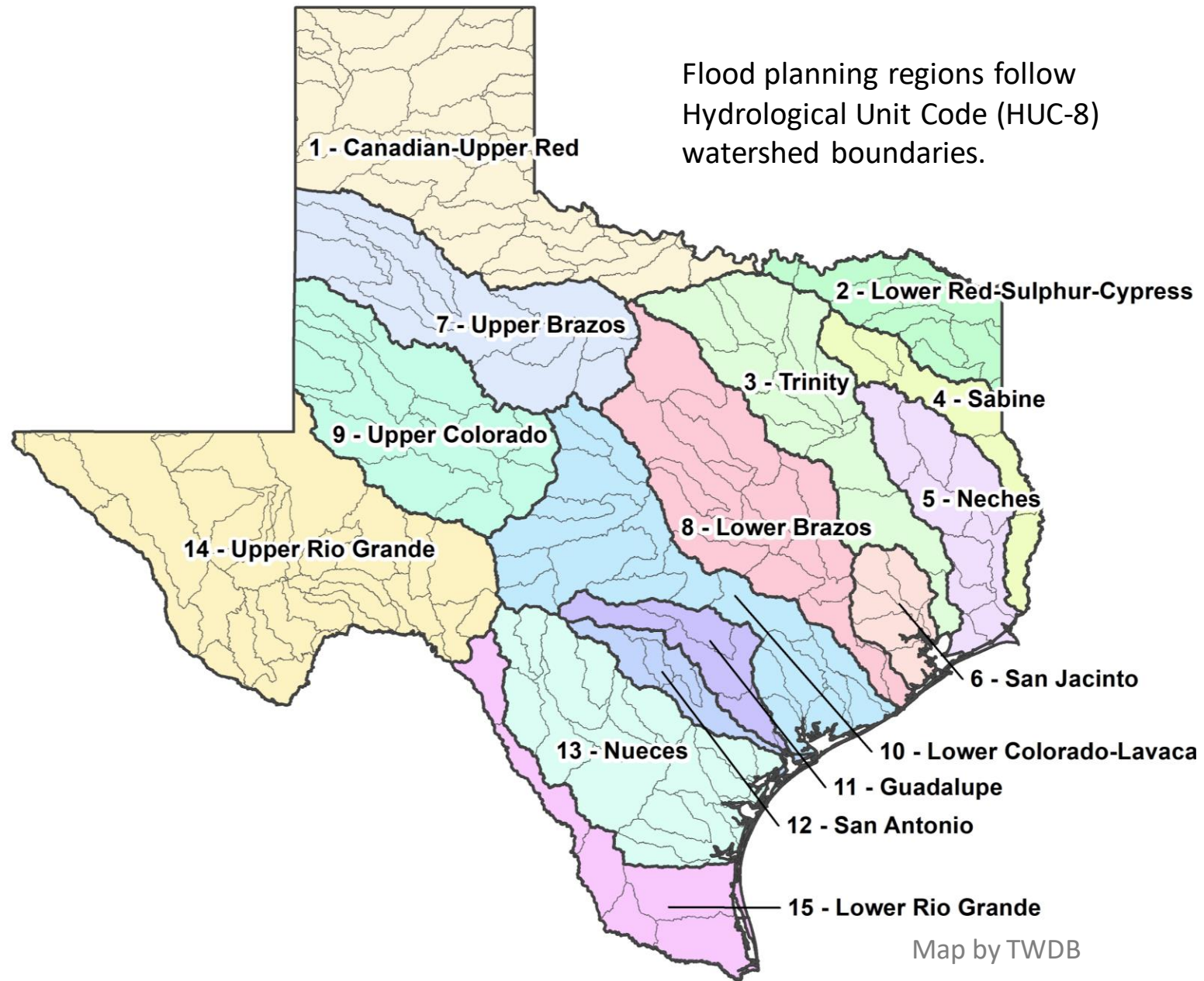


Figure 1-2. Riverine Watershed and Floodplain

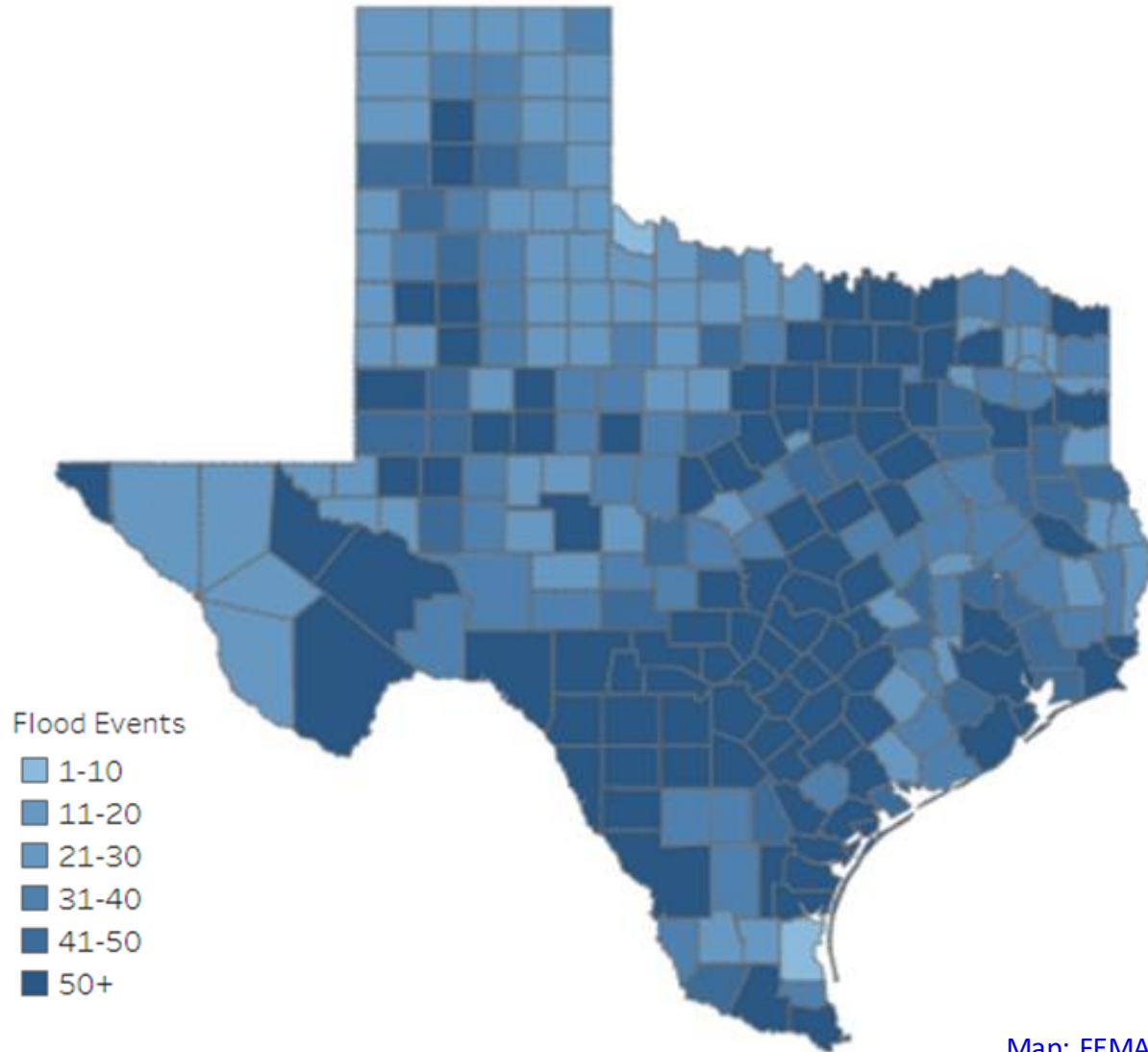
Image by FEMA



Flood planning regions follow Hydrological Unit Code (HUC-8) watershed boundaries.

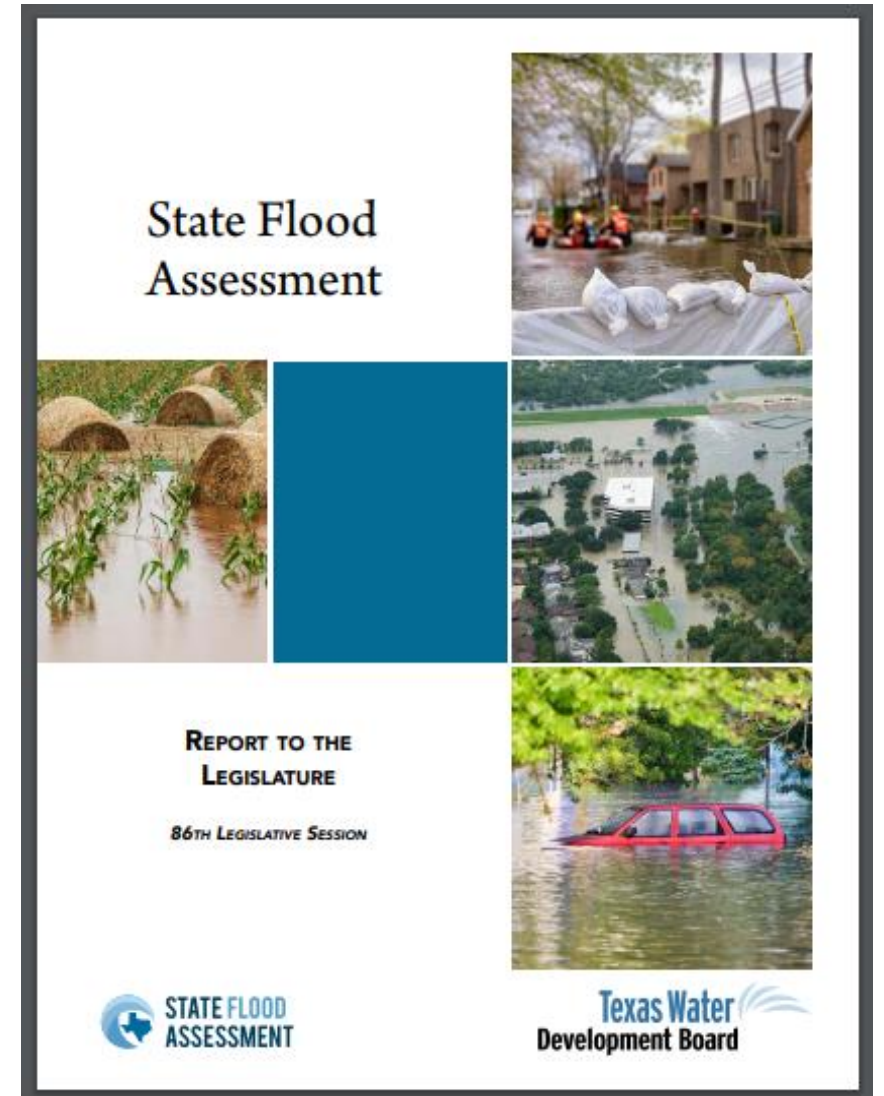
Map by TWDB

# Flooding 101: Flooding in Texas



Map: FEMA

Data: NOAA Storm Event Database 1996-2020



-State Flood Assessment, 2019

# Flooding 101: What is a Flood?

A general and temporary condition of partial or complete inundation of normally dry land area from overflow of inland or tidal waters or from the unusual and rapid accumulation or runoff of surface waters from any source.



Agricultural flooding damaging crops and hay.

# Flooding 101: Floodplains

The area of land subject to periodic inundation by floodwaters.

