

**Meeting Minutes**  
**Region 5. Neches Regional Flood Planning Group Meeting**  
**Thursday, January 07, 2021**  
**1:00 PM**  
**ZOOM Virtual Meeting**

**Roll Call:**

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) / Absent ( ) / Alternate Present (*)</u>
Brent Heironimus	<i>Agricultural interests</i>	x
Jeff Branick	<i>Counties</i>	x
Liv Haselbach	<i>Electric generating utilities</i>	x
Ellen Buchanan	<i>Environmental interests</i>	x
Phil Kelley	<i>Flood districts</i>	x
Steve Moon	<i>Industries</i>	x
Kyle Kingma	<i>Municipalities</i>	x
John Beard, Jr.	<i>Public</i>	x
Scott Hall	<i>River authorities</i>	x
Stan Mathews	<i>Small business</i>	( )
Joseph G. Majdalani	<i>Water districts</i>	x
Robb Starr	<i>Water utilities</i>	x

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent ( ) / Alternate Present (*)</u>
Bregan Brown	Texas Parks and Wildlife Department	( )
Natalie Johnson	Texas Division of Emergency Management	x
Manuel Martinez	Texas Department of Agriculture	x
Trey Watson	Texas State Soil and Water Conservation Board	x
Colleen Jones (Shonda Mace)	General Land Office	(*)
Richard Bagans	Texas Water Development Board (TWDB)	x
Jonathan Walling	Texas Commission on Environmental Quality	x

**Quorum:**

Quorum: **Yes**

Number of voting members or alternates representing voting members present: **11**

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

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

Matt Nelson, TWDB (Meeting Facilitator)  
 Ryan Ard, LNVA  
 Dawn Pilcher, LJA  
 Risa Barber, LNVA  
 Morgan White, TWDB  
 Mike Cornelius

Philip Taucor, Freese & Nichols  
 Jason Afinowicz, Freese & Nichols  
 Don Carona, Sabine RFPG  
 Kate Osborn, LNVA  
 Helena Mosser  
 Stephanie Castillo

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

*All meeting materials are available for the public at:*

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

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

Jeff Branick called the meeting to order at 1:06 PM. A roll call of the planning group members was taken to record attendance, and a quorum was established.

**2. AGENDA ITEM NO. 2: Public Comment**

The Chair, Jeff Branick, struck this item in lieu of an additional opportunity on the agenda for Public Comment toward the end of the meeting (Item 17).

**3. AGENDA ITEM NO. 3: Approve minutes of the October 28, 2020 Region 5. Neches RFPG Meeting**

The Chair requested the Group review the minutes of the October 28, 2020, Region 5. Neches Regional Flood Planning Group. The Chairman asked for any corrections, additions or revisions.

Dr. Liv Haselbach noted that Dr. Joe Majdalani was listed as an attendee twice. Other than that error there were no other corrections, additions or revisions.

Upon a motion by Robb Starr, seconded by Ellen Buchanan and the unanimous vote of all Group members present the October 28, 2020, Region 5. Neches Regional Flood Planning Group minutes were approved.

**4. AGENDA ITEM NO. 4: TWDB Update and Presentation**

Richard Bagans, TWDB, presented Flooding 101, a basic understanding of watersheds and floodplains, and an overview of the request for applications and contract details.

**5. AGENDA ITEM NO. 5: Consider nominating and electing RFPG Officers to serve as Vice Chair and Secretary**

- a. **Nominations for Vice Chair by members**
- b. **Discussion and consider taking action to elect Vice Chair**
- c. **Nominations for Secretary by members**
- d. **Discussion and consider taking action to elect Secretary**

The Chair opened the floor for nominations for the Vice Chair position. Dr. Liv Haselbach nominated Dr. Joe Majdalani for Vice Chair and the motion was seconded by Scott Hall. No other nominations were received.

The vote to select Dr. Joe Majdalani as Vice Chair of Region 5. Neches Regional Flood Planning Group passed unanimously by all members present.

The Chair then opened up the floor for nominations for Secretary. Steve Moon nominated Scott Hall for the position of Secretary with a second from Dr. Liv Haselbach. No other nominations were presented from the Group.

The vote to select Scott Hall as Secretary for Region 5. Neches Regional Flood Planning Group was passed unanimously by all members present.

**6. AGENDA ITEM NO. 6: Consider nominating and electing two (2) voting members-at-large to serve on the Executive Committee alongside the Chair, Vice Chair, and Secretary**

**a. Nominations for two Executive Committee members-at-large by members**

**b. Discussion and consider taking action to elect Executive Committee members-at-large**

The Chair opened the floor for nominations for two (2) additional voting members-at-large to serve on the Executive Committee alongside the Chair, Vice Chair, and Secretary.

Dr. Joe Majdalani nominated Dr. Liv Haselbach and Scott Hall nominated Steve Moon to serve as voting members-at-large. Robb Starr seconded both nominations. The Chair called for any additional nominations. There were none.

The vote to approve Dr. Liv Haselbach and Steve Moon as additional voting members-at-large was approved unanimously by all members present.

**7. AGENDA ITEM NO. 7: Consider nominating and electing a liaison(s) to Region 3. Trinity and Region 4. Sabine RFPGs (Required §361.11.f(9))**

The Chair opened the floor for nomination for Group members to serve as liaisons with Region 3. Trinity Regional Flood Planning Group and Region 4. Sabine Regional Flood Planning Group.

