


*Region 6: San Jacinto
Flood Planning Group
February 11, 2021
9:00 am
Virtual Meeting*



Item 1: Call to Order



Item 2: Welcome and Roll Call



Item 3:
Texas Water Development Board
Update



Item 4:

Registered Public Comments on
Agenda Items 5-17
(limit of 3 minutes per person)



Item 5:

Approval of minutes from the
December 10, 2020 SJRFPG
Meeting

Meeting Minutes
Region 6 San Jacinto Flood Planning Group Meeting
December 10, 2020
9:00AM
CISCO WebEx Virtual Meeting

Roll Call:

Voting Member	Interest Category	Present (x) /Absent () / Alternate Present (*)
Elisa Macia Donovan	<i>Agricultural interests</i>	X
Alisa Max	<i>Counties</i>	X
Paul E. Lock	<i>Electric generating utilities</i>	X
Sarah P. Bernhardt	<i>Environmental interests</i>	X
Russ A. Poppe, Chair	<i>Flood districts</i>	X
Timothy E. Buscha	<i>Industries</i>	X
Stephen Costello	<i>Municipalities</i>	X
Gene Fisseler	<i>Public</i>	X
Matthew Barrett	<i>River authorities</i>	X
Jenna Armstrong	<i>Small business</i>	X
Alia Vinson	<i>Water districts</i>	X
Todd Burrer	<i>Water utilities</i>	X

Non-voting Member	Agency	Present(x)/Absent() / Alternate Present (*)
Adam Terry	Texas Parks and Wildlife Department	X
Natalie Johnson	Texas Division of Emergency Management	
Kristin Lambrecht	Texas Department of Agriculture	(*)Manuel Martinez-alt
Joel Clark	Texas State Soil and Water Conservation Board	
Ellen Kinsey	General Land Office	X
Megan Ingram	Texas Water Development Board (TWDB)	X
Kelly Mills	Texas Commission on Environmental Quality	X

Quorum:

Quorum: **Yes**

Number of voting members or alternates representing voting members present: 12

Number required for quorum per current voting membership of 12: 7

Other Meeting Attendees: **

Arthur Bredehoft	Chrisone Peterson, Jr
Bill Adams	Cory Stull
Brooke Bacuetes	Diane Cooper
Bruce Nichols	Fawzi Abou-Hossa
Dr. Shelley Sekula-Gibbs	Glenna Sloan
Chuntania Dangerfield	James Bronikowski

Jeff Taebel
Jennifer Eckhart
Jill Boullion
John Yoars
Justin Brower
Kena Ware
Krista Melnar
Lance McLeod
Laura Cahill
Laura Norton
Laura Zimmerman
Leslie Herbst
Lisa Lattu
Manual S. Martinez
Matt Nelson
Matt Chastain
Matt Zeve
Michael Bloom

Michael Turco
Morgan White
Neil Gaynor
Nicholas Panyard
Pam Hawkins
Rachel Herr
Rebecca Andrews
Reem Zoun
Sally Bakko
Stephanie Castillo
Stephanie Griffin
Stephanie Zertuche
Susan Chadwick
Terry Barr
Thuy Luong
Tommy Ramsey
Kim Nygren
Anonymous Attendees (no name provided):

****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/flood/planning/regions/schedule.asp>

AGENDA ITEM NO. 1: Call to Order

Mr. Poppe called the meeting to order at 9:08AM. A roll call of the planning group members was taken to record attendance and a quorum was established.

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

Mr. Poppe welcomed members to the meeting. Mr. Poppe provided meeting facilitation information and instructions.

AGENDA ITEM NO. 3: Texas Water Development Board Update

Ms. Ingram requested that TWDB defer their update to item 12 of this agenda.

AGENDA ITEM NO. 4: Registered Public Comments on Agenda Items 5-18 (limit 3 min per person)

Mr. Poppe stated that prior written comments had already been distributed to the RFPG members via email from TWDB. No discussion or comments were made on written comments received.

Verbal public comments related to the agenda were received from:

- a) Jeff Taebel, HGAC – Item 10- Mr. Taebel encouraged engaging regional government groups and requested to participate as a voting or non-voting member.
- b) Laura Norton, Resident of Montgomery County – Item 10- Ms. Norton encouraged representation of Montgomery County on the Board.
- c) Leslie Herbst, Port Houston – Item 10- Ms. Herbst discussed interest and membership collaborations of the Regional Flood Planning Group and Port Houston (formerly known as Port of Houston Authority).
- d) Neil Gaynor, resident of the Woodlands and Montgomery County – President MUD #6 - Item 10- Mr. Gaynor spoke in regards to membership on the Regional Flood Planning Group.
- e) Dr. Shelly Sekula Gibbs, The Woodlands Township and One Water Task Force – Item 10- Dr. Seula-Gibbs spoke on participation in the Regional Flood Planning Group, and proposed Neil Gaynor as representative for One Water

Mr. Poppe referenced a written comment of interest from Mr. Mike Turco from The Harris-Galveston Subsidence District.

AGENDA ITEM NO. 5: Approval of minutes from the previous meeting

Mr. Barrett noted the misspelling of Alia Vinson's name under Item 6.

Ms. Vinson moved to approve the revised minutes that corrected the spelling of her name. Mr. Fisseler seconded the motion. All members voted in favor of the motion, except Mr. Poppe, who abstained from voting, thus the motion carried.

AGENDA ITEM NO. 6: Announcement of Alternate Members

Mr. Poppe discussed the role of alternate member according to the bylaws. The alternates announced were:

Voting Members

Agricultural - MaryAnn Piacentini as alternate to Elisa Donovan
Counties- John Blount as alternate to Alisa Max
Flood Districts- Matt Zeve as alternate to Russ Poppe

Non-Voting Members

General Land Office- Colleen Jones as alternate to Ellen Kinsey
Texas Department of Agriculture- Manuel Martinez as alternate to Kristen Lambrecht
Texas Parks and Wildlife Department- Bill Adams as alternate to Adam Terry (received from Chat function)
Texas Commission on Environmental Quality- Kym Nygren as alternate to Kelly Mills (received from Chat function on meeting)

Mr. Poppe stated these were all of the alternates received in writing, and reminded the RFPG that alternates could be submitted at any time.

Mr. Fisseler suggested a shorter period than the 48hrs to announce alternates in an emergency event, and Mr. Poppe confirmed that the bylaws gave the chair discretion to accept alternates.

AGENDA ITEM NO. 7: Nominations, discussions and possible action to elect RFPG Vice Chair and Secretary

Mr. Poppe opened nominations for Vice Chair:

Mr. Costello moved to appoint Alia Vinson as Vice Chair, Gene Fisseler seconded the motion. Alia Vinson agreed to be considered. The motion carried unanimously.

Mr. Poppe opened nominations for a Secretary:

Alisa Max offered to be considered as Secretary.

Mr. Costello moved to appoint Alisa Max as Secretary, Ms. Armstrong seconded the motion, which carried unanimously.

AGENDA ITEM NO. 8: Nominations, discussion and possible action to elect two members-at-large to serve on the RFPG Executive Committee

Mr. Poppe opened nominations for the Executive Committee's At-Large Member No. 1:

Mr. Lock nominated Gene Fisseler as At-Large Member No. 1.

Ms. Vinson moved to appoint Gene Fisseler as the Executive Committee's At-Large Member No. 1. Mr. Costello seconded the motion. Mr. Fisseler agreed to be considered and the motion passed with a majority, only with Mr. Barrett abstaining from the vote.

Mr. Poppe opened nominations for the Executive Committee's At-Large Member No. 2:

Ms. Vinson moved to appoint Matthew Barrett as At-Large Member No. 2,

Ms. Armstrong seconded the motion. Matthew Barrett agreed to be considered.

The motion carried unanimously.

AGENDA ITEM NO. 9: Discussion and possible action on Liaisons to Adjacent Planning Groups

a) Trinity, Lower Brazos, Neches

Mr. Poppe opened nominations and discussion for Liaisons, and mentioned a written comment was received from The City of Galveston, which had already expressed interest and offered the name Brandon Cook as a liaison.

Ms. Donovan asked for input from Sarah Bernhardt as to a potential liaison. Sarah Bernhardt requested more information about the responsibilities and time commitments of the liaisons for better decision making.

Ms. Vinson requested information from the TWDB on what the expectations of liaisons were and suggested TWDB send the information to the Board. Ms. Ingram, on behalf of the TWDB, stated they would provide additional guidance in future meetings.

Ms. Max moved to refer this topic to the Executive Committee for additional deliberation and outreach, and for the Executive Committee to bring back recommendations at the next Planning Group meeting. Mr. Costello seconded the motion, which carried unanimously.

AGENDA ITEM NO. 10: Discussions of Regional Flood Planning Group Membership

a) Nominations for additional voting and non-voting member categories

b) Discussion and consider taking action to add group member categories in either voting or non-voting capacities, as applicable

c) Discussion and consider taking action on development of a process for solicitation and selection of new Group members, as applicable

a) Mr. Poppe opened the discussion and explained the distinction between the two categories (voting/non-voting). Ms. Max, clarified the discussion was for the categories of voting members, and not individual voting members. A discussion ensued.

b) Mr. Poppe opened the topic for discussion and discussion ensued. No action was taken at this time.

c) Russ Poppe opened the topic for discussion and discussion ensued.

Mr. Fisseler suggested including those already engaged (meeting attendees, etc.) when soliciting new members.

Ms. Vinson suggested referring the topic to the Executive Committee for their consideration, and once public input was considered, to make recommendations to the RFPG and ensure compliance with the adopted bylaw requirements.

Ms. Armstrong moved that items 10a-c be referred to the Executive Committee with a proposal to bring back recommendations to the RFPG at a later meeting, Ms. Max seconded the motion, which carried unanimously.

AGENDA ITEM NO. 11: Discussion and possible action on potential changes to bylaws

- a) Discussion and possible action on process to amend bylaws
- b) Any changes necessitated by Regional Flood Planning Group Membership discussion in Item 10

a) Mr. Poppe opened the topic for discussion and discussion ensued.

