



Region 6: San Jacinto  
Flood Planning Group  
Executive Committee  
February 2, 2021  
2:00 PM  
Virtual Meeting



# Item 1: Call to Order



Item 2:  
Welcome and Roll Call



**Item 3:**  
**Registered Public Comments on**  
**Agenda Items 4-10**  
(3 minutes limit per person)



Item 4:

Approval of minutes from previous meeting

Meeting Minutes  
Region 6 San Jacinto Flood Planning Group Meeting Executive Committee  
January 8, 2021  
1:00PM  
CISCO WebEx Virtual Meeting

**Roll Call:**

Executive Committee Member	Interest Category	Present (x) / Absent ( ) / Alternate Present (*)
Russ A. Poppe	Chair, Flood districts	X
Alia Vinson	Vice Chair, Water districts	X
Alisa Max	Secretary, Counties	X
Gene Fisseler	At-Large, Public	X
Matthew Barrett	At-Large, River authorities	X

**Quorum:**

Quorum: **Yes**

Number of voting members or alternates representing voting members present: 5

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

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

Flood Planning Group Members:

Voting: None

Non-Voting: Morgan White, Adam Terry

Public:

Michael Reedy

Cory Stull

Dr. Shelly Sekula-Gibbs

James Bronikowski

Matt Nelson

Stephanie Griffin

Terry Barr

Todd Stephens

Sally Bakko

Brandon Cook

Jennifer Harrison

Tommy Ramsey

Chuntania Dangerfield

Fatima Berrios

Reid Mrsny

Stephanie Zertuche

\*\*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>

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

Russ Poppe called the meeting to order at 1:00PM. A roll call of the executive committee 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**

Russ Poppe welcomed members to the meeting.

**AGENDA ITEM NO. 3: Registered Public Comments on Agenda Item 4-8 – limit 3 minutes per person**

Verbal public comments related to the agenda were received from:

1. Brandon Cook, Assistant City Manager for Development and Municipal Services, City of Galveston – Items 5 and 6 – Stated a need for Coastal Communities representation, and has been nominated by the City of Galveston. Mr. Cook expressed that he was seeking to represent the Coastal Communities and preferred to become a voting member.
2. Sally Bakko, Director of Policy and Governmental Relations, City of Galveston – Items 5 and 6 - Ms. Bakko emphasized the importance of the Coastal Communities and expressed an interest in Coastal communities being represented as a voting member.
3. Dr. Shelly Sekula-Gibbs, The Woodlands Township and One Water Task Force – Expressed her support for the nomination of Neil Gaynor as voting member and Laura Norton as an alternate. Neil Gaynor is a Geo-Scientist. Neil Gaynor offers technical expertise as a MUD director and is currently a member of The Woodlands One Water Task Force. He brings geographic diversity. Ms. Sekula-Gibbs expressed interest in placing him within any category that seems appropriate.

**AGENDA ITEM NO. 4: Review, discussion and possible recommendations to the RFPG pertaining to the Texas Water Development Board Regional Flood Planning Grant application posted on the Water Development Board's website:**

<http://www.twdb.texas.gov/flood/planning/planningdocu/2023/index.asp> :

- a. Requirements to complete the application
- b. Proposed project scope and budget
- c. Proposed expense budget consideration

Alisa Max offered an update on the status of the Grant. The approval to submit the application was approved by Harris County Commissioners Court on January 5, 2021. The application is due to Texas Water Development Board on January 21, 2021. The scope of work is fairly fixed and set by the TWDB and governed by the Texas Administrative Code (TAC). Based on prior meetings, public engagement was deemed to be a critical element in developing the Regional Flood Plan. The overall budget of the Grant for Region 6 is \$2.446 Million. It was recommended that the funds be moved around within grant categories to allow for a more robust public outreach and engagement, but knowing the total amount requested needs to remain the same. It was stated that TWDB does not allow funds to be used to re-do previous work and the grant funded work will concentrate on a gap analysis. It was further stated that additional work can be performed, but it will require outside funding apart from TWDB. The Project Sponsor intends to issue the Request for Qualification (RFQ) in the near future with a goal of Consultant selection by May, 2021. Texas Water Development Board has provided a milestone schedule with the anticipated Grant approval at the end of March, 2021.