Scott Hall nominated Dr. Liv Haselbach to serve as the Region 4. Sabine liaison. Dr. Haselbach deferred since she is also on the Executive Committee. The Chair asked for interest among individuals not named to other positions to serve as liaisons to the other RFPGs.

John Beard, Jr. volunteered to serve as the Region 4. Sabine liaison. There were no other motions for Region 4. Sabine liaisons and the Group voted unanimously to approve John Beard, Jr. as the Region 4. Sabine RFPG liaison.

Scott Hall volunteered to serve as the Region 3. Trinity liaison if there were no other interested Group members. Ellen Buchanan offered to serve as the Region 3. Trinity RFPG liaison. There being no other nominations for Region 3, the Group voted unanimously to approve Ellen Buchanan as the Region 3 liaison.

The Chair then directed the liaisons to coordinate accordingly with the RFPGs to ensure there were no meeting conflicts.

**8. AGENDA ITEM NO. 8: Consider addition of non-voting positions necessary to ensure adequate representation from the interest in the region**

The Chair opened the floor for consideration of additional non-voting members with a vested interest in the region. Dr. Haselbach recommended the Texas Department of Transportation. Scott Hall suggested including InFRM (Interagency Flood Risk Management) representation as a non-voting member as well as the Big Thicket National Preserve, the Sabine-Neches Navigation District, and neighboring gulf coast regions. Ellen Buchanan recommended Public Lands be included as a non-voting member of the Group.

The Chair clarified the Group recommended adding four (4) additional non-voting positions. The Group conducted a roll call vote and voted unanimously to solicit nominations from Texas Department of Transportation, United States Army Corps of Engineers, Sabine-Neches Navigation District, and Public Lands.

LNVA (Group Sponsor) will solicit agencies for representatives to serve as non-voting members.

**9. AGENDA ITEM NO. 9: Consider addition of voting positions necessary to ensure adequate representation from the interest in the region**

Members discussed the addition of new voting members. It was agreed there was adequate regional representation of voting members within the group currently, but the item was left open for future consideration should the need arise.

**10. AGENDA ITEM NO. 10: Consider nominating and electing representative(s) to fill additional voting position(s) created**

Item was tabled and no action was taken.

**11. AGENDA ITEM NO. 11: Update from RFPG Sponsor on status of Regional Flood Planning Grant Contract with TWDB**

**a. Discussion on status of application for Regional Flood Planning Grant funds**

**b. Discussion on Scope of Work posted with TWDB RFA**

**c. Discussion of technical consultant procurement process**

Ryan Ard delivered a brief update on progress and reviewed the entirety of the application located in the board packet materials. All requirements for submitting the application are fulfilled and will be submitted prior to the January 21, 2021 deadline.

The Chair asked for any comments, and Steve Moon commended LNVA on the package and Ellen Buchanan concurred.

**12. AGENDA ITEM NO. 12: Consider establishing and appointing members to a Consultant Selection Review Committee for purpose of screening responses to the RFQ**

Jeff Branick opened discussion to consider establishing and appointing members to review Statements of Qualifications and to make a recommendation to the full board.

Scott Hall, Steve Moon, Dr. Joe Majdalani, Robb Starr and John Beard, Jr. all volunteered to serve on the Selection Review Committee to screen RFQ responses.

The Group unanimously approved the Selection Review Committee members.

**13. AGENDA ITEM NO. 13: Discuss and consider a means by which the RFPG will develop and host a public website (Required §361.21(b))**

The Chair opened discussion on development of a public website for the Region 5. RFPG. Risa Barber presented options for hosting the website.

Dr. Liv Haselbach suggested the Group use its own identifiable URL. Directive was given to proceed with identifying available URLs for the RFPG to review at the February meeting.

**14. AGENDA ITEM NO. 14: Discuss and consider a means by which the RFPG will accept written public comment prior to and after meetings (Required §361.21(c))**

The Group directed the RFPG website should have a means for receiving and routing requests for public comment/participation in future meetings once the RFPG website is live.

**15. AGENDA ITEM NO. 15: Discussion of the required solicitation for persons or entities to be notified of RFPG activities (Required 361.21(e))**

The Group agreed the RFPG website should also have a means for collecting requests from the general public wishing to receive Region 5 RFPG notifications.

**16. AGENDA ITEM NO. 16: Consider adoption of calendar meetings for 2021**

The following dates were provided for 2021 meetings:

February 11  
March 11  
April 8  
June 10  
August 12  
October 14  
December 9

The dates were approved by the entire Group provided there was no conflict with Region 3 and 4 RFPG meeting dates and times.

**17. Public comments**

There were none

**18. Consider possible agenda items for next meeting**

The Chair opened discussion for future Group meeting agenda items. It was determined TWDB would deliver a Scope of Work presentation in February.

The Consultant Selection Review Committee would also aim for delivering a recommendation to the full group for consideration.

It was also noted that a minimum of two (2) pre-planning meetings are required (TWC 16.062.d) to solicit public input for inclusion in the next regional flood plan. It was suggested an agenda item be included in the February and April RFPG meetings accordingly.

**19. Adjourn**

The meeting adjourned at 3:03 PM by Jeff Branick.

*Approved by the Region 5 Neches RFPG at a meeting held on February 11, 2021 at 1:00 PM at a location to be determined.*

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Scott Hall, SECRETARY

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Jeff Branick, CHAIR