Ms. Vinson moved to amend Article XV of the bylaws by modifying the second sentence to read, "The voting members shall adopt and/or amend these bylaws by a two-thirds vote of the voting members present." Mr. Buscha seconded the motion, which carried unanimously.

b) Mr. Poppe opened the discussion and discussion ensued. No bylaw changes were necessitated per discussion of Item 10, and no action was taken on this item.

AGENDA ITEM NO. 12: Texas Water Development Board Presentation – Process Overview

Ms. Ingram presented on "Flooding 101" to the group, and introduced the grant application process. The presentation about the scope of work for the consultant, once the grant is awarded, was tabled and was anticipated to be presented at the next RFPG meeting.

AGENDA ITEM NO. 13: Updates from Planning Group Sponsor regarding status of Regional Flood Planning Grant contract with the TWDB

- a) Discussion on status of application for Regional Flood Planning Grant funds
- b) Discussion of technical consultant procurement process
- c) Discussion on Scope of Work posted with TWDB RFA

Ms. Max, representing the Project Sponsor Harris County, confirmed the grant application was on target for the submission deadline to the TWDB on January 21, 2021, and stated that the application is to be anticipated to be approval by Harris County's Commissioners Court on January 5, 2021.

Ms. Ingram stated that the technical consultant procurement process could begin prior to the award of the grant without jeopardizing grant funds.

AGENDA ITEM NO. 14: Discussion and possible action regarding RFPG public website (required per §361.21(b))

Ms. Max stated that in conversation with TWDB, TWDB has agreed to host a website for the Group until the technical consultant is on board and is able to create one. Ms. Ingram confirmed that this was correct on behalf of TWDB.

AGENDA ITEM NO. 15: Discussion and possible action regarding a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c))

Ms. Vinson requested Ms. Ingram, TWDB, to give an overview of the current process used to accept and distribute written public comment, and questioned to whom should comments or materials be directed?

Ms. Ingram explained that she forwards feedback TWDB receives to all RFPG members as part of her process.

Ms. Max stated that agendas included information on who sent public comments to Harris County (Project Sponsor), and when that information is received, it is distributed to all RFPG members. Alisa confirmed a SJRFPG email would be created, and the information would be included in all meeting agendas (and the Group's website when created by the consultant) as it becomes available. Discussion ensued.

AGENDA ITEM NO. 16: Discussion and possible action regarding the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e))

Mr. Poppe opened the discussion.

Mr. Buscha suggested continuing to solicit via the TWDB.

Ms. Max suggested interested persons should email contact information to the email address found on the agendas and/or to the SJRFPG email.

AGENDA ITEM NO. 17: Consider meeting frequency and regular meeting dates for calendar year 2021

Russ opened discussion stating that according to the RFPG's bylaws, Article 9 Section 2, the RFPG was required to establish meeting dates for the upcoming year. Discussion ensued.

Ms. Vinson moved to hold virtual monthly meetings, on the 2nd Thursday of each month at 9am. Mr. Lock seconded the motion, which carried unanimously.

AGENDA ITEM NO. 18: Consider agenda items for next meeting

Russ Poppe opened discussion for topics for next meeting's agenda. The following items were discussed:

- Liaisons to adjacent Planning Groups
- Discussion of Group membership- new members/categories?
- Grant Application/Consultant Firm Solicitation process/Scope of Work, including TWDB presentation
- GLO Flood Basin Study
- Committees
- A meeting schedule, include deadlines
- Other topics proposed by the Executive Committee or other members

AGENDA ITEM NO. 19: Public Comments – limit 3 minutes per person

No additional public comment was requested.

AGENDA ITEM NO. 20: Adjourn

Russ Poppe asked for further comments, but no additional comments were made.

Ms. Armstrong moved to adjourn, Mr. Poppe second the motion, which carried unanimously
The meeting adjourned at 11:45 AM by Russ Poppe.

Alisa Max, Secretary

Russ Poppe, Chair



Item 6:

Approval of minutes from the
January 14, 2021 SJRFPG
Meeting

Meeting Minutes
 Region 6 San Jacinto Flood Planning Group Meeting
 January 14, 2021
 9:00AM
 CISCO WebEx Virtual Meeting

Roll Call:

Voting 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	Alternate Present (X)
Matthew Barrett	A-Large, River authorities	X
Elisa Macia Donovan	Counties	X
Jenna Armstrong	Small business	X
Paul E. Lock	Electric generating utilities	X
Sarah P. Bernhardt	Environmental interests	X
Stephen Costello	Municipalities	X
Timothy E. Buscha	Industries	X
Todd Burrer	Water utilities	X

Non-voting Member	Agency	Present(x)/Absent()/ Alternate Present (*)
Adam Terry	Texas Parks and Wildlife Department	X
Ellen Kinsey	General Land Office	
Joel Clark	Texas State Soil and Water Conservation Board	X
Kelly Mills	Texas Commission on Environmental Quality	X
Kristin Lambrecht	Texas Department of Agriculture	X
Megan Ingram	Texas Water Development Board (TWDB)	X
Natalie Johnson	Texas Division of Emergency Management	X

Quorum:

Quorum: **Yes**

Number of voting members or alternates that were present: 12

Number required for quorum per current voting membership of 12: 7

Other Meeting Attendees: **

Amy Samples	Chuntania Dangerfield
Brad Pickering	Cory Stull
Brandon Cook	Dr. Shelly Sekula-Gibbs
Brandon Wade	Fatima Berrios
Brooke Bacuetes	Grant Crowell

Him Stinson
J. Rice
James Bronikowski
James M Stinson
Jeff Taebel
Jill Boullion
Jim Stinson
Justin Bower
Laura Norton
Lisa Lattu
M. Mitchell
Matt Nelson
Matt Zeve
Michael Bloom
Michael Reedy
Mohamed Bagha
Morgan White

Neil Gaynor
Paul Lock
Rachel Herr
Rebecca Andrews
Reem Zoun
Reid Mrsny
Sally Bakko
Stephanie Castillo
Stephanie Griffin
Stephanie Zertuche
Stephen Costello
Terry Barr
Todd Burrer
Todd Stephens
Tommy Ramsey
Zach Holland
Anonymous Attendees (no name provided): 4

****Meeting attendee names were gathered from those who entered information on the GoToWebinar meeting.**

All meeting materials were available for the public at:

<http://www.twdb.texas.gov/flood/planning/regions/schedule.asp>.

AGENDA ITEM NO. 1: Call to Order

Mr. Poppe called the meeting to order at 9:01AM.

AGENDA ITEM NO. 2: Welcome and Roll Call

Mr. Poppe welcomed members to the meeting and provided meeting facilitation information. Roll call was taken.

AGENDA ITEM NO. 3: Texas Water Development Board Update

TWDB did not have any updates. Ms. Ingram announced that a presentation would be given during the meeting and requested to move on to the next agenda item.

AGENDA ITEM NO. 4: Registered Public Comments on Agenda Items 5-16 (limit 3 min per person)

Written comments were distributed to RFPG members via email prior to this meeting.

Verbal public comments related to the agenda were received from:

- a) Sally Bakko, City of Galveston – Agenda Item 9 – Ms. Bakko advocated for the Coastal Communities as a voting group member.
- b) Brandon Cook, City of Galveston – Agenda Item 9 – Mr. Cook applauded the Group for considering the Coastal Communities as a new voting member and encouraged the adoption of this recommendation.
- c) Neil Gaynor, Montgomery County MUD 6, President – Agenda Item 9 – Mr. Gaynor declared interest as a representative for Montgomery County as a committee member or liaison role with Stephanie Zertuche as his alternate.
- d) Laura Norton, One Water Group in Montgomery County – Agenda Item 9 – Ms. Norton indicated previous interest for being the additional voting member of the public as Neil Gaynor's alternate, however she improved her recommendation for Neil Gaynor with Stephanie Zertuche as his alternate as a committee member or liaison role.
- e) Dr. Shelly Sekula-Gibbs, The Woodlands Township - Agenda Item 9 – Dr. Sekula-Gibbs expressed agreement with the Coastal Communities as a new category and adding an additional voting member to the Water Districts category. Dr. Sekula-Gibbs advocated for Neil Gaynor and Laura Norton for the Water District category.
- f) Stephanie Zertuche, One Water Group in Montgomery County – Agenda Item 9 – Ms. Zertuche supported Neil Gaynor as a voting member for the Water Districts and expressed her interest on being his alternate.
- g) Jim Stinson, Woodlands Water Agency General Manager for 10 MUDs – Agenda Item 9 – Mr. Stinson expressed support for adding an additional voting member to the Water District category, and also supported Neil Gaynor and Stephanie Zertuche.

Chuntania Dangerfield summarized written comments as shown below:

- h) Todd Stephens – Mr. Stephens stated he received a letter from and Bruce Rieser for nominating Neil Gaynor as a voting member with Laura Norton as his alternate.
- i) Matt Barrett – Mr. Barrett received a letter from Robert Lux also for nominating Neil Gaynor as a voting member with Laura Norton as his alternate.

- j) Elisa Donovan - Ms. Donovan stated Galveston Bay Foundation submitted a letter of consideration to add a presentation on Natural and Nature-based flood mitigation strategies to the March SJRFPG Meeting Agenda.
- k) Christopher Bloch, City of Kingwood – Mr. Bloch provided a presentation and information regarding flooding and potential flood mitigation solutions related to Bens Branch (Kingwood).

AGENDA ITEM NO. 5: Approval of the meeting minutes

Mr. Poppe opened the discussion, and Ms. Max informed the group there were several comments submitted for revision for the previous meeting minutes.

The meetings minutes were not approved and it was decided that the meeting minutes would be revised, and presented for approval in the next SJRFPG meeting.

AGENDA ITEM NO. 6: Announcement of alternate members

Gene Fisseler announced Zack Holland as his alternate member.
Jenna Armstrong announced Mark Mitchell as her alternate member.