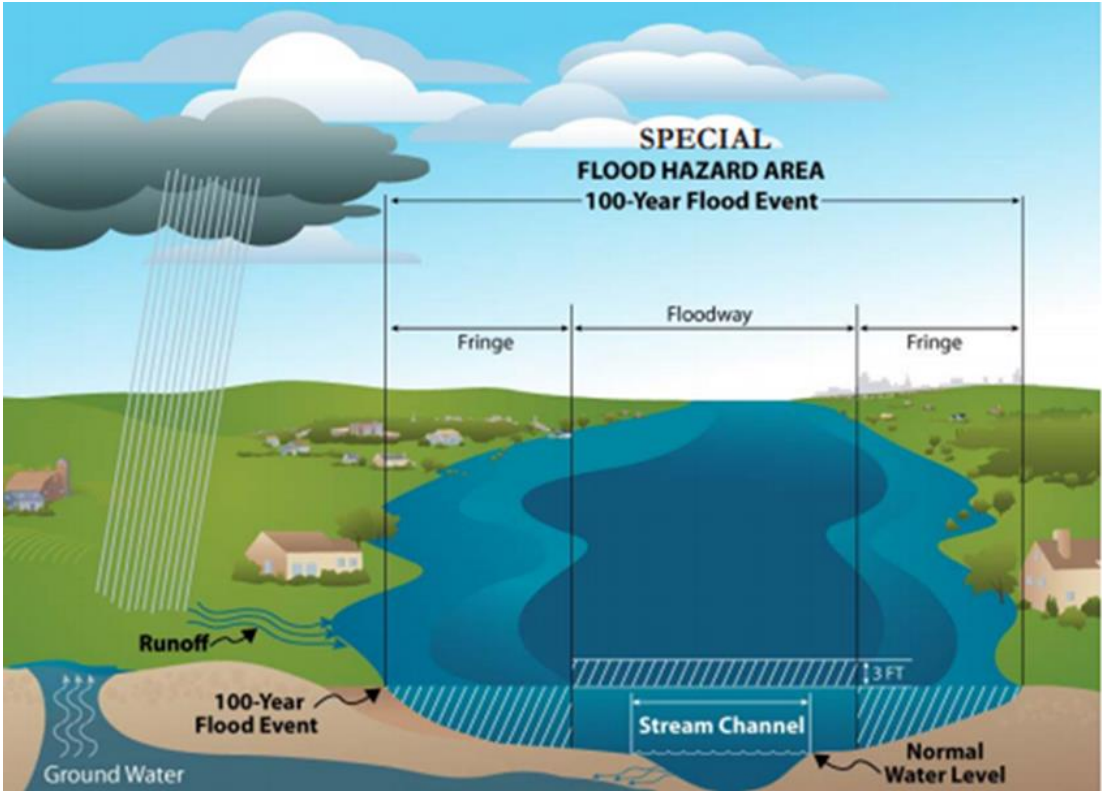


Image: FEMA



Image: FEMA

# Flooding 101: Benefits of Floods

When floodplains are preserved in their natural state, they provide many benefits:

- Reduce severity of floods by storing floodwaters, reducing flood velocities, and curbing sedimentation and erosion
- Contribute to groundwater recharge
- Provide recreation and quality of life
- Create habitats for many plants and animals.

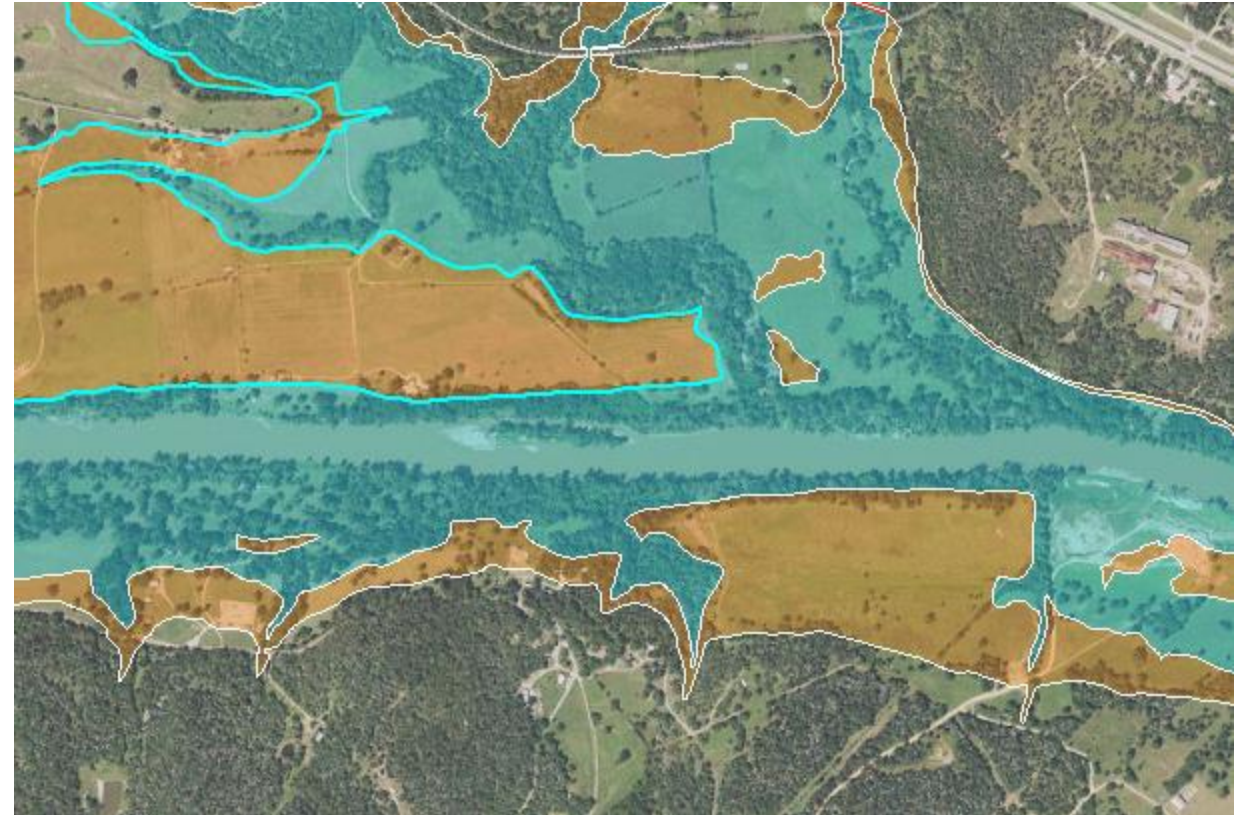


Wetlands at Galveston Island State Park provide natural ecosystem services.

Image: [Yinan Chen CC-PD](#)

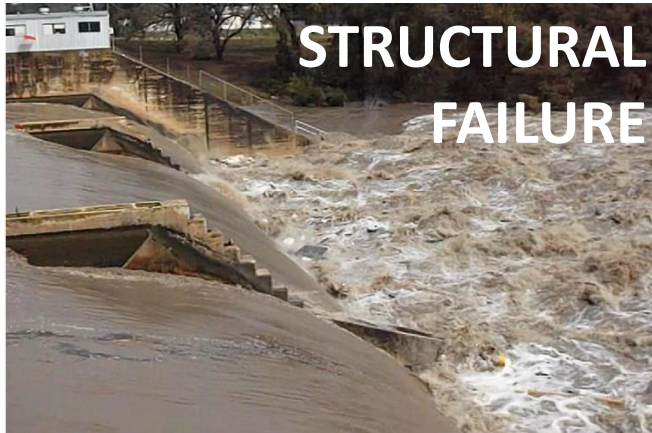
# Flooding 101: Quantifying Flood Events

- 1.0% annual chance flood event
  - flood event having a 1.0% chance of happening in any given year
  - also referred to as the "base flood" or "100-year flood"
- 0.2% annual chance flood event
  - flood event having a 0.2% chance of happening in any given year
  - also referred to as the "500-year flood"



The 1% annual chance floodplain is shown in blue.  
The 0.2% annual chance floodplain is shown in orange.  
Image by FEMA

# Flooding 101: Types of Flooding



2019 Lake Dunlap Spillway Failure.  
Guadalupe-Blanco River Authority



Texas National Guard, Houston, TX  
Texas National Guard CC-BY-2.0



Blue Hole Park, South San Gabriel River,  
Georgetown, TX. FEMA



Flash flooding in San Marcos, TX. [CC-BY-SA-3.0](#)



Cadillac Ranch sculpture near Amarillo, TX.  
© Rachel Goad, used by permission.