Alisa Max introduced Reid Mrsny and Fatima Berrios as supporting staff for the Project Sponsor.

General comments were made that emphasized the process prescribed by TWDB and the ability to take actions in addition to the TWDB Scope of Work using local funds. There were further discussions on the importance of public participation in the process.

*After discussion of item 4, Alia Vinson motioned to defer item 5 until after item 6 and 7 were discussed. All agreed.*

**AGENDA ITEM NO. 6: Discussion of RFPG membership and possible recommendations to RFPG pertaining to:**

**a. New voting categories**

The group discussed multiple alternatives and ultimately decided by consensus to recommend the addition of Coastal Communities as a new voting category to the Regional Flood Planning Group. No other new voting categories were proposed at this time.

**b. Group size**

It was generally decided that slow deliberate growth was preferred. No specific action was taken on this item.

**c. Voting membership**

The group decided to recommend to the Regional Flood Planning Group the addition of:

- i. One Coastal Communities Voting member,
- ii. One additional Public Voting Member, and
- iii. One additional Water Districts Voting Member

It was further recommended that the Group

- iv. strive to meet geographic, ethnic, and gender diversity with the new voting members to be added to the group, in accordance with the Group's bylaws.

**d. Non-voting membership**

The Executive Committee recommended the proposal to the Flood Planning Group of the following non-voting members:

- i. Harris-Galveston Subsidence district,
- ii. Region H Regional Water Planning Group,
- iii. Houston- Galveston Area Council,
- iv. Port Houston, and
- v. TXDOT (to be determined between Houston District and Austin, based on how the District map matches up with the Region map)

**AGENDA ITEM NO. 7: Discussion and possible recommendations to RFPG on the process to solicit new members for RFPG openings**

All agreed to follow the procedures laid out in the bylaws to fill vacancies.

It was decided that the Executive Committee recommend to the Planning Group that for the selection of new voting members, the group should follow the process in Article V, Section 4 with a recommended 30 day deadline; and that the terms should coincide with the terms of the initial voting members. For non-voting members it was recommended that the process be followed as outlined in Article VI, Section 2. It is further recommended that the Group seek to incorporate geographic, ethnic, and gender diversity in their consideration of new candidates in accordance with the by-laws. TWDB will be able to post all solicitations on their webpage: <http://www.twdb.texas.gov/flood/planning/index.asp#vacant>.

**AGENDA ITEM NO. 5: Discussion of liaisons to the following neighboring flood planning groups and possible recommendation to the RFPG for consideration:**

**a. Trinity, Lower Brazos, Neches, and Coastal Communities**

It was stated that Todd Burrer had expressed interest for serving as the liaison to Trinity, Lower Brazos, and/or Neches Regions . Alia Vinson also mentioned that the chair of Region 8, Brandon Wade, has also expressed his interest in serving as a liaison. TWDB clarified that there is no timeline for the nomination and selection for liaisons and there is flexibility in making the selection  
The Executive Committee recommends to the Planning Group that liaisons should be limited to voting and non-voting members at this time.

**AGENDA ITEM NO. 8: Discussion and possible recommendations to the RFPG related to forming of committees to serve under the RFPG.**

It was recommended that the Executive Committee recommend to the Planning Group the creation of a committee to assist with the consultant selection process. It should be reminded that the members of that committee should consider the time commitment required before joining it, as well as excluding themselves if they have a conflict of interest.

The formation of additional committees should be considered, as needed, in the future.

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

Public comments made by Sally Bakko, thanking the group for recommending coastal communities as a voting member.

**AGENDA ITEM NO. 10: Adjourn**

Russ Poppe opened asking for any further comments for the meeting, no additional comments were made.

The motion to adjourn was passed by unanimous consent.  
The meeting adjourned at 3:45 PM by Russ Poppe.