AGENDA ITEM NO. 7: Nominations, discussions and possible action to elect RFPG Vice Chair and Secretary

Tommy Ramsey, with the Harris County Attorney's office, opened the discussion for the use of the chat function. Mr. Ramsey expressed several concerns using the chat function. Ramsey expressed concern related to the use of private messages, and recommended the board members should be careful to not deliberate or communicate within the chat privately. Mr. Ramsey recommended to disable the use of the chat function to safe guard these issues.

Ms. Vinson proposed to completely disable the function even for the public since public comments were offered twice during the meeting.

Mr. Poppe agreed and recommended to disable the chat function on future meetings.

AGENDA ITEM NO. 8: Update from Executive Committee, discussion, and possible action on Liaisons to Adjacent Planning Groups (Trinity, Lower Brazos, Neches, Coastal Communities)

Mr. Poppe opened the discussion with a reminder that these positions were mandatory, and reported that the Executive Committee recommended liaisons should be limited to non-voting or voting members only.

Mr. Buscha then expressed his interest to serve as a liaison to Neches Group.

Mr. Burrer also confirmed his interest to serve as a liaison and mentioned he was willing to be a liaison for any group.

Mr. Holland then confirmed Mr. Fisseler's willingness to serve as a liaison for the Lower Brazos Group.

Ms. Armstrong moved to have Todd Burrer as the liaison to the Trinity Group and Tim Buscha as the liaison to the Neches, Ms. Vinson seconded the motion, which carried unanimously.

AGENDA ITEM NO. 9A: Update from Executive Committee, discussion, and possible action on Regional Flood Planning Group Membership (Nominations, discussion, and possible action to add additional voting and non-voting member categories)

Mr. Poppe opened the discussion and stated the goal of the RFPG was to fill gaps by adding both voting members and non-voting entities to achieve geographic representation and diversity. Mr. Poppe stated the only recommended new voting category was for Coastal Communities.

Ms. Armstrong moved to add Coastal Communities as voting member category. Sarah Bernhardt seconded the motion, which carried unanimously.

Mr. Poppe then stated the non-voting entities for recommended by the Executive Committee: The Harris Galveston Subsidence District, Region H Water Planning, HGAC, Port Houston and TxDOT.

Ms. Max moved to add the following non-voting entities: Harris Galveston Subsidence district, Regional H Water Planning Group, HGAC, Port Houston and TxDOT. Ms. Vinson seconded the motion, which carried unanimously.

AGENDA ITEM NO. 9B: Discussion and possible action on process of solicitation and selection of new Group members, as applicable

Mr. Poppe opened the discussion and stated that the Executive Committee recommended the addition of two new voting members to the existing categories: one new voting category to the Public category and one new voting member Water Districts Category. Ms. Max emphasized should strive to add both geographic representation and diversity.

Ms. Donovan asked for clarification if adding additional members to existing categories would also double their vote. Ms. Donovan was concerned that adding additional members to existing categories would diminish other stakeholder representation.

Ms. Vinson clarified that each new voting-member added would be an additional vote discussion ensued.

Mr. Buscha moved for adding a new voting-member to the Public, Water Districts and Coastal Communities groups. Mr. Costello recommended to further discuss those categories, and suggested adding another voting member to represent small and large cities.

Ms. Bernhardt cautioned that stakeholder interest groups were all large groups, and recommended the RFPG further consider representation.

Ms. Donovan stated that adding up to 18 voting members was not be required. She stated Executive Committee members already hold strong influence in the RFPG, so adding additional members to these existing groups with executive members as representatives, could dilute other groups.

Ms. Bernhardt made a recommendation to add another category to better represent geographical rural areas instead of Water Districts.

Ms. Max then stated it was crucial to add another Public voting-member to get proper representation for socio-economic diversity, and underserved communities.

Ms. Armstrong agreed that adding another Public member was critical.

Mr. Poppe suggested amending the motion, and voting on the new voting-members individually.

Mr. Buscha amended his motion and moved to add the Coastal Communities as a new voting member. Mr. Costello second the motion, which carried unanimously.

Mr. Buscha moved to add another member to the Public categories. Ms. Armstrong seconded the motion, which carried unanimously.

Ms. Bernhardt requested further discussion for a more suitable name for the new Public category to something more specific such as an equity and diversity seat. She expressed that by not clearly stating the desired interest to be represented by the additional voting membership category, it could be manipulated in the future, and not ensure the intended stakeholder interests are represented.

Ms. Ingram clarified that there was flexibly and stated that either the solicitation process could be directed for a specific group, or a new category name could be proposed.

Ms. Vinson agreed with Ms. Bernhardt's concern and stated the current RFPG would use the new seat for diversity, but it was future groups members would not. Ms. Vinson suggested it might be appropriate to consider a new voting category since it would link those desired attributes to a specific seat.

Ms. Max stated if a specific seat was given for equity, it could also work against its purpose since future members could only require that seat for diversity. Ms. Max indicated she would like to see the diversity and geographic representation memorialized for the future flood planning group members.

Mr. Holland and Mr. Poppe emphasized that the solicitation process carried the most weight and stated that solicitations would be recorded and memorialized.

Mr. Buscha then moved to add another voting member to the existing Public category. Mr. Poppe seconded the motion, which passed unanimously.

Russ Poppe gave a 10-minute break at 10:50 AM.

Russ Poppe opened session again at 11:01 PM.

AGENDA ITEM NO. 9B (Continued): Discussion and possible action on the process of solicitation and selection of new Group members, as applicable.

Mr. Poppe summarized that the only added categories were Coastal Communities and an addition to the Public category.

Ms. Vinson then motioned to add another voting member to the Water District and stated districts were not represented within the City category.

Ms. Donovan stated counties could encompass those individuals, and stated the Water Districts did not represent all rural areas.

Mr. Poppe indicated that the Water Districts category was very broad, and included unincorporated portions of the counties, which could represent large new areas of development.

Ms. Max made a recommendation that the category should be further evaluated by the Executive Committee. Ms. Vinson concurred with Ms. Max recommendation and withdrew her motion.

AGENDA ITEM NO. 9C: Discussion and possible action on potential changes to by-laws necessitated by Regional Flood Planning Group Membership discussion from Item 9A-B.

Mr. Poppe confirmed that no new changes resulted from the discussion from 9A and 9B.

AGENDA ITEM NO. 10: Update from executive committee, discussion and possible action concerning formation of RFPG communities.

Ms. Max recommended three alternatives for the consultant selection since the grant will be received by Harris County. The alternatives were as followed:

- a) Harris County executes the selection process entirely on their own based on set and approved requirements from the RFPG,
- b) The RFPG establishes a consultant selection committee; or
- c) All members of the RFPG select the consultant through open meetings.

Mr. Costello agreed having part of the planning group in the selection process, as a selection committee, was the best option. Mr. Buscha agreed with Mr. Costello and expressed his interest in participating in the selection committee.

Mr. Poppe stated the RFQ was currently in process, and indicated the best technical consultant would be selected.

Ms. Max stated that if the RFPG wanted to avoid violating the Open Meetings Act, the committee would have to be less than a quorum of RFPG participating in a non-voting capacity. Ms. Max stated Amy Samples, of the Harris County Attorney's Office, had indicated subcommittees might also implicate the Open Meeting Act.

After further discussion, Ms. Vinson suggested to defer the conversation until more legal input was available from the Harris County Attorney's Office.

Ms. Max stated that the Harris County Attorney's Office concluded further discussion would be required with TWDB about implications of the Opens Meetings Act. Ms. Max clarified that those individuals serving on the committee could not have a conflict of interest. Ms. Max suggested to form a RFQ Review Committee.

Mr. Buscha, Ms. Donovan, and Mr. Costello expressed interest in participating in a RFQ Review Committee.

Ms. Vinson moved to create the RFQ committee with the members being Alisa Max, Elisa Donovan, Timothy Buscha, and Stephen Costello. Alisa Max second the motion, which carried unanimously.

AGENDA ITEM NO. 11: Presentation of TWDB for RFPG

Ms. Ingram presented for TWDB – on the scope of work and overview for the Flood Planning Groups.

- a) Task 1: Planning area description
- b) Task 2A and 2B: Existing & future condition flood risk analysis (hazard, exposure and vulnerability analysis)
- c) Task 3: Evaluation and recommendation on floodplain management practices
- d) Task 3B: Flood mitigation & floodplain management goals (short and long term)
- e) Task 4A: Flood mitigation need analysis (FME, FMS, FMPs)
- f) Task 4B: Identification and evaluation of potential FMEs and potential feasible FMSs and FMPs
- g) Task 4C: Prepare technical memorandum (due Jan 2022)
- h) Task 5: Recommendation of FMEs, FMSs, and FMPs
- i) Task 6A: Impacts of Regional flood plan
- j) Task 6B: Impacts on Water Supply
- k) Task 7: Flood response information and activities
- l) Task 8: Administrative, regulatory and legislative recommendations
- m) Task 9: Flood infrastructure Financing Analysis
- n) Task 10: Public participation & plan adoption

Ms. Donovan, referring to the Texas Administrative Code for regional and state flood plans, suggested that ecosystems functions should be incorporated into the tasks. She stated new flood plans were required to complement existing natural and nature-based systems. She stated flood plans should take into consideration fisheries and wildlife, ecosystem services, green space and recreation and reduce environmental impacts.

AGENDA ITEM NO. 12: Update from planning group sponsor regarding status of Regional Flood Planning grant and technical consultant procurement

Ms. Max provided a status update for grant funding allocation and stated a proposal to increase public engagement funds by \$55,000. She stated this would be achieved by moving funds from tasks 1, 2A, and 2B by \$15,000 each, and task 4B by \$10,000. She stated these funds would all go to item 10 and the total fixed budget would remain at \$2.446M, which included \$73,000 for expenses. Alisa Max stressed Harris County would provide assurance that grant funds would not be used to perform any duplicate work, however projects could be re-done with other funds.