Coastal flooding in Galveston, TX  
[pixabay, no attrib. req.](#)



# Flooding 101: Flood Mitigation

The implementation of actions, including both **structural** and **non-structural solutions**, to reduce flood risk to protect against the loss of life and property.



Mangroves on the Texas Coast stabilize shorelines and help absorb storm surge; an example of a non-structural flood mitigation solution.

Photo by Univ. Of Texas Marine Science Institute



Galveston Seawall, a structural flood mitigation solution. Image by [Yinan Chen CC-PD](#)

# Flooding 101: Structural Solutions to Flooding

Examples include the construction of levees, dikes, floodwalls/seawalls, dams, channel alterations, culverts, flood gates, and detention and retention basins.



Anzelduas Dam on the Rio Grande near Mission, TX. Image: TWDB



Storm Drains



Streambank Stabilization in Austin, TX. Image by City of Austin Watershed Protection

# Flooding 101: Non-Structural Solutions to Flooding

Examples include open space preservation, property buyouts and relocation, zoning and building codes, wetland restoration, elevated structures, flood warning systems, educational campaigns, and participation in the National Flood Insurance Program.



Homes that survived the ~20-foot-high storm surge of Hurricane Ike in Bolivar Peninsula, near the community of Caplen.

Image: TWDB



Turn Around, Don't Drown educational campaign.

Image: Weather.gov



Engineered Wetlands in the Houston Audubon Society's The Oaks Nature Preserve . Image: TWDB

# Flooding 101: National Flood Insurance Program

Based on an agreement between local communities and the federal government.

- Local communities agree to adopt floodplain management regulations to reduce flood risks
- The federal government makes flood insurance and disaster assistance available to the community



Image by FEMA / National Flood Insurance Program

# Future Presentation Topics

- TWDB Regional Flood Planning Grant:
  - RFA Details
  - Summary of Scope of Work
- What else would your group like to have presented?



Shoal Creek flooding, Austin, TX. Image: TWDB

# Questions?

# REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #6

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### **Discuss and Consider nominations for electing regional flood planning group Officers to include Vice Chair, Secretary, Executive Committee**

- a. Nominations for Vice Chair by members**
- b. Discussion and consideration of election of Vice Chair**
- c. Nominations for Secretary by members**
- d. Discussion and consideration of election of Secretary**
- e. Nomination for Executive Committee members**
- f. Discussion and consideration of election of Executive Committee members**

Article VIII - Section 2 of the Region-1 RFPG bylaws require that:

**(a) Initial Officers.** No later than at the meeting following the adoption of these bylaws, the voting members shall select initial officers. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus if possible, but not less than agreement of a majority of the voting members present.

**(b) Regular Officers.** Regular officers shall be selected at the first meeting of each calendar year after the calendar year in which these bylaws were adopted. Written notice of the meeting to select officers shall be sent to all members of the Region 1 Canadian-Upper Red RFPG by the current Secretary thirty calendar days prior to the meeting. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus, but not less than agreement of a majority of the voting members present.

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Article VIII – Section 6 of the Region-1 RFPG bylaws require the selection of an Executive Committee, the bylaws state:

The Executive Committee shall be composed of five Region 1 Canadian-Upper Red RFPG members, including the Chair, Vice Chair, Secretary, and two voting members-at-large. No two voting members representing the same interest shall serve as members of the Executive Committee at the same time. The two members-at-large shall be selected annually in the same manner and with the same terms as set forth for the selection of officers under this Article. Members-at-large shall be removed and their vacancies filled in the manner prescribed for officers under this Article.

The Executive Committee shall be responsible for carrying out the duties imposed on it in these bylaws. The voting members of the Region 1 Canadian-Upper Red RFPG may delegate administrative decisions to the Executive Committee unless provided otherwise in these bylaws.

All meetings of the Executive Committee shall comply with the provisions related to meetings generally as set forth in Article IX of these bylaws.

*Attachments: Region-1 RFPG Bylaws: Article VIII*



# **Region 1 Canadian-Upper Red Regional Flood Planning Group**

## Bylaws

Adopted October 26, 2020

## Article VIII. Officers

### Section 1 Officers, Restrictions, and Terms of Office

Voting members of the Region 1 Canadian-Upper Red RFPG shall select from the voting membership a Chair, Vice Chair, and Secretary to serve as officers. Each officer shall serve a term of one calendar year. However, the terms of the initial officers selected under Section 2 of this Article shall expire when the regular officers take office as provided under this Article. Except as provided under Section 4 of this Article, an officer shall serve until his or her successor takes office. No two voting members representing the same interest shall serve as officers at the same time. Elections shall be held annually, with no restrictions on the number of consecutive terms an individual may serve as an officer other than those that apply because of his or her status as a voting member under these bylaws.

### Section 2 Selection

**(a) Initial Officers.** No later than at the meeting following the adoption of these bylaws, the voting members shall select initial officers. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus if possible, but not less than agreement of a majority of the voting members present.

**(b) Regular Officers.** Regular officers shall be selected at the first meeting of each calendar year after the calendar year in which these bylaws were adopted. Written notice of the meeting to select officers shall be sent to all members of the Region 1 Canadian-Upper Red RFPG by the current Secretary thirty calendar days prior to the meeting. Nominations shall be made from the floor by voting members. The voting members shall select officers from among the nominees by consensus, but not less than agreement of a majority of the voting members present.

### Section 3 Removal of Officers

Any officer may be removed from office for any of the grounds for removal of voting members set forth under Article V of these bylaws, or for repeated failure to carry out the duties of the office. Removal of an officer shall be decided by a majority vote of the voting members present. Removal of an officer shall be set as an agenda item at the next scheduled meeting upon written request signed by five voting members to the Chair or Secretary. The Chair or Secretary receiving the request shall notify the officer in writing that he or she shall be subject to a removal action at the next scheduled meeting. At the meeting, all discussion and debate with regard to the possible removal shall take place in a closed, executive session, but the final vote on removal shall take place in an open meeting. During the executive session, the presiding officer shall lay out the information that has been received related to the possible removal, and the officer subject to the possible removal action may present evidence refuting or verifying the information presented. If the Chair is the subject of the possible removal action, the Vice-Chair shall preside over the meeting during the agenda

item concerning the Chair's removal. The officer subject to the removal action shall not participate in any way in the removal decision, nor shall his or her membership count as part of the total membership for purposes of calculating a majority vote. The notice of the meeting shall be posted in accordance with the Open Meetings Act and shall state that the issue of possibly removing the officer will be on the agenda. Any vacancy caused by the removal shall be filled as provided under Section 4 of this Article. Removing an officer from their office under this section does not remove the member from their voting position on the Region 1 Canadian-Upper Red RFPG. To remove a voting member from their voting position, the Region 1 Canadian-Upper Red RFPG must follow to the removal process under Article V, Section 7.

