

Meeting Minutes
Region 2 Lower Red-Sulphur-Cypress Flood Planning Group Meeting
November 4, 2021
2:00 p.m.

**Jeffersonian Institute/Board Room, 120 East Austin Street, Jefferson, TX and Via Zoom
Webinar/Teleconference**

Roll Call:

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) /Absent () / Alternate Present (*)</u>
Preston Ingram (William)	Agricultural interests	X
Andy Endsley	Counties	X
W. Greg Carter	Electric generating utilities	X
Laura-Ashley Overdyke	Environmental interests	X
Casey Johnson	Industries	X
Dustin Henslee	Municipalities	X
Kirby Hollingsworth	Public	
R. Reeves Hayter	River authorities	X
Kelly Mitchell	Small business	
Joseph W. Weir III	Water districts	X
Susan Whitfield	Water utilities	X

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent()/ Alternate Present (*)</u>
James (Clay) Shipes	Texas Parks and Wildlife Department	X
Andrea Sanders	Texas Division of Emergency Management	X
Darrell Dean	Texas Department of Agriculture	
Tony Resendez	Texas State Soil and Water Conservation Board	X
Trey Bahm	General Land Office	
Anita Machiavello (Morgan White - Alternate)	Texas Water Development Board (TWDB)	X
Michelle Havelka	Texas Commission on Environmental Quality	X
Darlene Prochaska	USACE, Fort Worth District	
Travis Wilsey	USACE, Tulsa District	
Randy Whiteman	RFPG 1 Liaison	X
Richard Brontoli	Red River Valley Association	X
Jason Dupree	TxDOT – Atlanta District	
Dan Perry	TxDOT – Paris District	X

Quorum:

Quorum: **Yes**

Number of voting members or alternates representing voting members present: **9**

Number required for quorum per current voting membership of **11: 6**

Other Meeting Attendees: **

Chris Brown - ATCOG

Paul Prange – ATCOG

Joshua McClure – Halff Associates Team

David Rivera – Halff Associates Team

Parker Moore – Halff Associates Team

Tyler Ogle – Halff Associates Team

Chris Hartung - SRBA

George Otstott – NETMWD, Director

Lowell Walker – Mayor, City of DeKalb

Tressa Olsen – TWDB

Lisa Mairs - USACE

**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>.

AGENDA ITEM NO. 1: Call to Order

Reeves Hayter called the meeting to order at 2:09p.m.

AGENDA ITEM NO. 2: Welcome

Reeves Hayter welcomed members and attendees to the Region 2 Lower Red-Sulphur-Cypress Flood Planning Group meeting.

AGENDA ITEM NO. 3: Confirmation of attendees / determination of a quorum

Reeves Hayter asked ATCOG staff member, Paul Prange, to conduct a roll call of attendees. Each present voting and non-voting member of the Region 2 Lower Red-Sulphur-Cypress RFPG introduced themselves, establishing that a quorum had been met. Nine voting members were present and five non-voting members were absent.

AGENDA ITEM NO. 4: Public comments – limit 3 minutes per person

Reeves Hayter opened the floor for public comments. Chris Hartung, representing the SRBA, commented that the log jam on the Sulphur River continues to be a significant problem and asked for an additional survey to be conducted. George Otstott, representing the NETMWD, agreed with Mr. Hartung's statement that the Sulphur River log jam is a serious issue and needs to be addressed. Joseph Weir remarked that the City of Jefferson experienced significant flooding prior to the construction of the dam on Cypress Creek. Chris Brown asked all RFPG2 voting members attending via zoom webinar to activate their cameras and microphones during the presentation of agenda items requiring a vote.

ACTION ITEMS

AGENDA ITEM NO. 5: Consider approval of minutes for the meeting held Thursday, October 7, 2021.

(p 4):

Reeves Hayter opened the floor for discussion and approval of the minutes from the previous meeting. Mr. Hayter asked about agenda item number 8 in the minutes of the October meeting and stated that the same topic was listed on the November agenda in items number 11 and 12. Chris Brown and Josh McClure consulted and determined that this topic was addressed and voted on at the October meeting, therefore no action will be required on items 11 and 12 on the November agenda. A motion was made by Joseph Weir and was seconded by Greg Carter to approve the minutes as presented. The motion carried unanimously.

AGENDA ITEM NO. 6: Discuss and Consider recommendation of nominee from the Executive Committee to fill the currently vacant Industries voting position. (p 10):

Reeves Hayter stated that former RFPG2 board member, Clark Crandall, resigned his position in the Industries category due to recent employment obligations. Mr. Hayter turned the floor over to Chris Brown to explain the process required to appoint a replacement for Mr. Crandall. Mr. Brown stated that the RFPG2 Executive Committee met and reviewed an application from Mr. Casey Johnson on October 25, 2021. The Executive Committee recommended approval of Mr. Johnson to serve as the Industry representative on the RFPG2 board. Mr. Hayter announced that four members of the Executive Committee unanimously agreed to recommend Mr. Johnson, as he appears to be eminently qualified to fill this voting member position. Mr. Hayter then provided an overview of Mr. Johnson's resume before

making a motion to appoint Mr. Johnson to the RFPG2 board. Joseph Weir seconded the motion and the motion carried unanimously. Mr. Johnson thanked the board members and accepted their nomination.