Key Dates to highlight

- January 21, 2021- Grant application due
- End of March- Estimated execution of TWDB grant contract
- January 2021- Estimated start of consultant procurement process
- By end of May- Estimated execution of Consultant Contract
- Jan 7, 2022- First memorandum due to TWDB
- August 1, 2022- Draft Regional Flood Plan to TWDB
- January 10, 2023- Final Regional Flood Plan to TWDB

AGENDA ITEM NO. 13: Discussion and possible action concerning pre-planning public input as required by TWC 16.062(d) and 31 TAC 361.12(a)(4)

Mr. Poppe opened this discussion and summarized that per the referenced TAC, the RFPG was required to hold a public meeting for public input. He stated given the COVID pandemic, this requirement would have to be virtual.

Ms. Ingram clarified there was no time requirement as to when to set these public meetings.

Mr. Poppe suggested separate meetings to discuss the pre-planning meetings since conversations could be extensive and time consuming.

AGENDA ITEM NO. 14: Presentation of 2021 Planning Group meeting dates and deadlines

Mr. Poppe stated that the RFPG meeting would be held on the second Thursday of every month at 9AM, and the next meeting would be February 11, 2021.

AGENDA ITEM NO. 15: Reminder regarding planning Group member training on public information act and open meetings act.

Mr. Poppe gave a reminder regarding Planning Group Member training on public information act and Open Meetings Act. Ms. Max clarified that training verification should be sent to the SJRFPG email.

AGENDA ITEM NO. 16: Agenda items for next meeting

- Presentation from GLO. GLO will be ready to present in the February meeting.
- Galveston Bay Foundation requested to give a presentation at the March meeting.
- Update from Executive Committee on items discussed during this meeting including additional discussion on adding voting members in existing categories, and solicitation notices.
- Update on RFQ scoring committee discussion after deliberation from Executive Committee
- Update on solicitation request and responses
- Update on the consideration of the Lower Brazos Liaison
- Standing item – update on timeline and budget status

AGENDA ITEM NO. 17: Public comments

No public comments were given for non-agenda items.

AGENDA ITEM NO. 18:

Meeting Adjourned at 12:29 PM by Russ Poppe.

Alisa Max, Secretary

Russ Poppe, Chair



Item 7:

Announcement of new Alternate Members and new Non-Voting Members

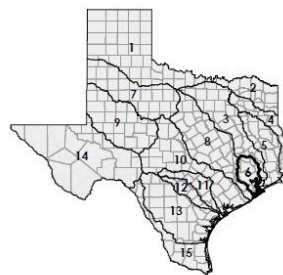
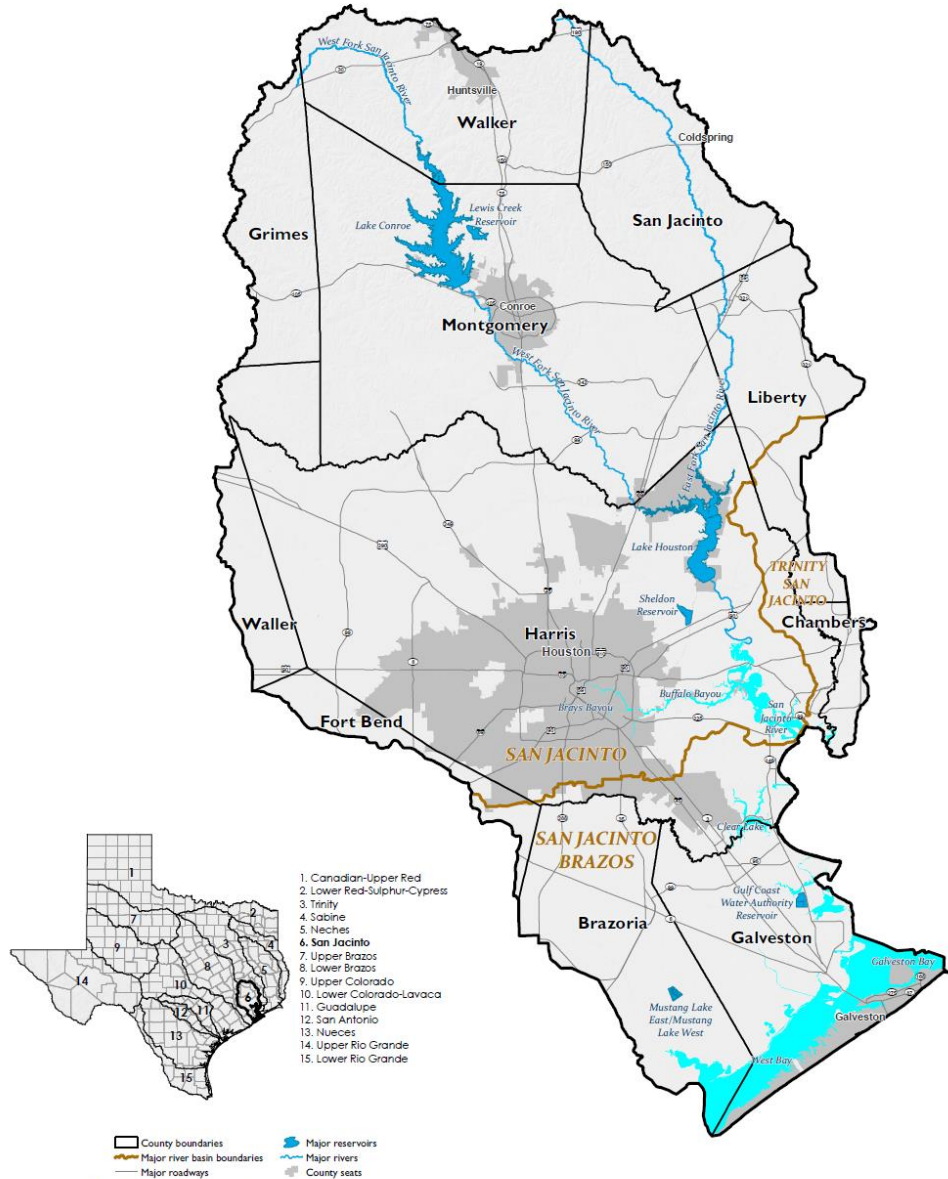
Flood Planning Region Boundaries



- Legend**
- Major Roadways
 - Major Rivers
 - Major Reservoirs
 - Flood Planning Region Boundaries
 - Canadian-Upper Red
 - Guadalupe
 - Lower Brazos
 - Lower Colorado-Lavaca
 - Lower Red-Sulphur-Cypress
 - Lower Rio Grande
 - Neches
 - Nueces
 - Sabine
 - San Antonio
 - San Jacinto
 - Trinity
 - Upper Brazos
 - Upper Colorado
 - Upper Rio Grande
 - County Boundaries
 - Urbanized Areas



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



DISCLAIMER: This map was generated by the Texas Water Development Board using GIS (Geographical Information System) software. No claims are made to the accuracy or completeness of the information shown herein nor to its suitability for a particular use. The scale and location of all mapped data are approximate. Map date: 05/01/2020



Texas Water Development Board
1700 North Congress Avenue, Austin, TX 78701
www.twdb.texas.gov @twdb facebook.com/twdbboard





Item 8:

Update from Executive Committee, discussion, and possible action on Liaison to the neighboring Region 8 Lower Brazos regional flood planning group

Item 9:

Update from Executive Committee, discussion on Regional Flood Planning Group Membership and recommended actions for future consideration.

- a) Discussion, to add additional voting and/ or non-voting member categories
- b) Discussion, to add additional non-voting members



Item 10:

Update on solicitation notices requests and responses for both voting and non-voting members

DRAFT

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

RE: Coastal Communities Voting-Member

The San Jacinto Regional Flood Planning Group (SJRFPG) is soliciting nominations for individuals interested in serving as a voting-member for the newly established Coastal Communities Category to the San Jacinto Regional Flood Planning Group. Nominees who have strong affiliation, or are endorsed by the Public are encouraged to apply. This individual must have demonstrated public service experience and show they are capable of acting in a leadership role. As the new Coastal Communities voting-member, this individual must be prepared to adequately represent all coastal communities within the San Jacinto region.

In order to be eligible for a voting membership on the SJRFPG, as defined by the adopted SJRFPG Bylaws, in Article V. Section 3, it states that individuals must be capable of adequately representing the interest group for which a membership is being sought. Additionally, this individual must be willing to participate in the regional flood planning process, attend scheduled meetings, and abide to the SJRFPG 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. Preference will be given to nominees with knowledge of flood related issues who reside within the San Jacinto Region.

Once a nominee is selected, the nominee will be accountable for assisting in the development of the regional flood plan, so attendance to frequent regional flood planning group meetings will be crucial. The voting-membership will extend until July 10, 2023.

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 San Jacinto 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 March 1, 2021 by 5:00pm. Please complete the attached nomination form and email to SanJacFIdPG@eng.hctx.net or mail to Harris County Engineering Department, 1001 Preston, 5th Floor, Houston, TX 77002. For further information, please email SanJacFIdPG@eng.hctx.net or call Fatima Berrios at (713)-274-3914.

DRAFT

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

RE: Public Category Voting-Member

The San Jacinto Regional Flood Planning Group (SJRFPG) is soliciting nominations for individuals interested in serving as an additional voting-member for the Public Category to the San Jacinto Regional Flood Planning Group. Nominees who have strong affiliation, or are endorsed by the Public are encouraged to apply. This individual must have demonstrated public service experience and show they are capable of acting in a leadership role. As the new Public Category voting-member, this individual must be prepared to adequately represent a large, regional, and diverse interest group that covers the entire San Jacinto region.

In order to be eligible for a voting membership on the SJRFPG, as defined by the adopted SJRFPG Bylaws, in Article V. Section 3, it states that individuals must be capable of adequately representing the interest group for which a membership is being sought. Additionally, this individual must be willing to participate in the regional flood planning process, attend scheduled meetings, and abide to the SJRFPG 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. Preference will be given to nominees with knowledge of flood related issues who reside within the San Jacinto Region.

