

**Meeting Minutes**  
**Region 2 Lower Red-Sulphur-Cypress Flood Planning Group Meeting**  
**January 7, 2021**  
**2:00 PM**  
**Zoom Virtual Meeting**

**Roll Call:**

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) /Absent ( ) / Alternate Present (*)</u>
Preston Ingram (William)	Agricultural interests	X
Vacant	Counties	N/A
W. Greg Carter	Electric generating utilities	X
Laura-Ashley Overdyke	Environmental interests	X
Vacant	Flood districts	N/A
Vacant	Industries	N/A
Dustin Henslee	Municipalities	
Kirby Hollingsowrth	Public	
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
Megan Ingram	Texas Water Development Board (TWDB)	X
Michelle Havelka	Texas Commission on Environmental Quality	X

**Quorum:**

Quorum: **Yes**

Number of voting members or alternates representing voting members present: **7**

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

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

Anita Machiavello, TWDB

Matt Nelson, TWDB

Morgan White, TWDB

Megan Ingram, TWDB

Richard Bagans, TWDB  
Chris Brown  
Clark Crandall  
Andy Endsley  
Stephanie Griffin  
Brennan Kane  
Joshua McClure  
Jarred Overbey  
Paul Prange  
Jennifer White  
Kathleen Jackson, TWDB Director  
Laura Jones  
Chris Hartung

\*\*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 2:02PM. 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, specifically announcing the attendance of TWDB Director, Kathleen Jackson as well as potential board member candidates, Andy Endsley and Clark Crandall.

**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.

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

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

**AGENDA ITEM NO. 5: Approval of minutes from the previous meeting (p3)**

Reeves Hayter opened the floor for discussion and approval of the minutes from the previous meeting. A motion was made by Greg Carter and was seconded by Joseph Weir to approve the minutes as presented. The motion carried unanimously.

**AGENDA ITEM NO. 6: TWDB Update and Presentation (p9)**

Megan Ingram introduced TWDB Director, Kathleen Jackson, who presented a brief overview of the regional flood planning process currently underway in the State of Texas and thanked everyone involved in these efforts. Megan Ingram then introduced TWDB staff member, Anita Machiavello, who will be assigned to coordinate with the Region 2 Flood Planning Group as the process moves forward.

Megan Ingram then conducted a slide presentation focusing on the basic aspects of flooding, the request for applications process, including contract details and the responsibilities of the Regional Flood Planning Group, including an overview of the Scope of Work.

Reeves Hayter commented that Region 2 contains more river basins and is being allocated the least amount of funding for this planning process, and asked TWDB staff why that was the case. Megan Ingram stated that she would provide Reeves Hayter with additional information relating to the funding distribution process from the TWDB.

Megan Ingram then stated that the Region 2 sponsor may begin the process of soliciting for technical consultants at this time and does not need to wait until the contract between the ATCOG and the TWDB is executed.

Megan Ingram then summarized tasks 1-10 in the Scope of Work and stated that the Flood Management Evaluation (FME), Flood Management Strategy (FMS) and the Flood Mitigation Project (FMP) are extremely important aspects of the planning process.

**AGENDA ITEM NO. 7: Update from Planning Group Sponsor regarding status of Regional Flood Planning Grant contract with the TWDB: link to 1<sup>st</sup> Planning Cycle Documents (2020-2023) webpage**

- 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

Chris Brown, ATCOG Executive Director, announced that the application was currently being prepared and will be submitted to the TWDB by the due date of January 21, 2021. Coordination between ATCOG staff and TWDB staff is ongoing in order to expedite the application process.

Chris Brown and Megan Ingram discussed the process of procuring a technical consultant and the TWDB staff stated that the selection process may begin prior to contract execution. General discussion took place among the board members regarding potential contractors and sub-contractors.

Chris Brown asked the board members if the Scope of Work currently posted in the TWDB Regional Flood Planning Grant Application package needed to be amended prior to ATCOG submitting a Request for Application to the TWDB for flood planning funds. The board members engaged in general conversation and agreed that the Scope of Work was sufficient.

**ACTION ITEMS**

**AGENDA ITEM NO. 8: Consider revision of Group Bylaws (p48)**

Reeves Hayter opened the floor for discussion to revise the Group Bylaws. Article VIII. 2(b) would allow 180 days for members to select initial officers (April 28, 2021 Deadline) and Article VIII. 2(b) would require regular officers to be selected at the first meeting of each calendar year, beginning in 2022.

Chris Brown briefly described Article V. 4.1 and 4.2 which explains the process of filling vacancies in voting positions, as it relates to the executive committee.

Reeves Hayter opened the floor for approval to revise the Group Bylaws and Laura-Ashley Overdyke made a motion and it was seconded by Joseph Weir. The motion carried unanimously.

