Region 6: San Jacinto Flood Planning Group **Executive Committee** April 6, 2021 9:00 AM 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 February 2, 2021 1:00PM CISCO WebEx Virtual Meeting

Roll Call:

Executive Committee Member	Interest Category	<u>Present (x) /Absent () / Alternate</u> 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: **

Voting: Elisa Donovan, Jenna Armstrong, Sarah Bernhardt Non-Voting: Morgan White, Adam Terry

Public:

Chuntania Dangerfield	Neil Gaynor
Cory Stull	Reem Zoun
Dr. Shelley Sekula-Gibbs	Reid Mrsny
Fatima Berrios	Sally Bakko
James Bronikowski	Stephanie Zertuche
Kena Ware	Stephanie Castillo
Laura Norton	Stephanie Griffin
Matt Nelson	Terry Barr
Matt Zeve	Tiffany
Michael Reedy	Tommy Ramsey
Megan Ingram	Unknown Callers: 1

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 Items 4-10- limit of 3 minutes per person Verbal public comments related to the agenda were received from:

- Dr. Shelly Sekula-Gibbs, The Woodlands Township and One Water Task Force Item 6 & 7 Dr. Sekula-Gibbs thanked the Executive Committee for recommending an additional Water Districts Category to the RFPG at the last SJRFPG meeting, and stated that, although the Water Districts Category was not approved, she would still like to see Montgomery County be represented within another category.
- Neil Gaynor, President of Montgomery MUD 6, One Water Task Force Item 6 & 7 Mr. Gaynor advocated for the representation for under-represented communities in the Montgomery County area, along with other northern counties such as Waller and Walker county.

AGENDA ITEM NO. 4: Approval of minutes from previous meeting

After a brief discussion on minor corrections, the meeting minutes were approved. Ms. Vinson moved to approved the meeting minutes with corrections, Ms. Max seconded the motion, which carried unanimously.

AGENDA ITEM NO. 5: Discussion of liaisons to the Region 8 Lower Brazos neighboring flood planning group and possible recommendations to RFPG

Mr. Poppe opened the discussion by mentioning that Brandon Wade had expressed his interest as serving as a liaison to Lower Brazos – Region 8. Ms. Vinson reported Region 8 was currently in the process of selecting a liaison for Region 6, with a possibility it could be Mr. Wade.

Mr. Poppe, confirmed with Megan Ingrim that a liaison could serve for both regions, and stated that Mark Volger had been chosen by Region 8 to serve as the liaison to Region 6.

Ms. Max suggested that non-voting individual could also be considered for the liaison role, stating that this individual could come from the northern areas of Region 6.

Mr. Fisseler summarized that Mr. Volger would be a good candidate due to the fact that no additional work would be required for Mr. Volger since he is the liaison role to Region 6, from Region 8.

Mr. Poppe, in agreement with Ms. Vinson suggested that current voting-members could also serve as liaisons and was the preferred option. After further conversation, Mr. Poppe stated that since there is no timeline for the selection of additional liaisons, it would be more appropriate to wait until the next SJRFPG meeting since two new non-voting members would be present. He stated those non-voting members were: Elie Alkhoury from the Texas Department of Transportation and Tom Heidt from Port Houston. Mr. Poppe stated that the recommendation to the SJRFPG had not changed and remained as recommending only voting and non-voting members be considered for liaison roles.

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

- New voting categories
- b) Voting and Non-voting membership

Mr. Poppe stated that this agenda item, along with agenda item 7 would not qualify for any action due to the Open Meetings Act. He reassured the Executive Committee that conversation could continue, however, actions would have to be deferred to the March meeting. He opened the floor for recommendations for new voting and non-voting categories.

Ms. Vinson mentioned that the goal of the group would be to add additional categories to where there were gaps of representation. She stated that both upstream and downstream areas should be equally represented. Mr. Barrett agreed.

Mr. Fisseler mentioned that other categories such as Water Districts, Water Utilities, and Counties could provide this representation.

Ms. Max indicated that the representation across the Region would be difficult to achieve with specific categories, however she mentioned all voting member need to adequately represent the interest group they represent.

Ms. Vinson mentioned that an Upstream Category could be appropriate to cover northern regions, just like Coastal Communities were represented.

Discussion ensued. Mr. Barrett suggested an At-Large Category that could encompass the need of the SJRFPG.Ms. Vinson stated that was too broad.

Ms. Vinson short-listed the options for the new categories as Small County, Small City, and Upstream Community. Mr. Barrett suggested that the At-Large category be considered. Discussion ensued.

Mr. Fisseler, concurring with Ms. Vinson, stated that it was best to wait and evaluate these categories carefully. Mr. Poppe agreed and indicted incremental growth was best. Conversation ensued.

Mr. Poppe summarized that no action would be taken for this item, and the Executive Committee decided by consensus that further discussion would be required with the SJRFPG.