*Approved by the Region 6 San Jacinto RFPG Executive Committee at a meeting held on xxxxxx, 2021.*

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Alisa Max, Secretary

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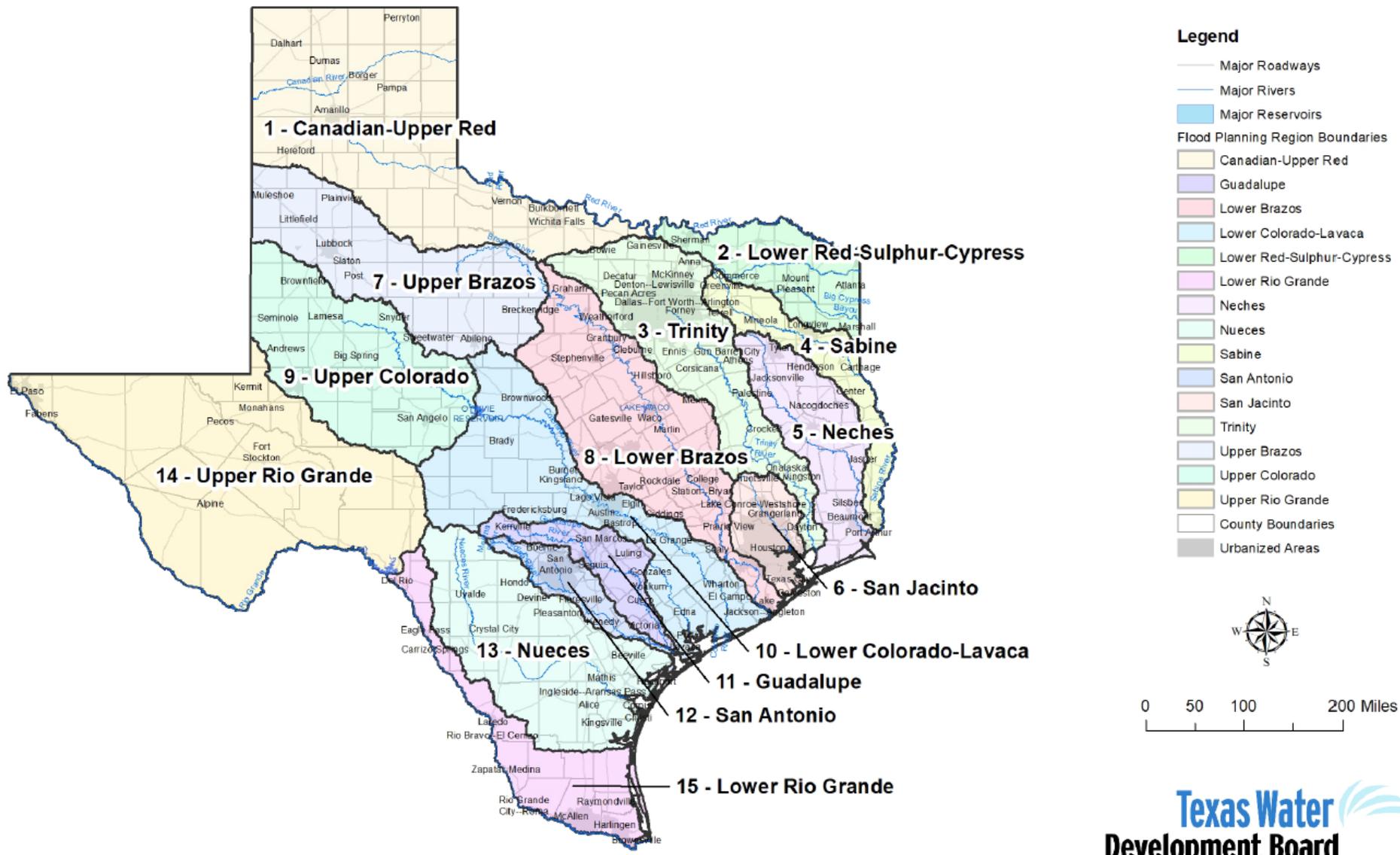
Russ Poppe, Chair