**AGENDA ITEM NO. 9: Consider applications of nominees to fill the currently vacant *Counties, Flood Districts* and *Industries* voting positions (p49)**

Reeves Hayter opened the floor for discussion and approval to fill the 3 vacant voting member positions. Chris Brown explained that ATCOG received a total of 5 applications from 3 individuals, however 1 individual did not appear to meet the minimum qualifications to serve in any of the vacant categories. This individual, Laura Jones, also does not reside within the Region 2 Flood Planning area. The other applicants, Andy Endsley and Clark Crandall are both qualified to serve in the categories of *Counties* and *Industries* respectively.

Reeves Hayter commented about the lack of specific flood districts located within our planning group region and discussion took place among the board members on this topic. Megan Ingram stated that if no flood districts exist, then the planning group could remove and/or replace the category on the list. Preston Ingram suggested that the board remove the *Flood District* category from the list and replace it with another category, in order to maintain 12 voting members.

Discussion took place among the board members and Greg Carter made a motion to approve the *Counties* and *Industries* categories but not the *Flood Districts* category, and to remove it from the list. The motion was seconded by Preston Ingram. The motion carried unanimously.

A motion was made by Joseph Weir and seconded by Preston Ingram to approve the appointment of Andy Endsley to the board to represent *Counties*. The motion carried unanimously.

A motion was made by Reeves Hayter and seconded by Greg Carter to approve the appointment of Clark Crandall to the board to represent *Industries*. The motion carried unanimously.

**AGENDA ITEM NO. 10: Consider adding voting members, non-voting members, and/or new interest categories (p50)**

Reeves Hayter opened the floor for discussion and stated that he would like to have a representative from the U.S. Army Corps of Engineers on the board as a non-voting member. Discussion took place among the board members and Joseph Weir made a motion to contact the Tulsa and Fort Worth Districts of the U.S. Army Corps of Engineers in order to solicit a non-voting member to the Region 2 board. The motion was seconded by Greg Carter and carried unanimously.

Reeves Hayter stated that he would like to have a liaison from Region 2 for Region 1 and vice versa. Chris Brown elaborated on ATCOG's regular interaction with Region 1's Sponsor, the Panhandle Regional Planning Commission (PRPC) and concurred with this recommendation. Greg Carter mentioned the possibility of enlisting liaisons from the Federal Emergency Management Agency (FEMA) and the National Weather Service (NWS), as well.

**AGENDA ITEM NO. 11: Consider a means by which the RFPG will develop and host a public website (required per §361.21(b)). (p51)**

Reeves Hayter turned the floor over to Chris Brown who spoke to the board members about potentially purchasing a domain name for approximately \$20.00 and provided 3 examples. Laura-Ashley Overdyke agreed with the example of [texasfloodregion2.org](http://texasfloodregion2.org) as a good choice. The remainder of the board members concurred.

**AGENDA ITEM NO. 12: Consider a means by which the RFPG will accept written public comment prior to and after the meetings (required per §361.21(c)). (p52)**

Reeves Hayter turned the floor over to Chris Brown who briefly explained the process by which written public comments will be accepted and reviewed. Greg Carter agreed, along with the entire board.

**AGENDA ITEM NO. 13: Discussion of the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e)). (p53)**

Reeves Hayter opened the floor up for discussion and Chris Brown explained that ATCOG currently uses a certain solicitation format and that the agency may soon transition to the Constant Contact format. Brief discussion took place among the board members and Chris Brown, and the Region 2 Planning Group agreed with the suggested process.

**AGENDA ITEM NO. 14: Consider date and agenda items for next meeting**

Reeves Hayter opened the floor up for discussion and asked if the board members would like to select a certain day and time each month as a standard policy. The board members agreed that the next meeting would be scheduled for Thursday, February 4, 2021 at 2:00pm via Zoom virtual meeting.

Greg Carter asked Megan Ingram if the TWDB had access to a template for contracting with consultants to conduct technical activities. Megan Ingram responded by stating that the TWDB does have guidance documents available to assist with the development of the RFQ or RFP, but that the development of these documents by the regional flood planning group sponsor is a non-reimbursable activity.

Reeves Hayter mentioned the possibility of conducting interviews with consultants and selecting a consultant at the March or April meeting. Megan Ingram provided the board members with specific information regarding required agenda items for future meetings.

**AGENDA ITEM NO. 15: Adjourn**

Reeves Hayter made a motion to adjourn the meeting.

The board members unanimously agreed.

The vote to adjourn was passed by unanimous consent.

The meeting was adjourned at 3:53PM by Reeves Hayter

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

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Reeves Hayter, Chair  
Region 2 RFPG

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Attest