

**Meeting Minutes**  
**Region 2 Lower Red-Sulphur-Cypress Flood Planning Group Meeting**  
**May 6, 2021**  
**2:00 p.m.**  
**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
Clark Crandall	Industries	X
Dustin Henslee	Municipalities	X
Kirby Hollingsworth	Public	X
R. Reeves Hayter	River authorities	X
Kelly Mitchell	Small business	X
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	
Brian Hurtuk	Texas Division of Emergency Management	X
Darrell Dean	Texas Department of Agriculture	X
Tony Resendez	Texas State Soil and Water Conservation Board	X
Trey Bahm	General Land Office	X
Anita Machiavello	Texas Water Development Board (TWDB)	X
Michelle Havelka	Texas Commission on Environmental Quality	X
Darlene Prochaska	USACE, Fort Worth District	X
Travis Wilsey	USACE, Tulsa District	X
Randy Whiteman	RFPG 1 Liaison	

**Quorum:**

Quorum: **Yes**

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

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

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

Chris Brown - ATCOG

Paul Prange - ATCOG

Mary Beth Rudel - ATCOG

Joshua McClure – Halff Associates Team

David Rivera – Halff Associates Team

Jim Keith – Halff Associates Team

Stephanie Griffin – Halff Associates Team

Ben Pylant – Halff Associates Team

Parker Moore – Halff Associates Team

Matt Stahl – Halff Associates Team

Ryke Moore - TWDB

\*\*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 2:06p.m. A roll call of the planning group members was taken to record attendance and a quorum was established prior to calling the meeting to order.

**AGENDA ITEM NO. 2: Welcome**

Reeves Hayter welcomed members to the meeting and asked ATCOG staff member, Paul Prange to conduct a roll call of attendees.

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

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. All voting members were present and only two non-voting members were absent.

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

Reeves Hayter opened the floor to public comments. No public comments were given.

**ACTION ITEMS**

**AGENDA ITEM NO. 5: Consider approval of minutes for the meeting held Thursday, April 1, 2021:**

Reeves Hayter opened the floor for discussion and approval of the minutes from the previous meeting. No discussion took place among the board members. A motion was made by Greg Carter and was seconded by Clark Crandall to approve the minutes as presented. The motion carried unanimously.

**AGENDA ITEM NO. 6: Discuss and Consider action on Professional Services Contract between Halff Associates and the Ark-Tex Council of Governments to perform Technical Consulting Services necessary to develop the 2003 Regional Flood Plan.**

Reeves Hayter announced that the Region 2 Lower Red-Sulphur-Cypress Flood Planning Group selected Halff Associates as the technical consultant at the meeting held on April 1, 2021 and authorized the Ark-Tex Council of Governments (ATCOG) to initiate a contract between ATCOG and Halff Associates. Mr. Hayter then asked Chris Brown to elaborate on the contract being developed. Mr. Brown provided a screenshot of the draft contract for the RFPG 2 board members to review. Mr. Brown stated that much of the technical language will be reflected in the Exhibits to the contract, which are currently under review. Mr. Brown announced that the contract will require approval from the ATCOG Board of Directors, in addition to the Texas Water Development Board (TWDB) before being officially executed. Mr. Brown then asked the RFPG 2 board members for a recommendation to submit the contract to the ATCOG Board of Directors for approval. Mr. Brown then asked Joshua McClure with Halff Associates if he would like to provide additional comments regarding the contract. Mr. McClure stated that portions of the public outreach budget would be utilized by ATCOG and that the TWDB allows up to 35% deviation in each budget category, if needed. Mr. McClure also stated that the overall scope of work provided by the TWDB would be followed.

Chris Brown opened the floor for questions and comments from the board members. Reeves Hayter asked Chris Brown about Article XIX regarding a possible typographical error. Joshua McClure stated that the number listed as \$1,00,000 should actually be \$1,000,000. Mr. Hayter then asked Mr. McClure

and Mr. Brown about Article XIII which referenced Travis County, and whether or not this was a TWDB requirement. Mr. McClure stated that it did not necessarily need to be Travis County. Mr. Brown stated that the language could be amended in the contract between ATCOG and Halff Associates in accordance with TWDB guidelines.

Chris Brown asked Reeves Hayter for a recommendation from the RFPG 2 Board of Directors to the ATCOG Board of Directors for approval of the contract between ATCOG and Halff Associates, recognizing the two changes requested in Articles XIX and XIII. Mr. Hayter asked for a motion and a second in favor of this request. A motion was made by Andy Endsley and seconded by Greg Carter. The motion carried.

### **PRESENTATIONS**

#### **AGENDA ITEM NO. 7: Pre-Planning Public Input – Texas Water Development Board:**

- a. The RFPG is soliciting public input regarding suggestions and recommendations as to issues, provisions, projects and strategies that should be considered during the flood planning cycle and/or input on the development of the regional flood plan (as required per Texas Water Code 16.062(d) and 31 Texas Administrative Code 361.12(a)(4))**

Reeves Hayter turned the floor over to Chris Brown who introduced Ryke Moore with the TWDB. Anita Machiavello asked if Mr. Moore could provide an update to the RFPG 2 board members and Mr. Brown agreed. Mr. Moore stated that the TWDB has the final guidelines posted on their website for the regional flood planning process. Mr. Moore also stated that the TWDB needs to review and approve an executed contract between ATCOG and Halff Associates.