AGENDA ITEM NO. 7: Discuss and Consider nominations for the vacant Region 2 Lower Red-Sulphur-Cypress RFPG Executive Committee member (1 voting member-at-large) seat. (p 19):

Reeves Hayter stated that the Region 2 RFPG currently has four Executive Committee members since Clark Crandall resigned is position, and five members are necessary. Mr. Hayter asked for a nomination to fill the vacant seat. Greg Carter asked Joseph Weir if he would be interested in this position and Mr. Weir declined due to other obligations. Mr. Hayter asked Andy Endsley if he would be willing to serve as the fifth member of the Executive Committee and Mr. Endsley said he would be honored to serve in this capacity. No other nominations were made therefore Andy Endsley was unanimously approved for this position.

AGENDA ITEM NO. 8: Discussion and Consider designating a non-voting member liaison to the Region 1 Canadian-Upper Red RFPG required per Section 361.11(f)(8) of the Texas Administrative Code.

(p 20):

Reeves Hayter provided an explanation of the responsibilities of the liaison and stated that Clark Crandall previously held this position. Mr. Hayter stated that both Region 1 and Region 2 are continuing to conduct monthly meetings via webinar, so travel is not necessarily required by the liaison. Mr. Hayter then opened the floor up for nominations. Chris Brown stated that there are no attendance requirements for this position and the liaison is a non-voting member of the flood planning group. Mr. Hayter made a motion to nominate Kirby Hollingsworth and the motion was seconded by Greg Carter. The motion carried unanimously.

AGENDA ITEM NO. 9: Discussion Consider approval of administrative billings, certifying the billing is correct and necessary for the administrative operations of the Region 2 RFPG and Planning Group Sponsor. (p 21):

Reeves Hayter announced that this item pertains to the submittal of invoices for reimbursement to the TWDB from ATCOG, the Planning Group Sponsor. Mr. Hayter turned the floor over to Chris Brown who explained the process for submitting invoices for reimbursement. The total amount of funding being requested by ATCOG is approximately \$8,700.00 for administering the regional flood planning program. Mr. Hayter stated that he believes that this is money very well spent and asked for a motion to approve the administrative billings and certify that they are necessary and correct. A motion was made by Greg Carter and seconded by Joseph Weir. The motion carried unanimously.

AGENDA ITEM NO. 10: Discuss and Consider approval of the Technical Consultant invoices. (p 25):

Reeves Hayter handed the item over to Chris Brown for discussion. Mr. Brown stated that the TWDB does not require the Region 2 RFPG to certify the Technical Consultant's invoices. Instead, the Planning Group Sponsor is responsible for this certification, but ATCOG included the invoices in the agenda for the RFPG2 board members to review. Joshua McClure commented on the invoicing process and how it adheres to the TWDB guidelines. Brief discussion took place among the RFPG2 board members and Mr. Hayter asked for a motion to approve 4 invoices from the Technical Consultant. A motion was made by Greg Carter and seconded by Andy Endsley. The motion carried unanimously. Mr. Hayter asked Josh

McClure if the flood planning group would have the opportunity to review each chapter of the regional flood plan as it is completed. Mr. McClure stated that is the intent, once each chapter is completed and reviewed by the Halff Associates team.

AGENDA ITEM NO. 11: Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant contract with the TWDB, to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget. (p 45):

Reeves Hayter announced that this item was discussed and approved at the October meeting and asked if there was any additional comment required. Chris Brown stated that this information will be discussed in more detail in Item 15, by Josh McClure during his technical presentation.

AGENDA ITEM NO. 12: Discussion and potential action to authorize the Planning Group Sponsor to negotiate and execute an amendment to the Regional Flood Planning Grant subcontract with the technical consultant, Halff Associates, Inc., to incorporate additional funding for the first cycle of regional flood planning, including necessary revisions to the contract scope of work and budget:

Reeves Hayter announced that this item was discussed and approved at the October meeting and asked if there was any additional comment required. Chris Brown stated that this information will be discussed in more detail in Item 15, by Josh McClure during his technical presentation.

PRESENTATIONS

AGENDA ITEM NO. 13: Texas Water Development Board Update:

Reeves Hayter turned the floor over to Anita Machiavello who announced that the TWDB hosted a webinar on November 2nd focusing on the contract amendments and that the recording of the webinar is available to anyone who wishes to view it. The Technical Memorandum deliverables were provided via email to the Planning Group Sponsors and Technical Consultants on October 29th regarding the revised due dates. Mr. Hayter thanked Ms. Machiavello for the additional funding for Region 2 in the amount of \$576,600.00 and assured her that it would be well spent.

AGENDA ITEM NO. 14: Region 1 Canadian-Upper Red Regional Flood Planning Group Updates:

Reeves Hayter turned the floor over to Chris Brown who stated that ATCOG has not received any updates from Region 1 and the liaison is not currently on the zoom webinar to provide any information. Josh McClure stated that he would start requesting updates from the Region 1 technical consultants to ensure that Region 2 is aware of their progress.