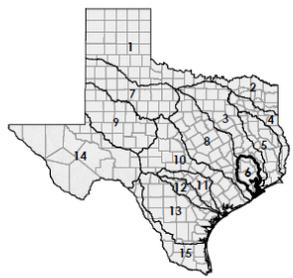
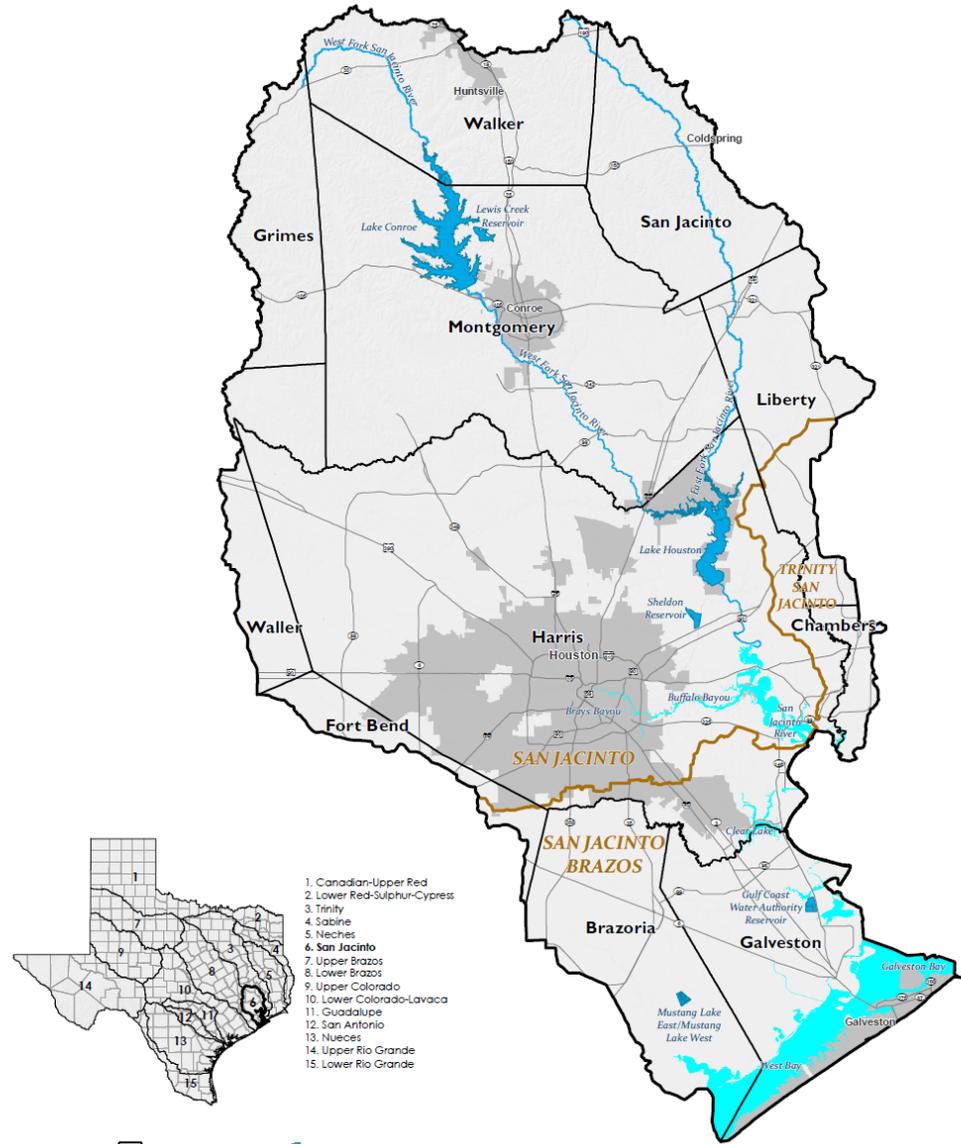
## Item 5:

Discussion of liaisons to the Region 8  
Lower Brazos neighboring flood  
planning group and possible  
recommendations to RFPG

# Flood Planning Region Boundaries



# Flood Planning Region - 6 - San Jacinto



1. Canadian-Upper Red
2. Lower Red-Sulphur-Cypress
3. Trinity
4. Sabine
5. Neches
6. San Jacinto
7. Upper Brazos
8. Lower Brazos
9. Upper Colorado
10. Lower Colorado-Lavaca
11. Guadalupe
12. San Antonio
13. Nueces
14. Upper Rio Grande
15. Lower Rio Grande

County boundaries  
 Major river basin boundaries  
 Major roadways  
■ Major reservoirs  
— Major rivers  
★ County seats





## Item 6:

Discussion of RFPG membership and possible recommendations to RFPG pertaining to:

- a. New voting categories
- b. Voting and Non-voting membership

## Item 7:

Discussion and possible recommendations to RFPG for the solicitation process and posting language for the following RFPG voting member openings

- a. Coastal Communities
- b. General Public

**DRAFT**

**NOTICE TO PUBLIC**  
**REGION 6 - SAN JACINTO REGIONAL FLOOD PLANNING GROUP**

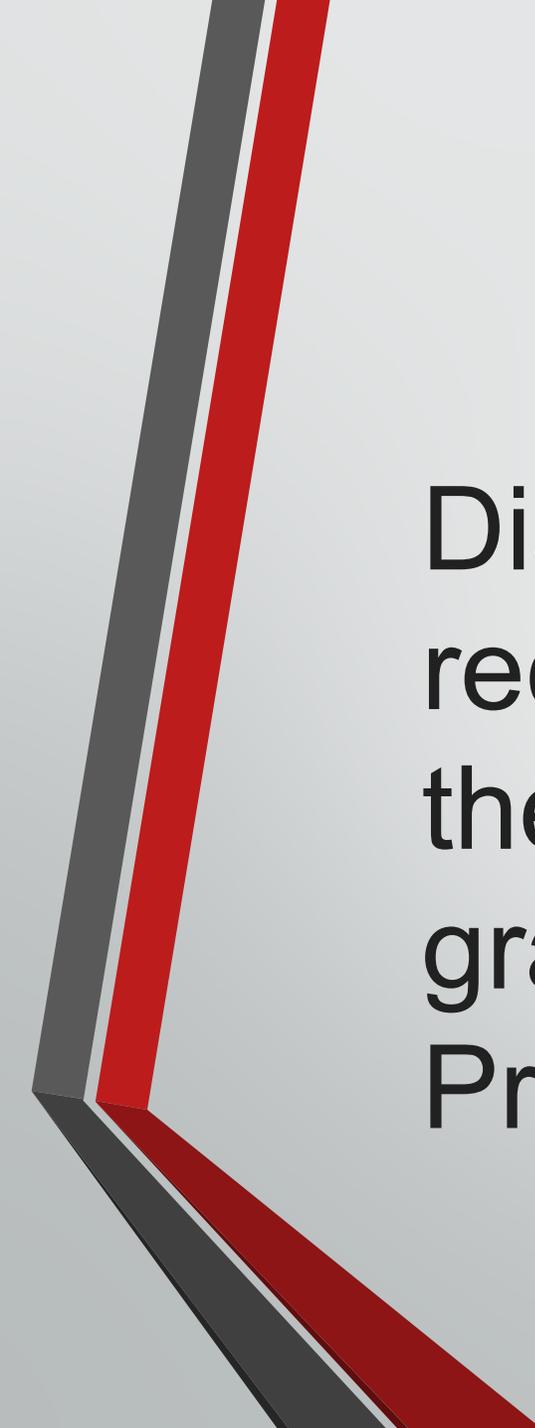
The San Jacinto Regional Flood Planning Group (SJRFPG) is soliciting nominations to fill (2) Voting-member vacancies on the San Jacinto Regional Flood Planning Group. Nominees who either operate in or have interest in Region 6 – San Jacinto Regional Flood Planning Group are being solicited to represent the following voting categories:

- (1) Coastal Communities
- (2) Public

Article V. Section 3 of the adopted SJRFPG Bylaws state that in order to be eligible for voting membership on the Region 6 San Jacinto 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. In both the consideration of nominees and the selection of new voting positions and members, the SJRFPG shall strive to achieve geographic, ethnic, and gender diversity

On October 1, 2020 the Texas Water Development Board established The San Jacinto Regional Flood Planning Group (SJRFPG) with the purpose to carry out the responsibilities placed on regional flood planning groups as required by Texas Water Code Chapter 16, and TWDB rules, including 31 Texas Administrative Code (TAC) Chapter 361 and 362. The region covers all or part of 11 counties, which include Brazoria, Chambers, Ford Bend, Galveston, Grimes, Harris, Liberty, Montgomery, San Jacinto, Walker and Waller County.