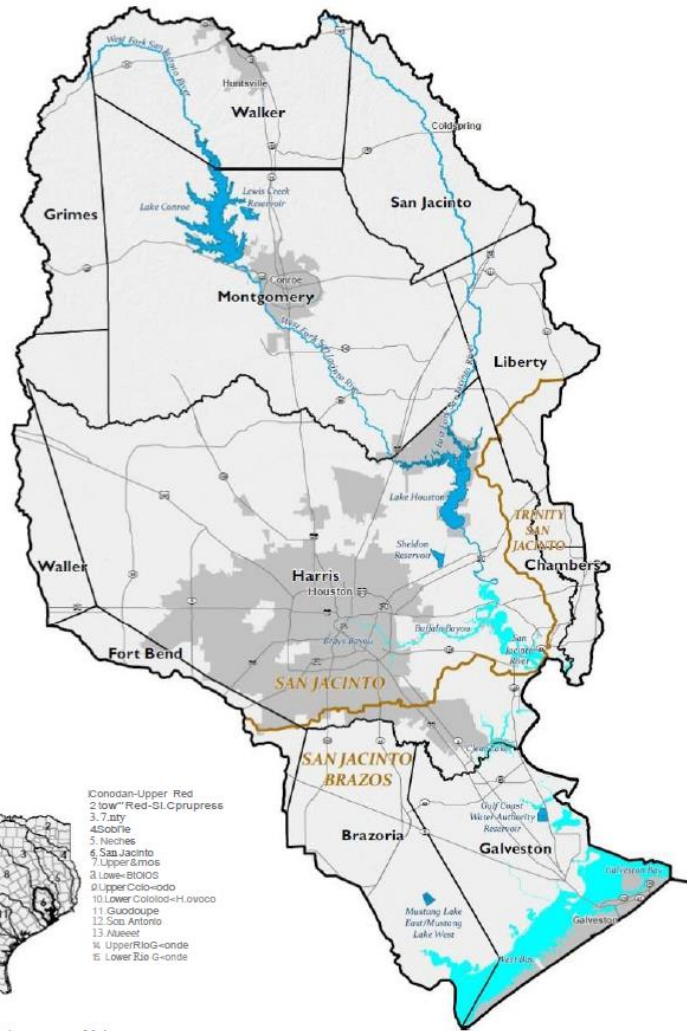
Once a nominee is selected, the nominee will be accountable for assisting in the development of the regional flood plan, so attendance to frequent regional flood planning group meetings will be crucial. The voting-membership will extend until July 10, 2023.

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 San Jacinto 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 March 1, 2021 by 5:00pm. Please complete the attached nomination form and email to SanJacFldPG@eng.hctx.net or mail to Harris County Engineering Department, 1001 Preston, 5th Floor, Houston, TX 77002. For further information, please email SanJacFldPG@eng.hctx.net or call Fatima Berrios at (713)-274-3914.

DRAFT

Flood Planning Region - 6 - San Jacinto



- 1 Condam-Upper Red
- 2 Low" Red-SL.C.p.rupress
- 3 7.ny
- 4 500rle
- 5 3. inches
- 6 San Jacinto
- 7 Upper & mos
- 8 Lower-BRIGOS
- 9 Upper Colo-rado
- 10 Lower Colorado-H. ovoco
- 11 Guadoupe
- 12 San Antonio
- 13 Nueces
- 14 Upper Rio Grande
- 15 Lower Rio Grande

County boundaries: ..Major ..
Major river basin boundaries: -Major-RTM
Major roadways: County Seals

TNRIS

DISCLAIMER: This map was created by the Texas River Conservation Board using GIS (Geographic Information System) software. No claims are made as to the accuracy or reliability of the information shown herein. The user assumes all responsibility for the use of this information. © 2010



Texas Water Conservation Board
1700 North Commerce Avenue, Austin, TX 78701
www.tnris.org
Texas Water Conservation Board
twaterboard.org

Region 6 San Jacinto Regional Flood Planning Group

Nominations form for Voting Members

DRAFT

As stated in Article V. Section 3 of the adopted SJRFPG Bylaws, 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.

Name of individual being nominated (Nominee)

Nominee's Current Occupation

Nominee Phone Number

Nominee Email

Nominee Mailing Address

City

State

Zip Code

Country

Which Voting Category are you interested in representing?

Public Category

Coastal Communities

Brief bio and summary of qualifications of nominee

Provide related professional experience that would qualify the nominee for the position.

DRAFT

Provide description of why the nominee is interested in the position, and how they meet the criteria of eligibility as indicated at the beginning of this form.

List previous public service or leadership experience and roles, and indicate approximate number of years being involved.

Provide brief description of flood related knowledge and experience, and indicate approximate number of years being involved with flood related issue.

List any relevant certifications and affiliations

DRAFT

Does the nominee currently hold a role in the SJRFPG, or other regional flood planning groups? If so please indicate which region and which role.

Does the nominee speak more than one language? If so, please indicate which language.

Does this submission include any attachments? (ie. Resume, Cover Letter, Recommendations)

Yes No

Name of person making this nomination (Can be nominee)



Item 11:

Discussion concerning pre-planning public input as required by Texas Water Code §16.062(d) and 31 Texas Administrative Code §361.12(a)(4) and recommended actions for future consideration.



Item 12:

Update from Executive Committee, discussion, and possible action on the Texas Water Development Board grant scope submitted by SJRFPG Project Sponsor

Attachment 5

Draft Regional Flood Planning (RFP) Scope of Work

Table of Contents

Task 1 - Planning Area Description 1

Task 2A - Existing Condition Flood Risk Analyses..... 2

Task 2B - Future Condition Flood Risk Analyses 4

Task 3A - Evaluation and Recommendations on Floodplain Management Practices 7

Task 3B - Flood Mitigation and Floodplain Management Goals 8

Task 4A - Flood Mitigation Needs Analysis 9

Task 4B - Identification and Evaluation of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigation Projects..... 11

Task 4C - Prepare and Submit Technical Memorandum..... 15

Task 5 - Recommendation of Flood Management Evaluations and Flood Management Strategies and Associated Flood Mitigation Projects 16

Task 6A - Impacts of Regional Flood Plan 17

Task 6B - Contributions to and Impacts on Water Supply Development and the State Water Plan 18

Task 7 - Flood Response Information and Activities..... 19

Task 8 - Administrative, Regulatory, and Legislative Recommendations..... 19

Task 9 - Flood Infrastructure Financing Analysis..... 20

Task 10 - Public Participation and Plan Adoption 21

Attachment 5

Task 1 – Planning Area Description

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 Texas Administrative Code (TAC) Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.30, 361.31, and 361.32.

The objective of this task is to prepare a standalone chapter to be included in the 2023 Regional Flood Plan (RFP) that describes the Flood Planning Region (FPR).

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

1. A brief, general descriptions of the following:
 - a. social and economic character of the region such as information on development, population, economic activity, and economic sectors most at risk of flood impacts;
 - b. the areas in the FPR that are flood-prone and the types of major flood risks to life and property in the region;
 - c. key historical flood events within the region including associated fatalities and loss of property;
 - d. political subdivisions with flood-related authority and whether they are currently actively engaged in flood planning, floodplain management, and flood mitigation activities;
 - e. the general extent of local regulation and development codes relevant to existing and future flood risk;
 - f. agricultural and natural resources most impacted by flooding; and
 - g. existing local and regional flood plans within the FPR.
2. A general description of the location, condition, and functionality of existing natural flood mitigation features and constructed major flood infrastructure within the FPR.
3. Include a tabulated list and GIS map of existing infrastructure.
4. Include an assessment of existing infrastructure.
5. Explain, in general, the reasons for non-functional or deficient natural flood mitigation features or major flood infrastructure being non-functional or deficient, provide a description of the condition and functionality of the feature or infrastructure and whether and when the natural flood feature or major flood infrastructure may become fully functional, and provide the name of the owner and operator of the major flood infrastructure.
6. A general description of the location, source of funding, and anticipated benefits of proposed or ongoing major infrastructure and flood mitigation projects in the FPR.
7. A review and summary of relevant existing planning documents in the region. Documents to be summarized include those referenced under 31 TAC §361.22.

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

Attachment 5

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: A completed Chapter 1 describing the FPR, existing natural flood mitigation features, constructed major flood infrastructure, and major infrastructure and flood mitigation projects currently under development. A tabulated list and GIS map of existing infrastructure and their conditions. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 2A – Existing Condition Flood Risk Analyses

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 §361.33.

The objective of this task is to prepare a chapter to be combined with Task 2B and included in the 2023 Regional Flood Plan (RFP) that describes the existing and future condition flood risk in the FPR.

The RFPGs shall perform existing condition flood risk analyses for the region comprising: (1) flood hazard analyses that determine the location, magnitude, and frequency of flooding; (2) flood exposure analyses to identify who and what might be harmed within the region; and (3) vulnerability analyses to identify vulnerabilities of communities and critical facilities.

The information developed shall be used to assist the RFPG to establish priorities in subsequent planning tasks, to identify areas that need Flood Management Evaluations (FMEs), and to efficiently deploy its resources.

