

**Meeting Minutes**  
**Region 2 Lower Red-Sulphur-Cypress Flood Planning Group Meeting**  
**March 4, 2021**  
**2:00 PM**  
**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	X
Brian Hurtuk	Texas Division of Emergency Management	
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

**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: \*\***

Kathryn English, PRPC

Megan Ingram, TWDB

Chris Brown

Paul Prange

Jarred Overbey

Tony Smith  
Joshua McClure  
Morgan White, TWDB  
Nathan Howell  
Walt Sears, NETMWD

\*\*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 2:05PM. 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 Chris Brown introduced 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 one non-voting member was 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.

**AGENDA ITEM NO. 5: TWDB Update**

Anita Machiavello announced that the updated draft contract language is available for review on the TWDB website for the Region 2 Lower Red-Sulphur-Cypress RFPG and that the contract execution deadline is still 3/31/2021. Anita stated that two pre-planning meetings are required by each flood planning group and she offered to conduct a slide presentation to the RFPG 2 board members at the next meeting. Reeves Hayter stated that the board would appreciate that. Anita asked the RFPG 2 sponsor to update the master contract list to include her as the TWDB Project Planner for the Region 2 Lower Red-Sulphur-Cypress RFPG. Laura-Ashely Overdyke asked when the RFQs are due to ATCOG and Chris Brown stated that they are due on 3/12/2021. Reeves asked Anita what the status of the RFPG 2 Contract was with the TWDB and Anita stated that it is currently being routed internally within the agency. Greg Carter asked Anita for clarification regarding the draft contract language posted on the TWDB website and Anita stated that it referred to the contract between the RFPG 2 sponsor and the TWDB. Reeves announced that he, Chris and Paul attended a TWDB chairperson webinar and we learned that 10 of the 15 regional flood planning groups' contracts have received initial approval and are being routed internally at this time. Morgan White, with the TWDB, confirmed that the RFPG 2 contract is in the group of 10. Reeves then stated that the RFPG 2 is on schedule according to the TWDB preliminary schedule of activities.

**ACTION ITEMS****AGENDA ITEM NO. 6: Approval of minutes from the previous meeting held on Thursday, February 4, 2021 (p3)**

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 Joseph Weir and was seconded by Susan Whitfield to approve the minutes as presented. The motion carried unanimously.

**AGENDA ITEM NO. 7: Discuss and consider nominations for election of Region 2 RFPG Officers to include Chair, Vice Chair, Secretary, Executive Committee. (p8)**

Reeves Hayter opened the floor for discussion and nominations of Officers and Executive Committee.

**a) Nominations for Chair by members**

Joseph Weir nominated Reeves Hayter to serve as Chair. Andy Endsley made a motion to cease nominations for Chair.

**b) Discussion and consideration of election of Chair**

Reeves Hayter accepted the nomination to serve as Chair. The RFPG 2 board members unanimously agreed and the motion carried.

**c) Nominations for Vice Chair by members**

Joseph Weir nominated Greg Carter to serve as Vice Chair. Reeves Hayter seconded the nomination. Laura-Ashley Overdyke made a motion to cease nominations for Vice Chair.

**d) Discussion and consideration of election of Vice Chair**

Greg Carter accepted the nomination to serve as Vice Chair. The RFPG 2 board members unanimously agreed and the motion carried.

**e) Nominations for Secretary by members**

Greg Carter nominated Laura-Ashley Overdyke to serve as Secretary. Joseph Weir seconded the nomination and made a motion to cease nominations for Secretary.

**f) Discussion and consideration of election of Secretary**

Laura-Ashley Overdyke accepted the nomination to serve as Secretary. The RFPG 2 board members unanimously agreed and the motion carried.

**g) Nomination for additional Executive Committee members (2 voting members-at-large)**

Joseph Weir nominated Susan Whitfield to serve on the Executive Committee. Susan Whitfield declined to serve in this capacity on the RFPG 2 board. Reeves Hayter then nominated Kelly Mitchell to serve on the Executive Committee. Greg Carter nominated Clark Crandall to serve on the Executive Committee, as well. No additional nominations were made.

**h) Discussion and consideration of election of Executive Committee members**

Kelly Mitchell and Clark Crandall accepted the nominations to serve on the Executive Committee. The RFPG 2 board members unanimously agreed and the motion carried.