TECHNICAL CONSULTANT UPDATE

AGENDA ITEM NO. 15/16: Presentation, Review and Discussion of Technical Memo. (p 53):

Outline/Agenda

- **Status Update**
 - I. **Fathom Data**
 - II. **Additional Funding**

- **Task 4 – Tech Memo**
 - I. Outline**
 - II. Schedule**
 - III. Key Tables**
- **Schedule**

Reeves Hayter turned the floor over to Josh McClure to present information relating to this agenda item. Mr. McClure announced that the Fathom Data was released by TWDB on October 29th and it will be incorporated into the Tech Memo on March 7, 2022. Mr. McClure presented a slide depicting the FEMA Approximate studies and Detailed studies, along with the Fathom data in several counties located within the Region 2 flood planning area, that previously had no floodplain data available. Greg Carter asked about the data for Morris County and Mr. McClure stated that the data was collected from the First America Floodplain Data System based upon old FEMA data. Reeves Hayter asked which dataset would primarily be utilized for our regional plan and Mr. McClure stated that FEMA Detailed and Approximate data would be utilized, with Fathom data inserted into any existing gaps. General discussion took place among the board members regarding the accuracy of the flood data.

Josh McClure then discussed Additional Flood Planning Funding from the TWDB. The 2021 Legislature approved an additional \$10M in funding for the State Flood Plan (40% increase). Region 2 received an additional \$576,600.00 for a new total of \$1,487,00.00. Mr. McClure stated that the Initial Flood Plan is still due in January of 2023, but additional analysis will be included in an addendum due in August of 2023. As a result, three new tasks have been developed. Task 11 – Outreach and Data Collection to Support Tasks 1-9 (\$86,490.00); Task 12 – Perform Identified Flood Management Evaluations, Identify, Evaluate, and Recommend Additional Flood Mitigation Projects (\$345,960.00); and Task 13 – Preparation and Adoption of the Amended Regional Flood Plan (\$144,150.00). Josh McClure asked the flood planning group to revisit the proposed funding allocations in Tasks 11-13 at the conclusion of the technical presentation. Reeves Hayter stated that Region 2 is currently on schedule with the development of our flood plan and Josh McClure concurred.

Josh McClure then moved into discussion of the Tech Memo Data and Outline containing 25 separate file numbers, including Item Name, Polygon/Line/Point/GDB Table, SOW Task, Submittal Milestone, Feature Class Name, and Submittal Deadline. The Tech Memo is essentially a progress report for the TWDB to indicate Region 2's current status in developing the regional flood plan. Mr. McClure went into great detail describing and explaining the content of the Tech Memo and discussion took place among the flood planning group members. Greg Carter asked Mr. McClure if he could revise the Excel spreadsheet by grouping the cities/communities within their respective counties and Mr. McClure stated that he could do that. Mr. McClure also brought up several points of discussion within the Tech Memo including Other Data Sources, Deminimis size for FMEs, FMPs, or FMSs, and Confidence Level in existing studies, FMPs, and costs.

Josh McClure stated that due to the TWDB requirements, many of the potential FMPs within Region 2 may not contain enough data to qualify for funding and will most likely need to be changed to FMEs. Mr. McClure asked the flood planning group if the additional funding from TWDB should be utilized to conduct these changes to the Region 2 flood plan and where would the funding be most beneficial.

Greg Carter stated that he would like to include only the FMPs in the regional plan that contain enough data to qualify for funding and the remaining FMPs should be categorized as FMEs. Reeves Hayter stated that he believes the technical consultants should identify all FMPs that meet the TWDB guidelines and evaluate FMEs to potentially provide additional FMPs during the second round of flood planning, while continuing outreach efforts to collect more data during the first planning cycle. Discussion took place among the flood planning group regarding Tasks 11,12, and 13.

Josh McClure then provided an overview of the deliverables due in the next few months. Half Associates will provide the Tech Memo to the Region 2 Board at least two weeks before the December 9th meeting date for review. The partial Tech Memo is due to TWDB on January 7th and the final Tech Memo is due to TWDB on March 7th.

OTHER BUSINESS

AGENDA ITEM NO. 17: Update from Planning Group Sponsor

Reeves Hayter turned the floor over to Chris Brown who announced that ATCOG has no updates for the planning group at this time.

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

Reeves Hayter opened the floor for discussion. The Region 2 RFPG board members agreed to conduct the next meeting on Thursday, December 9, 2021 at 2:00p.m. at the Northeast Texas Community College in Mount Pleasant, TX, and via webinar/teleconference.

AGENDA ITEM NO. 19: Adjourn

Reeves Hayter opened the floor to adjourn the meeting.

A motion was made by Laura-Ashley Overdyke and Seconded by Joseph Weir.

The vote to adjourn was passed by unanimous consent.

The meeting was adjourned at 5:01p.m. by Reeves Hayter.

Approved by the Region 2 Lower Red-Sulphur-Cypress RFPG at a meeting held on 12/9/2021.


Reeves Hayter, CHAIR