Nominations may be made to the Region 6 - San Jacinto Regional Flood Planning Group Sponsor, Harris County, until *5:00 PM, March 1, 2021* through email or by mail. Please complete the attached nomination form and email to [SanJacFldPG@eng.hctx.net](mailto:SanJacFldPG@eng.hctx.net) or mail to (ADDRESS HERE). For further information, please email [SanJacFldPG@eng.hctx.net](mailto:SanJacFldPG@eng.hctx.net) or call (NAME & PHONE HERE)



## Item 8:

Discussion and possible recommendation to the RFPG related to the Texas Water Development Board grant scope submitted by the SJRFPG Project Sponsor

Attachment 5

Draft Regional Flood Planning (RFP) Scope of Work

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## Attachment 5

- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 4B – Identification and Evaluation of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigation Projects**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.38 [and follow the guiding principles presented in §362.3](#).

Based on analyses and decisions under Tasks 2A through 4A the RFPG shall identify and evaluate potential FMEs and potentially feasible FMSs and FMPs, including nature-based solutions, some of which may have already been identified by previous evaluations and analyses by others.

#### **This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Receive public comment on a proposed process to be used by the RFPG to identify and select FMEs, FMSs, and FMPs for the 2023 RFP. Revise and update documentation of the process by which FMS that were identified as potentially feasible and selected for evaluation in the 2023 RFP. Include a description of the process selected by the RFPG in the Technical Memorandum and the draft Regional Flood Plan and adopted RFPs.
2. Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §361.22.
3. When evaluating FMSs and FMPs the RFPG will, at a minimum, identify one solution that provides flood mitigation associated with a 1.0% annual chance flood event. In instances where mitigating for 1.0% annual chance events is not feasible, the RFPG shall document the reasons for its infeasibility, and at the discretion of the RFPG, other FMSs and FMPs to mitigate more frequent events may also be identified and evaluated based on TWDB Flood Planning guidance documents.
4. A summary of the RFPG process for identifying potential FMEs and potentially feasible FMSs and FMPs shall be established and included in the draft and final adopted RFP.
5. The RFPG shall then identify potentially feasible FMSs and FMPs in accordance with the RFPG established process.
6. For areas within the FPR that the RFPG does not yet have sufficient information or resources to identify potentially feasible FMSs and FMPs, the RFPG shall identify areas for potential FMEs that may eventually result in FMSs and/or FMPs.
7. The RFPG shall evaluate potentially feasible FMSs and FMPs understanding that, upon evaluation and further inspection, some FMSs or FMPs initially identified as potentially feasible may, after further inspection, be reclassified as infeasible.

## Attachment 5

### **Task 5 – Recommendation of Flood Management Evaluations and Flood Management Strategies and Associated Flood Mitigation Projects**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.39.

The objective of this task is to evaluate and recommend Flood Management Evaluations (FMEs), Flood Management Strategies (FMSs) and their associated Flood Mitigation Projects (FMPs) to be included in the 2023 RFP that describes the work completed, presents the potential FMEs, potentially feasible FMSs and FMPs, recommended and alternative FMSs and FMPs, including all the technical evaluations, and presents which entities will benefit from the recommended FMSs and FMPs.

**Work associated with any Task 5 subtasks shall be contingent upon a written notice-to-proceed. This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Recommend FMSs and FMPs to reduce the potential impacts of flood based on the evaluations under §361.38 and RFPG goals and that must, at a minimum, mitigate for flood events associated with at 1.0 percent annual chance (100-yr flood) where feasible. In instances where mitigating for 100-year events is not feasible, FMS and FMPs to mitigate more frequent events may be recommended based on TWDB Flood Planning guidance documents. Recommendations shall be based upon the identification, analysis, and comparison of alternatives that the RFPG determines will provide measurable reductions in flood impacts in support of the RFPG's specific flood mitigation and/or floodplain management goals.
2. Provide additional information in conformance with TWDB Flood Planning guidance documents which will be used to rank recommended FMPs in the state flood plan.
3. Recommend FMEs that the RFPG determines are most likely to result in identification of potentially feasible FMSs and FMPs that would, at a minimum, identify and investigate one solution to mitigate for flood events associated with a 1.0% annual chance flood event and that support specific RFPG flood mitigation and/or floodplain management goals.
4. Recommended FMSs or FMPs may not negatively affect a neighboring area or an entity's water supply.
5. [Recommended FMSs or FMPs will consider natural systems and beneficial functions of flood plains, including flood peak attenuation and ecosystems services; benefits of flood management strategies to water quality, fish and wildlife, ecosystem function, and recreation; and multi-use opportunities such as green space, parks, water quality, or recreation, portions of which could be funded, constructed, and or maintained by additional, third party project participants.](#)
- 4-6. [Recommended FMSs or FMPs will minimize adverse environmental impacts and be in accordance with adopted environmental flow standards; and encourage](#)