**AGENDA ITEM NO. 8: Discuss and Consider designating a non-voting member liaison to the Region 1 Canadian-Upper Red RFPG required per 361.11(f)(8) of the Texas Administrative Code. (p9)**

Reeves Hayter opened the floor for discussion and stated that Randy Whiteman has been designated to serve as the Region 1 RFPG Liaison for the Region 2 RFPG and Region 2 needs to designate a Liaison to attend the Region 1 meetings. Brief discussion took place among the board members regarding travel requirements and the continuation of virtual meetings via webinar/teleconference. Chris Brown, with ATCOG asked Kathryn English, with PRPC if the Region 1 Liaison intended to travel to each Region 2 meeting. Kathryn mentioned that the Texas Open Meeting Act allows for virtual attendance if travel is required over 3 county lines. Anita Machiavello stated that a waiver relating to virtual meetings is still in effect by the Governor's Office. Kathryn also stated that the Region 1 RFPG plans to meet regularly in Childress, TX once in-person meetings are allowed to resume. Reeves then made a motion to nominate Clark Crandall to serve as the Region 2 RFPG Liaison for Region 1 meetings, due to his geographic location being closer to Region 1. Greg Carter seconded the motion and the motion carried.

**AGENDA ITEM NO. 9: Discuss and Consider appointment process of alternates for voting members of the Region 2 RFPG. (p10).**

Reeves Hayter handed this agenda item off to Chris Brown for discussion. Chris shared a form that he created, containing the guidelines required by the TWDB regarding the designation of alternates, which would need to be submitted to the Region 2 RFPG board in the event that an alternate is required to attend any meeting to maintain adherence with the Region 2 RFPG by-laws. Brief discussion took place among the board members and Chris announced that he would provide copies of this form to all board members. Greg Carter asked if the Region 2 RFPG would meet regularly at the ATCOG office in Texarkana, TX and Chris stated that it would not be ideal due to its geographic location within Region 2. Greg stated that the Mount Pleasant, TX Civic Center may serve as a good meeting location. Andy Endsley mentioned that many meetings that he attends are held in various locations throughout the region on a rotating basis. Reeves asked Anita Machiavello if there are any TWDB restrictions associated with meeting in multiple locations instead of one designated location and Anita replied that there are no restrictions. Laura-Ashley Overdyke and Reeves Hayter agreed that if meetings rotated to various locations, public input and participation may increase. Laura-Ashley offered the Caddo Lake State Park as a potential meeting location on the eastern end of Region 2.

**AGENDA ITEM NO. 10: Discuss and Consider appointment and review process of selection committee for the Technical Consultant RFQ due March 12, 2021. (p11)**

Reeves Hayter opened the floor for discussion. Chris Brown requested that the Region 2 RFPG Executive Committee conduct the review process of the Technical Consultants RFQs and not just Reeves Hayter and Greg Carter, in order to comply with the by-laws and the Texas Open Meeting Act. Greg Carter made a motion to utilize the Executive Committee for the review process to select a Technical Consultant and the motion was seconded by Reeves Hayter. The motion carried unanimously.

**OTHER BUSINESS**

**AGENDA ITEM NO. 11: Update from Planning Group Sponsor**

Reeves Hayter turned the floor over to Chris Brown for updates.

**a) ATCOG/TWDB Group Sponsor Contract**

Chris Brown stated that ATCOG will be reviewing the updated contract language posted to the TWDB website.

**b) Contact with Army Corps of Engineers for appointment to new, non-voting member position**

Chris Brown stated that he had contacted the Tulsa and Fort Worth Districts requesting participation with the development of the Region 2 Flood Plan, and has not received a response back from them at this time. Chris asked if Region 1 reached out to them, as well, and Kathryn English stated that they did not.

**b) Update on Flood Planning Group Members Public Information Act and Open Meetings Certification**

Chris Brown stated that he has received several certificates from board members and that some members are still searching for their certificates. Chris will contact each board member for confirmation that all certificates have been submitted. Joseph Weir asked if alternates need to be certified as well, and Chris deferred to Anita Machiavello, who stated that yes they do need to be certified. Andy Endsley asked Chris to resend the links to the trainings to the entire Region 2 RFPG board.

**AGENDA ITEM NO. 12: Consider date and agenda items for next meeting**

Reeves Hayter opened the floor for discussion and confirmed that Anita Machiavello would be conducting a pre-planning meeting slide presentation. Reeves also stated that the Executive Committee would be conducting reviews of the proposals submitted by the Technical Consultants and would make a selection for the board to vote on. The Region 2 RFPG board members agreed to conduct the next meeting on Thursday, April 1, 2021 at 2:00pm via webinar/teleconference. Laura-Ashley Overdyke asked about the timing of the RFQ application deadline on March 12, 2021 and the next meeting date on April 1, 2021 and whether or not the Executive Committee would be able to review the proposals between these dates. Chris Brown indicated that the Executive Committee would review all proposals prior to the April 1, 2021 meeting. Reeves Hayter and Greg Carter discussed potential dates for this review and selected Monday, March 22, 2021 as the date to review the proposals from the Technical Consultants.

**AGENDA ITEM NO. 13: 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 3:01PM by Reeves Hayter

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



Reeves Hayter, CHAIR