#### **Section 4 Vacancies of Officers**

Whenever an officer vacancy exists because of death, resignation, or removal, the vacancy shall be filled no later than the next meeting following the event causing the vacancy. Nominations shall be made from the floor by voting members. The voting members shall select a replacement officer from among the nominees by a majority vote of the voting members present. The next highest-ranking officer shall serve in the vacant position until a successor takes office, unless the office of the Secretary becomes vacant, in which case the Chair shall appoint a willing voting member to serve as Secretary until the successor to the Secretary takes office. The person selected to fill a vacancy for an officer shall serve for the unexpired term of his or her predecessor in office.

#### **Section 5 Duties of Each Officer**

**(a) Chair.** The Chair shall be the executive officer of the Region 1 Canadian-Upper Red RFPG. The Chair will preside at all meetings of the Region 1 Canadian-Upper Red RFPG and perform all duties provided by these bylaws. If the Chair is unable to carry out his/her duties, the Vice Chair shall assume the duties of the Chair.

**(b) Vice Chair.** The Vice Chair shall assist the Chair in the discharge of his/her duties and, in the absence of the Chair, shall assume the Chair's full responsibilities and duties. In the event the Chair is unable to carry out his/her duties, the Vice Chair shall serve as Chair until the Region 1 Canadian-Upper Red RFPG elects a new Chair under Section 4 of this Article. The Vice-Chair shall perform other duties as assigned by the Chair, or these bylaws.

**(c) Secretary.** The Secretary shall maintain the minutes and take attendance of the Region 1 Canadian-Upper Red RFPG meetings. The minutes and attendance shall be kept as part of the Region 1 Canadian-Upper Red RFPG official records. The Secretary shall ensure that all notices are properly posted as provided in the bylaws, as required by law, and as required by the Texas Open Meetings Act. The Secretary shall perform other duties as assigned by the Chair or these bylaws. If the both the Chair and Vice Chair are unable to carry out the duties of the Chair, the Secretary shall assume the duties of the Chair.

#### **Section 6 Executive Committee**

The Executive Committee shall be composed of five Region 1 Canadian-Upper Red RFPG members, including the Chair, Vice Chair, Secretary, and two voting

members-at-large. No two voting members representing the same interest shall serve as members of the Executive Committee at the same time. The two members-at-large shall be selected annually in the same manner and with the same terms as set forth for the selection of officers under this Article. Members-at-large shall be removed and their vacancies filled in the manner prescribed for officers under this Article.

The Executive Committee shall be responsible for carrying out the duties imposed on it in these bylaws. The voting members of the Region 1 Canadian-Upper Red RFPG may delegate administrative decisions to the Executive Committee unless provided otherwise in these bylaws.

All meetings of the Executive Committee shall comply with the provisions related to meetings generally as set forth in Article IX of these bylaws.

### **Section 7 Designated Alternates**

A designated alternate of a member serving as an officer shall not serve in the member's capacity as an officer in lieu of the member. When an officer is absent or otherwise unable to serve, the next highest-ranking officer shall serve for the officer. If no lower ranking officer exists or can serve, then a member designated by the Chair or acting Chair shall serve for the officer.

(Signature of Secretary)

# REGION-1

## CANADIAN-UPPER RED FLOOD PLANNING GROUP

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #7

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**Discuss and Consider action to add additional voting and non-voting positions that may be needed to ensure adequate representation from the interest in the region**

- a. **Public Comments (Public comments limited to 3 minutes per speaker)**
- b. **Discussion and consideration of additional voting and non-voting positions**

*Article V. Section 4.2 Adding and Removing New Voting Positions*

In addition to selecting successor voting members to fill vacancies caused by removal or the expiration of a term, the Region 1 Canadian-Upper Red RFPG may, at any time, add additional voting positions including in any new interest categories or additional representatives of the required interest categories in Texas Water Code §16.062(c) and 31 TAC §361.11(e), that the RFPG considers appropriate for development of its RFP. The Region 1 Canadian-Upper Red RFPG must use the selection process set forth in this section for filling vacancies.

Adding any new voting position that increases the total number of voting positions may only occur upon a two-thirds vote of all existing voting positions (31 TAC §361.11(i)).

If a new voting position is created, the existing voting members shall select a nominee to fill the new position by majority vote of the voting members present and shall determine by consensus, but not less than agreement of a majority of the voting members present, the exact applicability of the membership term provisions and restrictions to the new member at the time of the new members selection.

The Region 1 Canadian-Upper Red RFPG may, at any time, remove a voting position as long as the Region 1 Canadian-Upper Red RFPGs maintains each of the required voting positions listed in 31 TAC §361.11(e). Removal of a voting position requires a

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majority vote of all existing voting positions. If there is currently a member serving in the voting position to be removed, that member will be removed from their position and the Region 1 Canadian-Upper Red RFPG is not required to remove the voting member by the process set forth in Section 7 of this Article.

If upon the designation of initial flood planning group members by the TWDB on October 1, 2020, there is a vacant voting position for one or more of the required interest categories in 31 TAC §361.11(e), the Region 1 Canadian-Upper Red RFPG shall solicit nominations by generally utilizing the selection process set forth in this section, A nominee may be selected to fill the vacant voting position upon a majority vote of the voting members present.

In both the consideration of nominees and the selection of new voting positions and members, the Executive Committee and other voting members shall strive to achieve geographic, ethnic, and gender diversity.

The voting membership of the Model RFPG shall not exceed 19 members

*Attachments: Region-1 RFPG Bylaws: Article V*

# **Region 1 Canadian-Upper Red Regional Flood Planning Group**

## Bylaws

Adopted October 26, 2020

## Article V. Voting Membership

### Section 1 Composition

The initial voting members of the Region 1 Canadian-Upper Red RFPG shall be comprised of the initial flood planning group members as designated by the TWDB on October 1, 2020. The Region 1 Canadian-Upper Red RFPG may subsequently add additional voting members through a process in conformance with these bylaws, specifically Section 4 of this Article.

The Region 1 Canadian-Upper Red RFPGs shall at all times, maintain each of the required voting positions listed in 31 TAC §361.11(e). However, if the Region 1 Canadian-Upper Red RFPG does not have an interest in one of the categories, then the Region 1 Canadian-Upper Red RFPG shall so advise the Executive Administrator of the TWDB and an individual member designation may not be required.