## Attachment 5

### [mitigation design that work with, rather than against, natural patterns and conditions of floodplains](#)

- 5.7. Recommended FMSs or FMPs that will contribute to water supply may not result in an overallocation of a water source based on the water availability allocations in the most recently adopted State Water Plan.
- 6.8. Specific types of FMEs, FMSs, or FMPs that should be included and that should not be included in RFPs must be in accordance with TWDB Flood Planning guidance documents.
- 7.9. FMS and FMP documentation shall include a strategy or project description, discussion of associated facilities, project map, and technical evaluations addressing all considerations and factors required under 31 TAC §361.38(h).
- 8.10. Coordinate and communicate with FME, FMS, and FMP sponsors, individual local governments, regional authorities, and other political subdivisions.
- 9.11. Process documentation of selecting all recommended FMSs and associated FMPs including development of FMS evaluations matrices and other tools required to assist the RFPG in comparing and selecting recommended FMSs and FMPs.
- 10.12. Document the evaluation and selection of all recommended FMS and FMPs, including an explanation for why certain types of strategies may not have been recommended.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

#### **Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 4B & 5) to be included in the 2023 RFP to include technical analyses of all evaluated FMSs and FMPs.
- A list of the recommended FMEs, FMSs, and associated FMPs that were identified by the RFPG. TWDB Flood Planning guidance documents will include minimum data submittal requirements and deliverable format.
- Data shall be organized and summarized in the RFP in accordance with TWDB Flood Planning guidance documents.
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

## Attachment 5

### Task 6A – Impacts of Regional Flood Plan

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.40 [and follow the guiding principles set forth in §362.3](#).

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to include:**

1. a region-wide summary of the relative reduction in flood risk that implementation of the RFP would achieve within the region including with regard to life, injuries, and property.
2. a statement that the FMPs in the plan, when implemented, will not negatively affect neighboring areas located within or outside of the FPR.
3. a general description of the types of potential positive and negative socioeconomic or recreational impacts of the recommended FMSs and FMPs within the FPR.
4. a general description of the overall impacts of the recommended FMPs and FMSs in the RFP on the environment, agriculture, recreational resources, water quality, erosion, sedimentation, and navigation.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

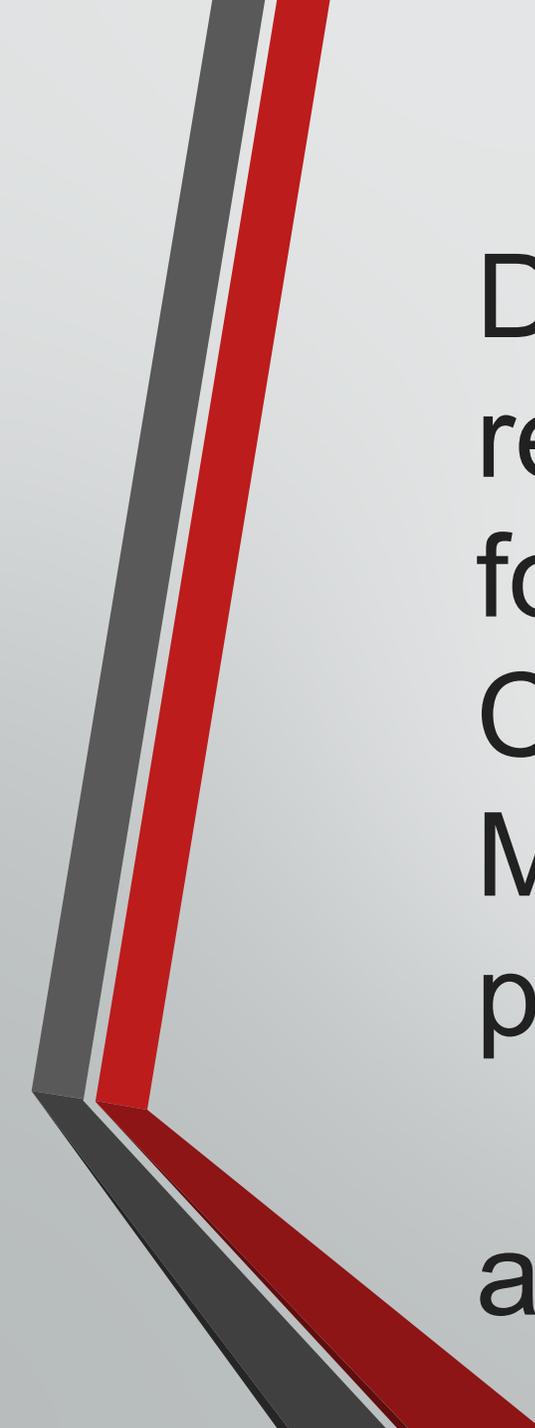
1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** Prepare a stand-alone chapter (including work from both Tasks 6A & 6B) to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### Task 6B – Contributions to and Impacts on Water Supply Development and the State Water Plan