AGENDA ITEM NO. 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

Mr. Poppe opened the discussion and reminded the RFPG that the solicitation process for new-voting members was delineated in the bylaws and presented the draft solicitation notice.

Ms. Max asked Fatima Berrios to briefly explain the solicitation process for new voting members. Ms. Berrios stated that the solicition notices for new voting members followed the same requirememnts as replacing existing voting members, with the exception that solicitation notices for new voting members required to include the exact membership term, which Ms. Vinson clarified would coincide with the original voting group members – until July 10, 2023.

Mr. Fisseler recommended that the deadline should be set for a Friday, within that given timeframe of 30-45 days, which was the consensus of the Executive Committee.

Mr. Poppe posed the question, if there should be one generic notice or separate notices for each interest group. Discussion ensued pertaining to what language should be included in the solicitation, nominations form, and how the selection to nominees would occur.

Ms. Vinson stated that the SJRFPG might require assistance for TWDB legal team to verify if there would be any implications to the Open Meeting Act if interviews are given to nominees during open sessions. Ms. Max stated Tommy Ramsey, with the Harris County Attorney's Office, confirmed an open session would not violate the Open Meetings Act.

After further discussion, Mr. Poppe recommended there should be two solicitation notices – one for each category, and that the SJRFPGshould emulate the solicitation process for the original 12 voting-members.

AGENDA ITEM NO. 8: Discussion and possible recommendation to the RFPG related to the Texas Water Development Board grant scope submitted by the SJRFPG Project Sponsor

Ms. Max highlighted the changes on the Scope of Work that better addressed the guiding principles for Regional Flood Plans. Ms. Max stated that the SJRFPG would need to approve these changes to include in the Request for Qualifications. She informed the Executive Committee that there was further concerns from Stephen Costello, who had indicated the language in the RFQ was slightly confusion and alarming.

Mr. Poppe recommended that the SJRFPG should approve these changes in the next SJRFPG meeting on February 11, 2021.

AGENDA ITEM NO. 9: Discussion and possible recommendations to RFPG related to forming RFQ Review Committee that is in compliance with Open Meetings Act and state procurement procedures

a) Committee recommendations

Ms. Max reported that the RFQ Review Committee had recommended advertising for four weeks. She also mentioned that, because the RFQ and selection process needed to be approve by TWDB, Harris County Commissioners Court and the SJRFPG the actual execution timeframe for the contract wouldn't be until late May, or early June. Ms. Max reported that the RFQ Review Committee had also recommended Harris County to perform the consultant selection on their own, and make the recommendation for a consultant team to the SJRFPG.

Ms. Vison then asked for clarification if the Open Meetings Act would be triggered if a non-quorum of the SJRFPG participated in the selection process, which Ms. Max confirmed that if more than one person from the SJRFPG was involved, it was subject to Open Meetings Act.

Discussion ensued regarding how the consultant selectin process would be executed. Ms. Max stated her willingness to do what the SJRFPG preferred, whether that was through Open Meetings or though Harris County Selection process.

Mr. Poppe recommended that Ms. Max be transparent during the process and explicitly state that if Harris County was left to make the selection on their own, the SJRFPG would need to accept that selection otherwise, it would drastically delay the RFP schedule.

AGENDA ITEM NO. 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

Mr. Poppe opened the discussion that the SJRFPG members should be allowed to engage with the public and perform public outreach. He stated that the SJRFPG should have a process for how public engagement should be conducted, what information should be shared, and how to document those speaking engagements.

Ms. Vinson agreed that the SJRFPG, if asked through a formal request, should have a process, however, members should be allowed to have public engagements in their own capacity as it related to their occupation and professional life.

Mr. Fisseler suggested that theSJRFPG should be consistent with what information is provided at these public engagements, and the RFPG should provide talking points/PowerPoint slides.

Mr. Poppe asked who would document and keep a record of the public engagements, which Ms. Max stated her staff would keep track of these records.

Ms. Vinson suggested there should be an approval process for all formal requests received, and mentioned a spokesperson should be selected.

AGENDA ITEM NO. 11: Public comments – limit 3 minutes per person No public comments were given.

No public comments were given.

AGENDA ITEM NO. 12 Adjourn: Mr. Fisseler moved to adjourn the meeting, Ms. Max seconded, which carried unanimously at 4:18pm.