The Region 1 Canadian-Upper Red RFPG shall provide a current list of its voting and non-voting positions and the individual member name that fills each position to the TWDB.

The voting membership of the Region 1 Canadian-Upper Red RFPG shall not exceed 19 members.

### Section 2 Terms of Office

The terms of all initial voting members shall expire on July 10, 2023. Upon the expiration of the initial terms, all voting members shall draw lots for additional terms of five years or two years, such that half of the voting members' terms will expire in two additional years and the other half in five additional years. If there is an odd number of voting members at the time that lots are drawn, one more than half shall draw lots for the two-year terms.

Except for the initial terms of the initial voting members and the two-year terms described above, all subsequent terms of office for voting members shall be five years, the goal of staggering the terms of office having been accomplished.

There are no limits to the number of terms a member may serve. Upon the expiration of a member's term, a majority vote of the total voting membership shall be required for the member to continue to serve for a subsequent term. If a member fails to be affirmed for a subsequent term, then the voting members shall initiate procedures to appoint a successor utilizing the process set forth under Section 4 of this Article.

### Section 3 Conditions of Membership

In order to be eligible for voting membership on the Region 1 Canadian-Upper Red RFPG, a person must be capable of adequately representing the interest for which a member is sought, be willing to participate in the regional flood planning process, attend meetings, and abide by these bylaws.



## **Section 4 Selections of Members**

### **4.1 *Filling Vacancies***

No later than ninety calendar days prior to the expiration of a voting member's term, or within forty-five calendar days after the removal of or unanticipated resignation of a voting member, the Region 1 Canadian-Upper Red RFPG shall post public notice on its website and any other relevant websites and notify via email the county clerk in each county located in whole or in part in the Region 1 Canadian-Upper Red RFPG soliciting nominations for a successor, identifying the particular interest for which the nomination is sought, stating the conditions of membership, delineating the method for submitting nominations, and establishing a deadline for submission of nominations between thirty and forty-five calendar days from the date that public notice was posted. Members of the Region 1 Canadian-Upper Red RFPG may also submit nominations in the manner prescribed in the public notice.

The Region 1 Canadian-Upper Red RFPG Executive Committee shall receive and process the nominations and, no sooner than ten calendar days after the deadline for submitting nominations, shall recommend a nominee to the voting membership as a whole, giving strong consideration to a consensus nominee from those individuals and entities that collectively represent that interest. The Executive Committee shall not be bound by the nominations received and may consider any person who meets the conditions of membership as a nominee. The voting membership as a whole shall not be bound by the recommendation of the Executive Committee and may consider any person who meets the conditions of membership as a nominee.

The voting members shall attempt to select a successor by consensus. If efforts to reach consensus fail, the Chair shall call for a vote on a nominee. A majority vote of the voting members present shall be required to appoint a successor. If the voting members fail to select a successor, the voting members shall consider other nominations until a successor can be selected by consensus or majority vote of the voting members present.

### **4.2 *Adding and Removing New Voting Positions***

In addition to selecting successor voting members to fill vacancies caused by removal or the expiration of a term, the Region 1 Canadian-Upper Red RFPG may, at any time, add additional voting positions including in any new interest categories or additional representatives of the required interest categories in Texas Water Code §16.062(c) and 31 TAC §361.11(e), that the RFPG considers appropriate for development of its RFP. The Region 1 Canadian-Upper Red RFPG must use the selection process set forth in this section for filling vacancies.

Adding any new voting position that increases the total number of voting positions may only occur upon a two-thirds vote of all existing voting positions (31 TAC §361.11(i)).

If a new voting position is created, the existing voting members shall select a nominee to fill the new position by majority vote of the voting members present and shall determine by consensus, but not less than agreement of a majority of

the voting members present, the exact applicability of the membership term provisions and restrictions to the new member at the time of the new members selection.

The Region 1 Canadian-Upper Red RFPG may, at any time, remove a voting position as long as the Region 1 Canadian-Upper Red RFPGs maintains each of the required voting positions listed in 31 TAC §361.11(e). Removal of a voting position requires a majority vote of all existing voting positions. If there is currently a member serving in the voting position to be removed, that member will be removed from their position and the Region 1 Canadian-Upper Red RFPG is not required to remove the voting member by the process set forth in Section 7 of this Article.

If upon the designation of initial flood planning group members by the TWDB on October 1, 2020, there is a vacant voting position for one or more of the required interest categories in 31 TAC §361.11(e), the Region 1 Canadian-Upper Red RFPG shall solicit nominations by generally utilizing the selection process set forth in this section, A nominee may be selected to fill the vacant voting position upon a majority vote of the voting members present.

In both the consideration of nominees and the selection of new voting positions and members, the Executive Committee and other voting members shall strive to achieve geographic, ethnic, and gender diversity.

#### ***4.3 Outgoing Members***

Outgoing voting members shall be given the opportunity to fully participate in the selection process for their successors and shall serve until their successors take office. However, no member shall participate in a vote in which he or she is a nominee.

Because initial members continue to serve for additional terms of either two or five years at the end of their initial terms as set forth under Section 2 of this Article, this Section 4 shall not apply to the regular expiration of the initial terms of the initial members; however, this section shall apply to the selection of a successor for a removed voting member during the initial terms.

### **Section 5 Attendance**

All members shall make a good faith effort to attend all Region 1 Canadian-Upper Red RFPG meetings. Records of attendance shall be kept by the Secretary at all Region 1 Canadian-Upper Red RFPG meetings and hearings and presented as part of the minutes. Voting members of the Region 1 Canadian-Upper Red RFPG that have recorded absences from three consecutive meetings and/or hearings, or at least one-half of the sum of all meetings and hearings in the preceding twelve months, shall be considered to have engaged in excessive absenteeism and shall be subject to removal from membership under Section 7 of this Article.

### **Section 6 Code of Conduct**

Members and designated alternates of the Region 1 Canadian-Upper Red RFPG shall conduct the business of the Region 1 Canadian-Upper Red RFPG in an

## Region 1 Canadian-Upper Red Regional Flood Planning Group Bylaws

ethical manner and shall avoid any form or appearance of a conflict of interest, real or apparent, by observing the following:

**(a)** No member or designated alternate of the Region 1 Canadian-Upper Red RFPG shall:

- (1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers of services, materials, or equipment, including subcontractors under recipient contracts; or
- (2) Participate in the selection, award, or administration of a procurement where the member or designated alternate has a financial or other substantive interest in the organization being considered for award. Such conflict may be due to any of the following having a financial or familial relationship with the organization:
  - (i) the member or designated alternate;
  - (ii) the member's or designated alternate's family;
  - (iii) the member's or designated alternate's business partner(s); or
  - (iv) a person or organization that employs, or is about to employ, any of the persons listed in (i)-(iii), above.
- (3) Participate in any deliberation, decision, or vote that would constitute a conflict of interest under federal, state, or local law.