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

1. Perform existing condition flood hazard analyses to determine the location and magnitude of both 1.0% annual chance and 0.2% annual chance flood events as follows:
 - a. collect data and conduct analyses sufficient to characterize the existing conditions for the planning area;
 - b. identify areas within each FPR where hydrologic and hydraulic model results are already available and summarize the information;
 - c. utilize best available data, including hydrologic and hydraulic models for each area;

Attachment 5

- d. prepare a map showing areas identified by the RFPG as having an annual likelihood of inundation of more than 1.0% and 0.2%, the areal extent of this inundation, and the sources of flooding for each area; and
 - e. prepare a map showing gaps in inundation boundary mapping and identify known flood-prone areas based on location of hydrologic features, historic flooding and/or local knowledge.
2. Develop high-level, region-wide, and largely GIS-based existing condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, both 1.0% annual chance and 0.2% annual chance flood events as follows:
- a. analyses of existing development within the existing condition floodplain and the associated flood hazard exposure;
 - b. for the floodplain as defined by FEMA or as defined by an alternative analysis if the FEMA-defined floodplain is not considered best available;
 - c. may include only those flood mitigation projects with dedicated construction funding and scheduled for completion prior to adoption of the next state flood plan.
 - d. shall consider the population and property located in areas where existing levees or dams do not meet FEMA accreditation as inundated by flooding without those structures in place. Provisionally accredited structures may be allowed to provide flood protection, unless best available information demonstrates otherwise.
 - e. shall consider available datasets to estimate the potential flood hazard exposure including, but not limited to:
 - i. number of residential properties and associated population;
 - ii. number of non-residential properties;
 - iii. other public infrastructure;
 - iv. major industrial and power generation facilities;
 - v. number and types of critical facilities;
 - vi. number of roadway crossings;
 - vii. length of roadway segments; and
 - viii. agricultural area and value of crops exposed.
 - f. shall include a qualitative description of expected loss of function, which is the effect that a flood event could have on the function of inundated structures (residential, commercial, industrial, public, or others) and infrastructure, such as transportation, health and human services, water supply, wastewater treatment, utilities, energy generation, and emergency services.
3. Perform existing condition vulnerability analyses as follows:
- a. identify resilience of communities located in flood-prone areas identified as part of the existing condition flood exposure analyses, utilizing relevant data and tools.

Attachment 5

- b. identify vulnerabilities of critical facilities to flooding by looking at factors such as proximity to a floodplain or other bodies of water, past flooding issues, emergency management plans, and location of critical systems like primary and back-up power.
4. All data produced as part of the existing condition flood exposure analysis and the existing condition vulnerability analysis shall include:
 - a. underlying flood event return frequency;
 - b. type of flood risk;
 - c. county;
 - d. HUC8;
 - e. existing flood authority boundaries;
 - f. Social Vulnerability Indices for counties and census tracts; and
 - g. other categories as determined by RFPGs or in TWDB Flood Planning guidance documents.

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 2A & 2B) to be included in the 2023 RFP.
- Prepare maps according to 1(d) and 1(e).
- 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.

Task 2B – Future Condition Flood Risk Analyses

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 §361.34.

The objective of this task is to prepare a chapter to be combined with Task 2A and included in the 2023 Regional Flood Plan (RFP) that describes the existing and future condition flood risk in the FPR.

Attachment 5

RFPGs shall perform future condition flood risk analyses for the region comprising: (1) flood hazard analyses that determine the location, magnitude and frequency of flooding; (2) flood exposure analyses to identify who and what might be harmed within the region; and (3) vulnerability analyses to identify vulnerabilities of communities and critical facilities.

The information developed shall be used to assist the RFPG to establish priorities in subsequent planning tasks, to identify areas that need FMEs, and to efficiently deploy its resources.

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

1. Perform future condition flood hazard analyses to determine the location and magnitude of both 1.0% annual chance and 0.2% annual chance flood events as follows:
 - a. collect data and conduct analyses sufficient to characterize the future conditions for the planning area based on a "no-action" scenario of approximately 30 years of continued development and population growth under current development trends and patterns, and existing flood regulations and policies based on:
 - i. current land use and development trends and practices and associated projected population based on the most recently adopted state water plan decade and population nearest the next RFP adoption date plus approximately 30 years or as provided for in TWDB Flood Planning guidance documents;
 - ii. reasonable assumptions regarding locations of residential development and associated population growth;
 - iii. anticipated relative sea level change and subsidence based on existing information;
 - iv. anticipated changes to the functionality of the existing floodplain;
 - v. anticipated sedimentation in flood control structures and major geomorphic changes in riverine, playa, or coastal systems based on existing information;
 - vi. assumed completion of flood mitigation projects currently under construction or that already have dedicated construction funding; and
 - vii. other factors deemed relevant by the RFPG.
 - b. identify areas within each FPR where future condition hydrologic and hydraulic model results are already available and summarize the information;
 - c. utilize best available data, including hydrologic and hydraulic models for each area;
 - d. where future condition results are not available, but existing condition hydrologic and hydraulic model results are already available, the RFPGs shall

Attachment 5

- modify hydraulic models to identify future conditions flood risk for 1.0% and 0.2% annual chance storms based on simplified assumptions utilizing the information identified in this task.
- e. prepare a map showing areas of 1.0% and 0.2% annual chance of inundation for future conditions, the areal extent of this inundation, and the sources of flooding for each area.
 - f. prepare a map showing gaps in inundation boundary mapping and identify known flood-prone areas based on location of hydrologic features, historic flooding, and/ or local knowledge.
2. Perform future condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, both 1.0% annual chance and 0.2% annual chance flood events as follows:
 - a. analyses of existing development within the existing condition floodplain and the associated flood hazard exposure;
 - b. analyses of existing and future developments within the future condition floodplain and the associated flood hazard exposure; and
 - c. to include only those flood mitigation projects with dedicated construction funding scheduled for completion prior to the next RFP adoption date plus 30 years or as provided for in TWDB Flood Planning guidance documents.
 - d. Identification of flood prone areas associated with the hazard exposure analyses shall be based on analyses that rely primarily on the use and incorporation of existing and available:
 - i. FIRMs or other flood inundation maps and GIS related data and analyses;
 - ii. available hydraulic flood modeling results;
 - iii. model-based or other types of geographic screening tools for identifying flood prone areas; and
 - iv. other best available data or relevant technical analyses that the RFPG determines to be the most updated or reliable.
 3. Perform future condition vulnerability analyses as follows:
 - a. identify resilience of communities located in flood-prone areas identified as part of the future condition flood exposure analyses, utilizing relevant data and tools.
 - b. identify vulnerabilities of critical facilities to flooding by looking at factors such as proximity to a floodplain or other bodies of water, past flooding issues, emergency management plans, and location of critical systems like primary and back-up power.
 4. All data produced as part of the future condition flood exposure analysis and the future condition vulnerability analysis shall include:
 - a. underlying flood event return frequency;
 - b. type of flood risk;

Attachment 5

- c. county;
- d. HUC8;
- e. existing flood authority boundaries;
- f. Social Vulnerability Indices for counties and census tracts; and
- g. other categories as determined in TWDB Flood Planning guidance documents.

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 2A & 2B) to be included in the 2023 RFP.
- Prepare maps according to 1(e) and 1(f). 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.

Task 3A - Evaluation and Recommendations on Floodplain Management Practices

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 §361.35.

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

1. Consider the extent to which a lack of, insufficient, or ineffective current floodplain management and land use practices, regulations, policies, and trends related to land use, economic development, and population growth, allow, cause, or otherwise encourage increases to flood risks to both:
 - a. existing population and property, and
 - b. future population and property.
2. Take into consideration the future flood hazard exposure analyses performed under Task 2B, consider the extent to which the 1.0% annual chance floodplain, along with associated flood risks, may change over time in response to anticipated

Attachment 5

development and associated population growth and other relevant man-made causes, and assess how to best address these potential changes.

3. Based on the analyses in (1) and (2), make recommendations regarding forward-looking floodplain management and land use recommendations, and economic development practices and strategies, that should be implemented by entities within the FPR. These region-specific recommendations may include minimum floodplain management and land use standards and should focus on how to best address the changes in (2) for entities within the region. These recommendations shall inform recommended strategies for inclusion in the RFP.
4. RFPGs may also choose to adopt region-specific, minimum floodplain management or land use or other standards that impact flood-risk, that may vary geographically across the region, that each entity in the FPR must adopt prior to the RFPG including in the RFP any Flood Management Evaluations, Flood Management Strategies, or Flood Mitigation Projects that are sponsored by or that will otherwise be implemented by that entity.

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 3A & 3B) to be included in the 2023 RFP.
- List region-specific recommendations regarding forward-looking floodplain management and land use, which may include minimum floodplain management and land use standards.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 3B – Flood Mitigation and Floodplain Management Goals

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 §361.36.

Consider the Guidance Principles under 31 TAC §362.3, Tasks 1-3A, input from the public, and other relevant information and considerations.

Attachment 5

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

1. Identify specific and achievable flood mitigation and floodplain management goals along with target years by which to meet those goals for the FPR to include, at a minimum, goals specifically addressing risks to life and property.
2. Consider minimum recommended flood protection goal provided by TWDB.
3. Recognize and clearly state the levels of residual risk that will remain in the FPR even after the stated flood mitigation goals are fully met.
4. Structure and present the goals and the residual risks in an easily understandable format for the public including in conformance with TWDB Flood Planning guidance documents.
5. When appropriate, choose goals that apply to full single HUC8 watershed boundaries or coterminous groups of HUC8 boundaries within the FPR.
6. Identify both short-term goals (10 years) and long-term goals (30 years).

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 3A & 3B) to be included in the 2023 RFP.
- Identify flood mitigation and floodplain management goals considering minimum recommended flood protection goal provided by TWDB.
- Identify specific and achievable flood mitigation and floodplain management goals (10 year and 30 year) in an easily understandable format for the public.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 4A – Flood Mitigation Needs Analysis

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 §361.37.

The RFPG shall conduct the analysis in a manner that will ensure the most effective and efficient use of the resources available to the RFPG.

Attachment 5

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

1. Based on the analyses and goals developed by the RFPG under Tasks 2A through 3B and any additional analyses or information developed using available screening-level models or methods, the RFPG shall identify locations within the FPR that the RFPG considers to have the greatest flood mitigation and flood risk study needs by considering:
 - a. the areas in the FPR that the RFPG identified as the most prone to flooding that threatens life and property;
 - b. the relative locations, extent, and performance of current floodplain management and land use policies and infrastructure located within the FPR;
 - c. areas identified by the RFPG as prone to flooding that don't have adequate inundation maps;
 - d. areas identified by the RFPG as prone to flooding that don't have hydrologic and hydraulic models;
 - e. areas with an emergency need;
 - f. existing modeling analyses and flood risk mitigation plans within the FPR;
 - g. flood mitigation projects already identified and evaluated by other flood mitigation plans and studies;
 - h. documentation of historic flooding events;
 - i. flood mitigation projects already being implemented; and
 - j. any other factors that the RFPG deems relevant to identifying the geographic locations where potential FMEs and potentially feasible FMSs and FMPs shall be identified and evaluated under §361.38.