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.41.

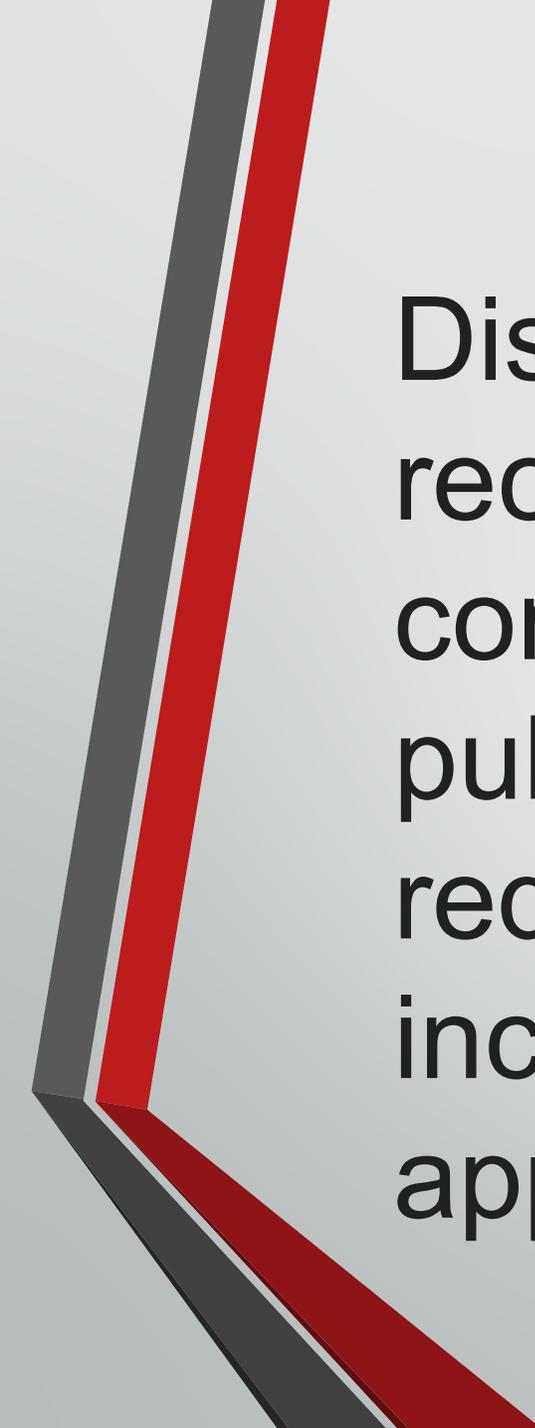
**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**



## Item 9:

Discussion and possible recommendations to RFPG related to forming RFQ Consultant Selection Committee in compliance with Open Meetings Act and state procurement procedures

a. Other committee recommendations



## Item 10:

Discussion and possible recommendation to the SJRFPG concerning approval and tracking of public engagement and speaker requests on behalf of the SJRFPG, including possible delegation of request approval to the Chair and/or Vice Chair



Item 11:  
Public Comments  
(limit 3 minutes per person)



Item 12:  
Meeting Adjourn