**(b)** Potential conflicts of interest shall be clearly stated by the voting member or designated alternate prior to any deliberation or action on an agenda item with which the voting member or designated alternate may be in conflict. Where the potential conflict is restricted to a divisible portion of an agenda item, the Chair may divide the agenda item into parts, at the Chair's discretion, for deliberation and voting purposes. An abstention from participation in deliberations, decisions, or voting and the reasons therefor shall be noted in the minutes.

### Section 7 Removal of Voting Members

**(a) Grounds for Removal of Voting Members.** The following shall constitute grounds for removal of a voting member:

- (1) engaging in excessive absenteeism as defined under Section 5 of this Article
- (2) any violation or attempted violation of the Public Information Act (Government Code Chapter 552) or the Open Meetings Act (Government Code Chapter 551);
- (3) failure to abide by the code of conduct provisions set forth under Section 6 of this Article;
- (4) change in status so that the member no longer represents the interest he or she was selected to represent;
- (5) falsifying documents;
- (6) any other serious violation of these bylaws as may be determined by the voting members; or
- (7) the voting member's designated alternate engages in any acts described in subdivisions (2), (3), (5) or (6) of this subsection.

**(b) Process for Removing Voting Members.** Voting members may be removed at any time for any of the grounds for removal of voting members set forth in subsection (a) of this section. Any member with knowledge or suspicion that a

## Region 1 Canadian-Upper Red Regional Flood Planning Group Bylaws

voting member or designated alternate has engaged in acts or that events have occurred constituting a ground for removal under subsection (a) of this section shall report such information or suspicion to the Chair. The Chair, upon discovering or receiving such information, shall make a written request to that member to verify or refute the alleged acts or events. The member shall provide a written response to the Chair within fifteen calendar days from the date of receipt of the Chair's request. Within five calendar days of receipt of the member's response, the Chair shall forward copies of the response to the voting members. If the Chair believes that a ground for removal may exist or if the member fails to provide a timely response to the Chair's request, the Chair shall confer with the Executive Committee regarding the matter. The Executive Committee may vote to place an item on the next subsequent agenda addressing the possible removal of the member. If the Chair does not believe that a ground for removal exists and indicates that he or she will not place an item on the next agenda addressing the possible removal, then a written request from five voting members will be required to place an item on a subsequent meeting agenda addressing the possible removal of the member. At the meeting, all discussion and debate with regard to the possible removal shall take place in a closed, executive session, but the final vote on removal shall take place in an open meeting. During the executive session, the Chair shall lay out all of the correspondence and information that has been received related to the possible removal and the member subject to the possible removal may present evidence refuting or verifying the information presented. The voting members may remove the member by a majority vote of the voting members present. The member subject to the removal action shall not participate in any way in the removal vote, nor shall his or her membership count as part of the voting members present of calculating a majority vote.

# REGION-1

## CANADIAN-UPPER RED FLOOD PLANNING GROUP

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #8

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**Consider initiating RFPG solicitation process for individuals to fill required voting member positions not designated by the TWDB**

- a. **Public Comments (Public comments limited to 3 minutes per speaker)**
- b. **Discussion and consideration of issues solicitation for unfilled seats**

No later than ninety calendar days prior to the expiration of a voting member's term, or within forty-five calendar days after the removal of or unanticipated resignation of a voting member, the Region 1 Canadian-Upper Red RFPG shall post public notice on its website and any other relevant websites and notify via email the county clerk in each county located in whole or in part in the Region 1 Canadian-Upper Red RFPG soliciting nominations for a successor, identifying the particular interest for which the nomination is sought, stating the conditions of membership, delineating the method for submitting nominations, and establishing a deadline for submission of nominations between thirty and forty-five calendar days from the date that public notice was posted. Members of the Region 1 Canadian-Upper Red RFPG may also submit nominations in the manner prescribed in the public notice.

Currently, the unfulfilled seats on the Region-1 RFPG include Flood District and Electric Generating Utilities. Since both of these seats are unfilled the group will need to go through the full solicitation process as outlined above.

The Texas Water Development Board did provide some guidance with regards to appropriate Flood Districts in the Region-1 area that include:

# REGION-1

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1. Clear Creek Watershed Authority
2. Farmer Creek Watershed Authority

Both of these entities **may** meet the definition of a Flood District as defined by the Texas Constitution “as any districts or authorities, created under authority of either Texas Constitution, Article III, §52(b)(1) and (2), or Article XVI, §59 including all Chapter 49 districts, particularly districts with flood management responsibilities, including drainage districts, levee improvement districts, but does not include river authorities.”

The Region-1 RFPG will need to closely examine these entities to determine their applicability and inclusion on this body as a Flood District representative.

*Attachments: See Attachment for Item#7 Region-1 RFPG Bylaws: Article V*

# REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #9

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**Discuss the next steps in the flood planning process**  
**a. Public Comments (Public comments limited to 3 minutes per speaker)**

This agenda item will be used to allow the group to discuss the next steps in the flood planning process including the submittal of the application for funding to the Texas Water Development Board, development of a Request for Qualification for a consultant and other next steps as deem necessary and relevant by the Region-1 RFPG.

*Attachments: None*

## REGION-1

### CANADIAN-UPPER RED FLOOD PLANNING GROUP

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #10

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**Discuss and Consider a means by which the RFPG will develop and host a public website (required per §361.21(b)).**

The Texas Administrative Code has several requirements for Regional Flood Planning Group including the necessity to have and maintain a website used to post meetings, vacancies on the board and other relevant information.

This agenda item will allow the Region-1 RFPG to discuss the appropriate means by they will accomplish the task of developing and hosting a group website to fulfill the requirements as set forth in §361.21(b)).

31 Texas Administrative Code Chapter 361.21(b) specifically states: Each RFPG shall create and maintain a website that they will use to post public notices of all its full FPG, subgroup and subcommittee meetings and make available meeting agendas and related meeting materials for the public, in accordance with the items listed below in subsection (h)(1) – (3) of this section.