Ryke Moore conducted a slide presentation focusing on the pre-planning meeting background, regional flood planning and the flood planning timeline. Mr. Moore also discussed the key tasks of the Regional Flood Planning Groups and presented information relating to flood mitigation practices, including examples of both structural and non-structural mitigation strategies. Finally, Mr. Moore stressed the importance of public input in the flood planning process and stated that there will be multiple opportunities for public input throughout the development of the regional flood plan. Reeves Hayter asked Chris Brown to allow public comment on this agenda item. Laura-Ashley Overdyke commented that she was glad to hear that structural and non-structural flood mitigation strategies would be considered during the development of the regional flood plan.

### **WORKSHOP**

#### **AGENDA ITEM NO. 8: Halff Associates led workshop:**

- a. Flood Planning Overview**
  - i. Review and discuss the flood planning process**
  - ii. Draft Schedule overview**
  - iii. Importance of public and community involvement**
  - iv. Roles of the RFPG and Halff Associates**
- b. Stakeholder engagement**
  - i. Present current engagement plan**

- ii. **Identify key stakeholders**
  - iii. **Discuss ways to generate public interest and receive input**
- c. Data collection**
- i. **Present the upcoming online community and public surveys**
  - ii. **Discuss known data sources**
- d. Establish Region 2 schedule**

Reeves Hayter turned the floor over to Joshua McClure, Project Manager with Halff Associates. Mr. McClure introduced his team members and allowed them to provide statements to the RFPG 2 board members regarding their individual responsibilities in developing the Region 2 Flood Plan. Mr. McClure then identified the objectives and agenda required for the development of the flood plan.

Joshua McClure presented the flood planning overview by outlining the state flood plan process consisting of data collection (Phase I), floodplain management practices and goals (Phase II), floodplain mitigation and management (Phase III), regional flood plan development (Phase IV) and communications and plan adoption (Phase V). These tasks were broken down along a timeline beginning in May, 2021 and ending in January, 2023. Mr. McClure then presented information about what to expect from the State Flood Plan, explaining that it will not solve current flooding but will likely reduce future flooding through the compilation of available data and creating pathways to future state and federal funding.

Joshua McClure then presented information comparing flood planning to water planning and highlighted the key differences. Mr. McClure outlined the responsibilities of the RFPG and Halff Associates, stressing that this is our plan for our region and that Halff Associates is here to make sure the plan is successful. Mr. McClure presented the 2021 schedule containing the meeting content and the requirements of the RFPG and Halff Associates on a monthly basis from June 2021 through July 2022 and stated that the TWDB requires each task to be a separate chapter in the flood plan. Laura-Ashley Overdyke thanked Mr. McClure for breaking down the information into chapters and providing them to the RFPG for review each month, prior to the next board meeting. Ben Pylant with Halff Associates stated that he would like to encourage the RFPG 2 board members to bring their own perspective and knowledge to the table during the development of this regional flood plan.

Reeves Hayter announced that in 2018 the TWDB received 285 applications to fund flood mitigation projects and only 3 of the applicants were located within region 2. Mr. Hayter emphasized the importance of community engagement with public stakeholders to increase the probability of receiving future funding for flood mitigation projects. Ben Pylant with Halff Associates stated that several flood projects have been conducted in the Texarkana area and Greg Carter asked if these projects can be shared with the RFPG 2 board members at the next meeting. Joshua McClure stated that he would provide this information, as there are a lack of shovel ready projects currently identified with region 2.

Joshua McClure moved on to the importance of public engagement in the flood planning process focusing on data gaps, adequate representation of small communities and preparing flood safe communities. Greg Carter stated that the smaller communities will be the most difficult to make contact with to obtain accurate data. Mr. McClure identified multiple stakeholders in the flood planning

process including floodplain administrators, emergency managers, community executives, regional organizations and community organizations. Mr. McClure then asked the RFPG 2 board members if any other groups should be included for public engagement. Laura-Ashley Overdyke stated that the Caddo Lake Institute has utilized the services of Trungale Engineering and the USACE, Fort Worth District to produce data specifically for the Caddo Lake area. Reeves Hayter mentioned that the Public Works Administrators in smaller communities would be a good source of information and Mr. McClure asked Chris Brown if ATCOG had access to a regional contact list. Mr. Brown stated that ATCOG has a list of all of the City Secretaries who would be able to gather the data for the regional flood plan, at a local level. Mr. Brown also announced that ATCOG prepares the Hazard Mitigation Plans for each of the nine counties located within the ATCOG region and the plans could contain useful information to include in the Region 2 Flood Plan.