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

Alisa Max, Secretary

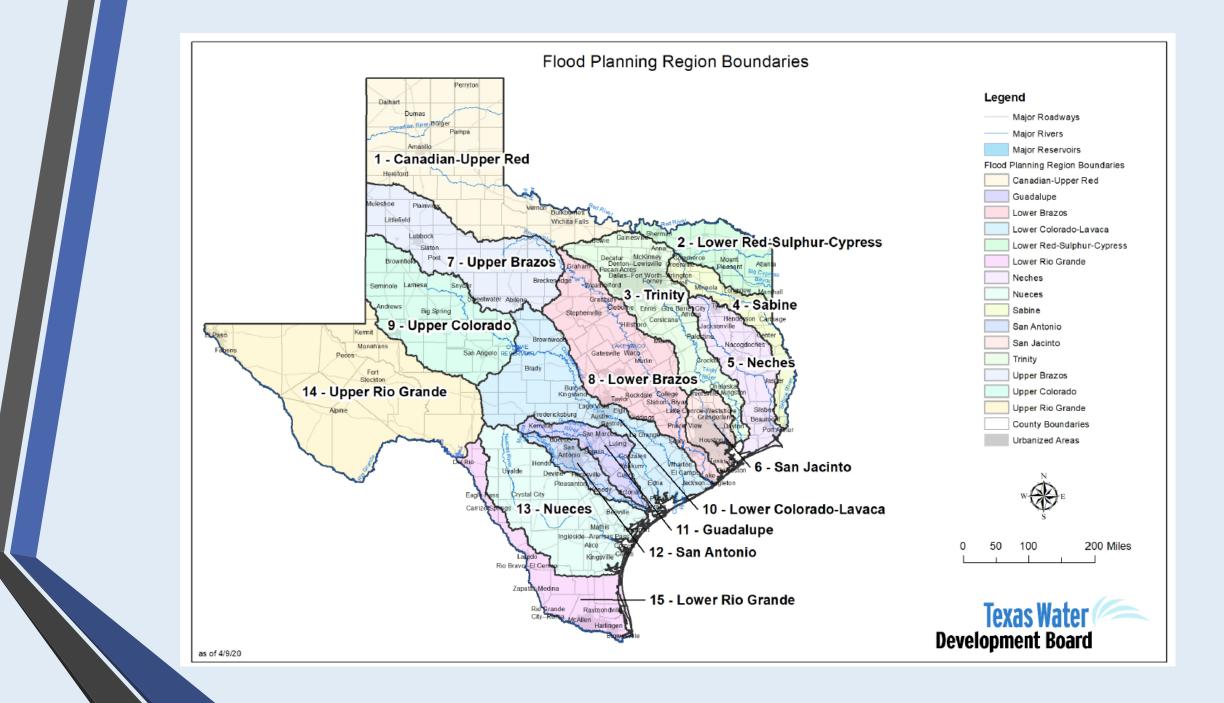
Russ Poppe, Chair

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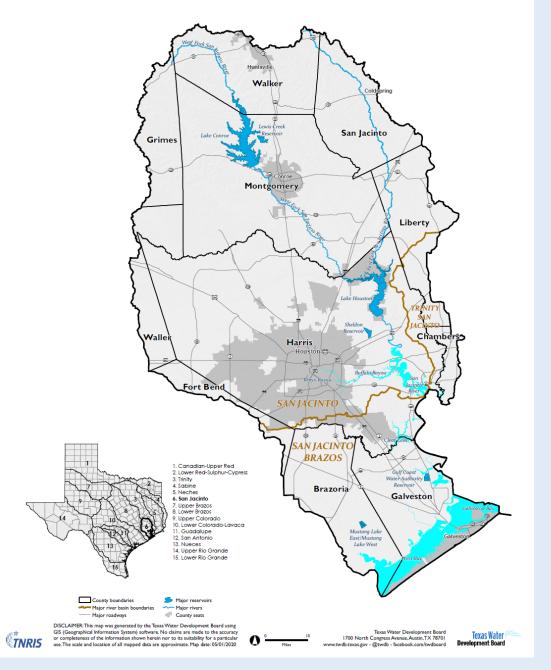
Item 5: Executive Session

The SJRFPG may go into an executive session pursuant to chapter 551 of the Texas Government Code for the consideration of personnel matters, specifically, persons being considered for appointment as new voting members of SJRFPG.

****The San Jacinto Regional Flood Planning Group may go into executive** session, if necessary, pursuant to chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with the County Attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security personnel or devices; or (6) discussion of certain economic development matters. The San Jacinto Regional Flood Planning Group may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.**



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Item 6: Update and discussion on solicitation efforts for the Upper Watershed Category

Item 7:

Discussion and possible recommendations concerning public engagement strategies including organizing and setting a future date for a public meeting as required by Texas Water Code §16.062(d) and 31 Texas Administrative Code §361.12(a)(4).

Item 8: Update, and discussion concerning technical consultant selection, schedule and budget, and grant status from TWDB, and/or Planning Group Sponsor

Item 9: Discussion and possible recommendation concerning development of a coordination framework between TWDB, Region 6 RFPG and GLO regarding ongoing and parallel flood project planning efforts.

Item 10: Presentation of 2021 Planning Group key dates and deadlines a. Upcoming planning schedule milestones b. The next San Jacinto RFPG meeting will be on April 8, 2021 at 9:00 am.

Item 11: Consider agenda items for next meeting

Item 12: Public Comments (limit 3 minutes per person)

Item 13: Meeting Adjourn