*Attachments: 31 Texas Administrative Code – Chapter 361 Rule § 361.21*



# Texas Administrative Code

<u>TITLE 31</u>	NATURAL RESOURCES AND CONSERVATION
<u>PART 10</u>	TEXAS WATER DEVELOPMENT BOARD
<u>CHAPTER 361</u>	REGIONAL FLOOD PLANNING
<u>SUBCHAPTER B</u>	GUIDANCE PRINCIPLES, NOTICE REQUIREMENTS, AND GENERAL CONSIDERATIONS
RULE §361.21	General Notice Requirements

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- (a) Each RFPG and any committee, subcommittee, or subgroup of an RFPG are subject to Chapters 551 and 552, Government Code.
- (b) Each RFPG shall create and maintain a website that they will use to post public notices of all its full RFPG, subgroup, and subcommittee meetings and make available meeting agendas and related meeting materials for the public, in accordance with the items listed below in subsection (h)(1) - (3) of this section.
- (c) Each RFPG shall provide a means by which it will accept written public Comment prior to and after meetings. The RFPGs must also allow oral public Comment during RFPG meetings.
- (d) Confidential materials that fall under protection in accordance with the Homeland Security Act, may not be made available to the general public.
- (e) Each RFPG shall solicit interested parties from the public and maintain a list of emails of persons or entities who request to be notified electronically of RFPG activities.
- (f) At a minimum, notices of all meetings, meeting materials, and meeting agendas shall be sent electronically, in accordance with the timelines provided in subsection (h)(1) - (3) of this section to all voting and non-voting RFPG members; and any person or entity who has requested notice of RFPG activities.
- (g) At a minimum, all notices must be posted to the RFPG website and on the secretary of state website and must include:
- (1) the date, time, and location of the meeting;
  - (2) a summary of the proposed action(s) to be taken;
  - (3) the name, telephone number, email address, and physical address of a contact person to whom questions or requests for additional information may be submitted; and
  - (4) a statement of how and when Comment will be received from the members and public.
- (h) In addition to subsections (a) - (g) of this section, and the notice requirements of Chapter 551, Government Code, the following requirements apply:
- (1) at a minimum, notice must be provided at least seven days prior to the meeting, and meeting materials must be made available online at least three days prior to and seven days following the meeting when the planning group will take the following actions:
    - (A) regular RFPG meetings and any RFPG committee, subcommittee, or subgroup meetings;
    - (B) approval of requests for funds from the Board;
    - (C) amendments to the regional flood planning scope of work or budget;
    - (D) approval to submit established deliverables to the Board or EA including technical memorandums;
    - (E) approval of replacement RFPG members to fill voting and non-voting position vacancies; and
    - (F) any other RFPG approvals required by TWDB contract or EA guidance not specifically addressed under paragraph (2) or (3) of this subsection.
  - (2) at a minimum, notice must be provided at least 14 days prior to the meeting, written Comment must be accepted for 14 days prior to the meeting and considered by the RFPG members prior to taking the associated action, and meeting materials must be made available online for a minimum of 7 days prior to and 14 days following the meeting, when the planning group will take the following actions:
    - (A) holding pre-planning public meetings to obtain input on development of the next RFP per TWC 16.062(d);
    - (B) determining flood mitigation and floodplain management goals per §361.36 of this title;
    - (C) approving process for identifying potential FMEs and potentially feasible FMSs and FMPs per §361.38 of this title (relating to Identification and Assessment of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigation Projects);

(D) adoption of the final RFP per TWC 16.062(h);

(E) approval of amendments to RFPs per §361.51 of this title (relating to Identification and Assessment of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Projects); and

(F) approval of any changes to the number of and representation make-up of the RFPG membership. This includes the addition or removal of any voting or non-voting interest category or position, any changes to the representation categories of existing voting and non-voting positions, or the removal of any voting or non-voting positions, including for existing interest categories that may have more than one representative position.

(3) for meetings at which the planning group will take public input related to the RFPG's draft RFP per TWC 16.062(f) - (g), the following additional public notice provisions must be met:

(A) The draft RFP must be made available for public inspection online for 30 days prior to the first meeting, if more than one meeting is held, and 30 days following the first meeting;

(B) At a minimum, notice must be provided at least 30 days prior to the first meeting;

(C) Notice must be provided to all adjacent RFPGs;

(D) Notice of the meeting must include a summary of the regional flood plan;

(E) Notice must include information on how the public may submit Comment;

(F) A hard copy of the draft RFP must be made available for public inspection in at least three publicly accessible locations within the FPR for at least 30 days prior to the first meeting and 30 days following the first meeting; and

(G) Written Comment must be accepted for consideration for at least 30 days prior to the first meeting and at least 30 days following the first meeting for consideration and response prior to adoption of the final plan under §361.50 of this title (relating to Adoption, Submittal, Notifications, and Approval of Regional Flood Plans) and oral Comment must be accepted during the meeting.

(i) All notice periods given are based on calendar days.

(j) RFPGs shall also provide additional public notice, if any, in accordance with their decision under §361.11(d)(6) of this title (relating to Designations and Governance of Flood Planning Regions), including provision of print notices, if applicable.

(k) Each RFPG shall include a statement in their draft and final adopted regional flood plans regarding the RFPG's conformance with this section.

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**Source Note:** The provisions of this §361.21 adopted to be effective June 10, 2020, 45 TexReg 3792

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## REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #11

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**Discuss and Consider a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c)).**

This agenda item will allow the Region-1 RFPG to discuss and take action on how they deem it most appropriate to accept public comment before, during and after the regular RFPG meetings.

31 Texas Administrative Code Chapter 361 Rule § 361.21(c) states that each RFPG shall provide a means by which it will accept written public Comment Prior to and after meetings. The RFPGs must also allow oral public Comment during RFPG Meetings.

*Attachments: See Attachment for Agenda Item #10 – 31 Texas Administrative Code – Chapter 361 Rule § 361.21*

## REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** November 18, 2020  
**Re:** Agenda Item #12

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**Discussion of the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e)).**

31 Texas Administrative Code [§361.21\(e\)](#) holds that “each RFPG shall solicit interested parties from the public and maintain a list of emails of persons or entities who request to be notified electronically of RFPG activities.”

This agenda item will allow the group to discuss and decide how to approach additional stakeholder outreach with regards to interested parties solicitation. The Texas Water Development Board provided guidance through email correspondence that states that one example to fulfill this requirement is to providing content on the TWDB website and future RFPG website regarding how people can subscribe for information form the Region-1 RFPG. Further, this requirement could also be fulfilled in a variety of ways.

*Attachments: See Attachment for Agenda Item #10 – 31 Texas Administrative Code – Chapter 361 Rule § 361.21*

## REGION-1

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# Memorandum

**To:** Region-1 Canadian-Upper Red Flood Planning Group Meeting  
**From:** Dustin R. Meyer, Local Government Services Director  
**Date:** September 25, 2020  
**Re:** Agenda Item #13

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#### **Consider date and agenda items for the next meeting**

This agenda item is to allow the Region-1 RFPG to discuss the appropriate timing of the next Board meeting as well as future agenda items to include. Further, the group can discuss the appropriate location to hold the next meeting and future meetings under this agenda item.

*Attachments: None*