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 4A & 4B) to be included in the 2023 RFP.
- A map identifying the geographic locations within the FPR considered to have the greatest flood mitigation and flood risk study needs where potential FMEs and potentially feasible FMSs and FMPs shall be evaluated
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.

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

8. Evaluations of potentially feasible FMSs and FMPs will require associated, detailed hydrologic and hydraulic modeling results that quantify the reduced impacts from flood events and the associated benefits and costs. Information may be based on previously performed evaluations of projects and related information. Evaluations of potentially feasible FMS and FMPs shall include the following information and be based on the following analyses:
- a. A reference to the specific flood mitigation or floodplain management goal addressed by the feasible FMS or FMP;
 - b. A determination of whether FMS or FMP meets an emergency need;
 - c. An indication regarding the potential use of federal funds, or other sources of funding, as a component of the total funding mechanism;
 - d. An equitable comparison between and consistent assessment of all FMSs and FMPs that the RFPG determines to be potentially feasible;
 - e. A demonstration that the FMS or FMP will not negatively affect a neighboring area;
 - f. A quantitative reporting of the estimated benefits of the FMS or FMP, including reductions of flood impacts of the 1.0% annual chance flood event and other storm events identified and evaluated if the project mitigates to a more frequent event, to include, but not limited to:
 - (1) Associated flood events that must, at a minimum, include the 1.0% annual chance flood event and other storm events identified and evaluated;
 - (2) Reduction in habitable, equivalent living units flood risk;
 - (3) Reduction in residential population flood risk;
 - (4) Reduction in critical facilities flood risk;
 - (5) Reduction in road closure occurrences;
 - (6) Reduction in acres of active farmland and ranchland flood risk;
 - (7) Estimated reduction in fatalities, when available;
 - (8) Estimated reduction in injuries, when available;
 - (9) Reduction in expected annual damages from residential, commercial, and public property; and
 - (10) Other benefits as deemed relevant by the RFPG including environmental benefits and other public benefits.
 - g. A quantitative reporting of the estimated capital cost of FMPs in accordance with TWDB Flood Planning guidance documents;
 - h. Calculated benefit-cost ratio for FMPs in accordance with *Exhibit C: General Guidelines* and based on current, observed conditions;
 - i. For projects that will contribute to water supply, all relevant evaluations required under §357.34(e) (relating to Identification and Evaluation of Potentially Feasible Water Management Strategies and Water Management Strategy Projects), as determined by the EA based on the type of

Attachment 5

- contribution, and a description of its consistency with the currently adopted State Water Plan;
- j. A description of potential impacts and benefits from the FMS or FMP to the environment, agriculture, recreational resources, navigation, water quality, erosion, sedimentation, and impacts to any other resources deemed relevant by the RFPG;
 - k. A description of residual, post-project, and future risks associated with FMPs including the risk of potential catastrophic failure and the potential for future increases to these risks due to lack of maintenance;
 - l. Implementation issues including those related to rights-of-way, permitting, acquisitions, relocations, utilities and transportation; and
 - m. Funding sources and options that exist or will be developed to pay for development, operation, and maintenance of the FMS or FMP.
9. Evaluations of potential FMEs will be at a reconnaissance or screening-level, unsupported by associated detailed hydrologic and hydraulic analyses. These will be identified for areas that the RFPG considers a priority for flood risk evaluation but that do not yet have the required detailed hydrologic and hydraulic modeling or associated project evaluations available to evaluate specific FMSs or FMPs for recommendation in the RFP. These FMEs shall be based on recognition of the need to develop detailed hydrologic models or to perform associated hydraulic analyses and associated project evaluations in certain areas identified by the RFPG.

Evaluations of potential FMEs shall include the following analyses:

- a. A reference to the specific flood mitigation or floodplain management goal to be addressed by the potential FME.
- b. A determination of whether FME may meet an emergency need.
- c. An indication regarding the potential use of federal funds, or other sources of funding as a component of the total funding mechanism.
- d. An equitable comparison between and consistent assessment of all FMEs.
- e. An indication of whether hydrologic and or hydraulic models are already being developed or are anticipated in the near future and that could be used in the FME.
- f. A quantitative reporting of the estimated benefits, including reductions of flood risks, to include:
 - (1) Estimated habitable, living unit equivalent and associated population in FME area;
 - (2) Estimated critical facilities in FME area;
 - (3) Estimated number of roads closures occurrences in FME area;
 - (4) Estimated acres of active farmland and ranchland in FME area; and
 - (5) A quantitative reporting of the estimated study cost of the FME and whether the cost includes use of existing or development of new hydrologic or hydraulic models.

Attachment 5

- g. For FMEs, RFPGs do not need to demonstrate that an FME will not negatively affect a neighboring area.
10. RFPGs shall evaluate and present potential FMEs and potentially feasible FMSs and FMPs with sufficient specificity to allow state agencies to make financial or regulatory decisions to determine consistency of the proposed action before the state agency with an approved RFP.
11. Analyses shall be performed in accordance with TWDB Flood Planning guidance documents.
12. All data produced as part of the analyses under this task shall be organized and summarized in the RFP in accordance with TWDB Flood Planning guidance documents.
13. Analyses shall clearly designate a representative location of the FME and beneficiaries including a map and designation of HUC8 and county location.

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.
- A list of the potentially feasible FMSs and associated FMPs that were identified by the RFPG. The TWDB Flood Planning guidance documents will include minimum data submittal requirements and deliverable format.
- A map identifying the geographic locations within the FPR considered to have the greatest flood mitigation and flood risk study needs where potential FMEs and potentially feasible FMSs and FMPs shall be evaluated. 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 4C – Prepare and Submit Technical Memorandum

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 §361.13(e).

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

1. Prepare a concise Technical Memorandum to include:
 - a. A list of existing political subdivisions within the FPR that have flood-related authorities or responsibilities;
 - b. A list of previous flood studies considered by the RFPG to be relevant to development of the RFP;
 - c. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that the RFPG considers to be best representation of the region-wide 1.0% annual chance flood event and 0.2% annual chance flood event inundation boundaries, and the source of flooding for each area, for use in its risk analysis, including indications of locations where such boundaries remain undefined;
 - d. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that identifies additional flood-prone areas not described in (c) based on location of hydrologic features, historic flooding, and/or local knowledge;
 - e. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that identifies areas where existing hydrologic and hydraulic models needed to evaluate FMSs and FMPs are available;
 - f. A list of available flood-related models that the RFPG considers of most value in developing its plan;
 - g. The flood mitigation and floodplain management goals adopted by the RFPG per §361.36;
 - h. The documented process used by the RFPG to identify potentially feasible FMSs and FMPs;
 - i. A list of potential FMEs and potentially feasible FMSs and FMPs identified by the RFPG, if any; and
 - j. A list of FMSs and FMPs that were identified but determined by the RFPG to be infeasible, including the primary reason for it being infeasible.
2. Approve submittal of the Technical Memorandum to TWDB at a RFPG meeting subject notice requirements in accordance with 31 TAC §361.21(h). The Technical Memorandum must be submitted to TWDB in accordance with Section I Article I of the contract.

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:

Attachment 5

1. Include a region-wide summary and description of the contribution that the regional flood plan would have to water supply development including a list of the specific FMSs and FMPs that would contribute to water supply.
2. Include a description of any anticipated impacts, including to water supply or water availability or projects in the State Water Plan, that the regional flood plan FMSs and FMPs may have.

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 7 – Flood Response Information and Activities

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 §361.42.

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

1. Summarize the nature and types of flood response preparations within the FPR including providing where more detailed information is available regarding recovery.
2. Coordinate and communicate, as necessary, with entities in the region to gather information.
3. RFPGs shall not perform analyses or other activities related to planning for disaster response or recovery activities.
4. Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §361.22.

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.

Attachment 5

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 to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 8 – Administrative, Regulatory, and Legislative Recommendations

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 §361.43.

The objective of this task is to prepare a separate chapter to be included in the 2023 RFP that presents the RFPG's administrative, legislative, and regulatory recommendations.

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

1. Legislative recommendations that they consider necessary to facilitate floodplain management and flood mitigation planning and implementation.
2. Other regulatory or administrative recommendations that they consider necessary to facilitate floodplain management and flood mitigation planning and implementation.
3. Any other recommendations that the RFPG believes are needed and desirable to achieve its regional flood mitigation and floodplain management goals.
4. Recommendations regarding potential, new revenue-raising opportunities, including potential new municipal drainage utilities or regional flood authorities, that could fund the development, operation, and maintenance of floodplain management or flood mitigation activities in the region.

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 to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 9 – Flood Infrastructure Financing Analysis

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

Attachment 5

shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.44.

The objective of this task is to report on how sponsors of recommended FMPs propose to finance projects.

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

1. Coordinate and communicate with individual local governments, regional authorities, and other political subdivisions.
2. Perform a survey, including the following work:
 - a. Contacting FME and FMP sponsors.
 - b. Collection and collation of data.
 - c. Documentation of the effectiveness of survey methodology, providing percent survey completions, and whether an acceptable minimum percent survey completion was achieved.
 - d. Submission of data.
3. Coordinate with FME and FMP sponsors as necessary to ensure detailed needs and costs associated with their anticipated evaluations and projects are sufficiently represented in the RFP for future funding determinations.
4. Assist the RFPG with the development of recommendations regarding the proposed role of the State in financing flood infrastructure projects identified in the RFP.
5. Summarize the survey results.

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: A completed Chapter 9 shall be delivered in the 2023 RFP to include summary of reported financing approaches for all recommended FMPs. Data shall be submitted in accordance with TWDB guidance documents. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

Task 10 – Public Participation and Plan Adoption

The objective of this task is to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible for reimbursement. Objectives also include activities necessary to complete and submit a draft RFP and final RFP, and obtain TWDB approval of the RFP.