Joshua McClure presented a public engagement plan outline which included the plan framework, goals and objectives; the collection of flood risk data; and plan preparation, review and approval to the RFPG 2 board members. Mr. McClure stated that it was very important for the communities to approve of and adopt the regional flood plan and that open communication and participation was a critical factor in accomplishing this goal. Mr. McClure then presented an overview of the data collection process which included general planning area information, existing and future flood risks, flood plan goals and known or desired FMEs, FMPs, and FMSs. Mr. McClure also presented a screenshot of the floodplain quilt which indicated areas of various flood mapping projects conducted by FEMA, TWDB and Region 2 Team Projects. Travis Wilsey with USACE, Tulsa District mentioned that the USACE has data available for the Lower Red basin. Mr. McClure stated that the USACE, Fort Worth District should have data available for the Sulphur and Cypress basins. Anita Machiavello with the TWDB stated that additional mapping data may become available in Region 2 from third parties, later this year.

Joshua McClure presented information regarding available data, contrasting what we have; existing flood risk areas, properties and buildings, base maps and topographic maps versus what's missing; portions of the floodplain quilt, urban flooding, future flood risks and known FMEs and FMPs. Matt Stahl, with Halff Associates, presented information relating to a new data collection website which will be the primary tool for data collection from communities. Mr. Stahl provided a brief tutorial of how to utilize and navigate the website, which is currently under development. Mr. McClure stated that a brochure is also being developed for marketing purposes to obtain community input throughout the regional flood planning process. Reeves Hayter asked if Halff Associates plans to physically assist some communities and personally demonstrating how to utilize this website. Mr. McClure stated that Halff Associates does plan to travel to several communities and provide the necessary assistance, as required. Discussion took place among the RFPG 2 board members and the Halff Associates team regarding the website.

Joshua McClure wrapped up the workshop by focusing on conclusions and the path forward, mentioning that there is much work to do in a short period of time and close cooperation will be needed between Halff Associates and the RFPG 2. Mr. McClure asked about the meeting format moving forward, specifically in person or virtual meetings, or both, and the frequency of the meetings. Reeves Hayter asked if the public should be invited to attend the June meeting to provide input and Mr. McClure stated that it would be better to invite the public to the July meeting, based upon the current timeline of

deliverables. Mr. Hayter then stated that the RFPG 2 June meeting should be conducted via webinar/teleconference if the public will not specifically be invited to provide input. Chris Brown asked who were actually considered to be the “public” and Mr. McClure stated that for the purposes of the data collection, the “public” referred to city and county officials and not the average person. Mr. McClure announced that a second website would be made available for the general public to participate in the flood planning process. Mr. McClure then moved on to topics for the June meeting which included Tasks 1 through 3 in the flood planning timeline of deliverables. Mr. McClure also asked the RFPG 2 board members to gather a list of key stakeholders and review a list of acronyms in order to be familiar with them at the June meeting. Chris Brown announced that ATCOG could provide a partial list of key stakeholders for region 2 and Greg Carter asked Halff Associates to provide any contact information that they already have, in order to prevent duplication of efforts

**OTHER BUSINESS**

**AGENDA ITEM NO. 9: Update from Planning Group Sponsor**

Reeves Hayter turned the floor over to Chris Brown for updates. Mr. Brown announced that Ryke Moore with the TWDB provided the latest information and guidelines, including exhibits which provide more detailed information relating to the individual tasks required by the TWDB. Mr. Brown forwarded the email to all RFPG 2 board members for their convenience. Mr. Brown also stated that the second required pre-planning meeting will be conducted during the June meeting in order to remain on schedule. Mr. Brown stated that public comment will be heard at all of the scheduled meetings.

**AGENDA ITEM NO. 10: 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, June 3, 2021 at 2:00p.m. via webinar/teleconference. Chris Brown requested that the USACE conduct a presentation at the June meeting and Greg Carter asked if both Darlene Prochaska and Travis Wilsey could conduct presentations from their respective districts. Darlene Prochaska with USACE, Fort Worth District stated that the regional flood planning group could select a specific presentation from a list that she will provide to the board members. Mr. Brown asked Mr. McClure if Halff Associates has developed a press release and Mr. McClure stated that it was currently being developed. Mr. Carter also asked about the possibility of contacting TXDOT staff to be included in the regional flood planning process. Mr. Hayter stated that a TXDOT representative could be appointed to the non-voting member list if the board agrees.

**AGENDA ITEM NO. 11: Adjourn**

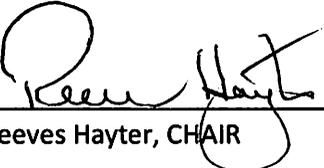
Reeves Hayter opened the floor to adjourn the meeting.

The board members unanimously agreed.

The vote to adjourn was passed by unanimous consent.

The meeting was adjourned at 4:12p.m. by Reeves Hayter

*Approved by the Region 2 Lower Red-Sulphur-Cypress RFPG at a meeting held on 3/4/2021.*

  
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Reeves Hayter, CHAIR