Attachment 5

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

1. In addition to generally meeting all applicable statute requirements governing regional and state flood planning this portion of work shall, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 361 and 362 that are not already addressed under the scope of work associated with other contract Tasks but that are necessary and or required to complete and deliver an draft Regional Flood Plan and final, adopted RFP to TWDB and obtain approval of the adopted RFP by TWDB.
2. Organization, support, facilitation, and documentation of all meetings associated with: preplanning meeting; consideration of a substitution of alternative flood management strategies; public meeting after adoption of the draft Regional Flood Plan and prior to adoption of the final RFP; and consideration of RFP amendments, alternative FMS substitutions, or Board-directed revisions.

Technical Support and Administrative Activities

1. RFPGs shall support and accommodate periodic presentations by the TWDB for the purpose of orientation, training, and retraining as determined and provided by the TWDB during regular RFPGRWPG meetings.
2. Attendance and participation of technical consultants at RFPG, subgroup, subcommittees, special and or other meetings including preparation and follow-up activities.
3. Developing technical and other presentations and handout materials for regular and special meetings to provide technical and explanatory data to the RFPG and its subcommittees, including follow-up activities.
4. Administrative and technical support and participation in RFPG activities, and documentation of any RFPG workshops, work groups, subgroup and/or subcommittee activities.
5. Technical support and administrative activities associated with periodic and special meetings of the RFPG including developing agendas and coordinating activities for the RFPG.
6. Provision of status reports to TWDB for work performed under this Contract.
7. Development of draft and final responses for RFPG approval to public questions or comments as well as approval of the final responses to comments on RFP documents.
8. Intraregional and interregional coordination and communication, and or facilitation required within the FPR and with other RFPGs to develop a RFP.
9. Incorporation of all required data and reports into RFP document.
10. Modifications to the RFP documents based on RFPG, public, and or agency comments.
11. Preparation of a RFP chapter summarizing Task 10 activities including review by RFPG and modification of document as necessary.

Attachment 5

12. Development and inclusion of Executive Summaries in both draft Regional Flood Plan and final RFP.
13. Production, distribution, and submittal of all draft and final RFP-related planning documents for RFPG, public and agency review, including in hard-copy format when required.
14. Assembling, compiling, and production of the completed draft Regional Flood Plan and Final Regional Flood Plan document(s) that meet all requirements of statute, 31 TAC Chapters 361 and 362, Contract and associated guidance documents.
15. Submittal of the RFP documents in both hard copy and electronic formats to TWDB for review and approval; and all effort required to obtain final approval of the RFP by TWDB.

Other Activities

1. Review of all RFP-related documents by RFPG members.
2. Development and maintenance of a RFPG website or RFPG-dedicated webpage on the RFPG administrator's website for posting planning group meeting notices, agendas, materials, and plan information.
3. Limited non-labor, direct costs associated with maintenance of the RFPG website.
4. Development of agendas, presentations, and handout materials for the public meetings to provide to the general public.
5. Documentation of meetings to include recorded minutes and/or audio recordings as required by the RFPG bylaws and archiving and provision of minutes to public.
6. Preparation and transmission of correspondence, for example, directly related to public comments on RFP documents.
7. Promoting consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RFPG members and stakeholders in the event that issues arise during the process of developing the RFP, including mediation between RFPG members, if necessary.
8. RFPG membership solicitation activities.
9. Meeting all posting, meeting, and other public notice requirements in accordance with the open meetings act, statute, and 31 TAC §361.21 and any other applicable public notice requirements.
10. Solicitation, review, and dissemination of public input, as necessary.
11. Any efforts required, but not otherwise addressed in other SOW tasks that may be required to complete an RFP in accordance with all statute and rule requirements.

Deliverables:

- A completed Chapter 10 summarizing public participation activities and appendices with public comments and RFPG responses to comments.
- Complete draft Regional Flood Plan and final, adopted RFP documents.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.



Item 13:

Update, discussion, and possible action concerning technical consultant procurement from Executive Committee, RFQ Review Committee, and/ or Project Sponsor

Basic Process (high level):

- Create Request for Qualifications (RFQ) document
- Advertise RFQ
- Hold pre-submittal conference
- Receive consultant team submittals
- Harris County selection process reviews submittals
 - Optional but likely- interview teams (short list or all)
- Harris County recommends consultant team for award to both SJRFPG and Harris County Commissioners Court
- Contract negotiation
 - If cannot come to agreement, stop negotiating with first consultant and return to committee for second choice
- Contract award- approval by SJRFPG, TWDB, and Harris County Commissioners Court

Consultant submittals:

- Consultant submittals typically include, at a minimum, the following:
- Letter of interest
- Contact information
- Completed Standard Form SF-330
- Proposed Organization and Project Methodology
- Team Qualifications, for both firms and key staff
- Relevant project experience of team members
- Standard legal paperwork demonstrating eligibility to enter into a contract with Harris County

Administrative Items:

Advertising Timeframe: Recommend 4 weeks

Pre-submittal Conference: Recommend mandatory. (*Since the RFQ Review Committee meeting, Harris County would like to reopen for further discussion*)

Evaluation Criteria:

Recommended Proposed Minimum Requirements:

- 1- Lead firm must be eligible to enter into a Professional Services contract with Harris County.
- 2- The lead firm must have completed/ participated in at least 3 projects related to program management, flood resiliency, and/or regional water planning in the last 10 years.
- 3- The proposed project manager must possess a minimum of 10 years experience in flood planning.
- 4- (Harris County proposal) The project team must demonstrate how they will work towards achieving a goal of at least 20% MWBE participation.
- 5- Must meet all requirements set forth on contractor and project in regional flood planning grant materials from the Texas Water Development Board.

Evaluation Criteria- Proposed Grading Criteria

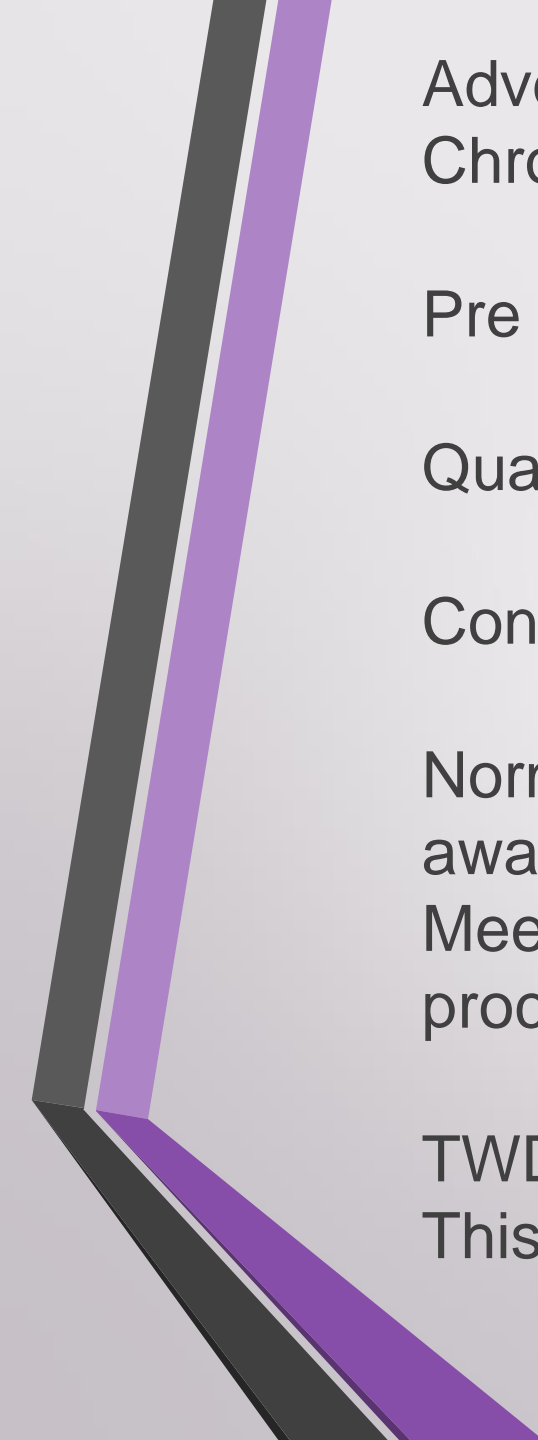
Experience of firms and staff- 25 points

Performance- require they provide a track record (schedule, budget, quality of work) on past relevant projects – 25 points

Capacity to Perform- How deep is their bench? How qualified is their bench? What availability does their staff have to do this project? Do they have the needed skills represented? Do they really understand our planning region? – 25 points

Project Scope and Approach- Do they really understand the project and will they be able to succeed in a way that makes sense for the Group? – 25 points

OPTIONAL– Phase 2- Interview– Overall impression based on interview based on responsiveness to questions and ability to meet the needs of the Group– add an additional 30 points.



Advertising process initiated; anticipate first ad to appear in Houston Chronicle on February 12- to run for 4 weeks

Pre Submittal Conference- March 3 at 10am

Qualifications are due by March 15 at 2pm.

Consultant selection begins soon after.

Normal accelerated process from RFQ advertisement to contract award takes ~3 months, but additional approvals required, with Open Meetings Act notice for some items will likely extend the length of the process.

TWDB shows execution of contract by end of May to stay on track.
This will be tight!



Now we need to decide who will be on the selection committee.

A decision needs to be made at today's meeting to keep our project on track.

Options include:

Harris County committee (recommended by RFQ Review Committee)

Harris County staff with one SJRFP member
SJRFPG Committee



Item 14:

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 15:

Presentation of 2021 Planning Group meeting dates and known deadlines

- a) Upcoming planning schedule milestones
- b) The next San Jacinto RFPG meeting will be on March 11, 2020 at 9:00 am.




Item 16:

Reminder regarding Planning Group member training on Public Information Act and Open Meetings Act




Item 17:

Consider agenda items for next meeting



Item 18:
Public Comments
(limit 3 minutes per person)



Item 19:
Meeting Adjourn