

Sabine Regional Flood Planning Group Meeting
Sabine River Authority Main Office, Orange TX
September 25, 2023
2:00 PM

NOTE: This meeting will be conducted in person and via Zoom

<https://zoom.us/j/6418597377?pwd=a2svTVhpbzJML1h3M3Y3SXVHaWV5QT09>

Location: Meeting will be held at the Sabine River Authority of Texas, Main Office, Hwy 87 N, Orange, TX 77632.

If you wish to provide written comments prior to or after the meeting, please email your comments to comments@sabine-rfpg.org and include "Region 4. Sabine River Flood Planning Group Meeting" in the subject line of the email.

This meeting is a public meeting under Chapter 551 of the Texas Government Code.

If you choose to participate in the meeting using the conference call number below, please be prepared to identify yourself. So, we can record your attendance. Telephone conference call phone number:

Phone Number:	+1 346 248 7799
Meeting Number:	641 859 7377
Access Code:	857302.

Additional information may be obtained from:

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RMPD Division Manager
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Orange, Texas 77632
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mhoward@sratx.org.

Sabine RFPG meeting

Sabine River Authority, Orange, TX

September 25, 2023 – 2:00 PM

AGENDA

1. Call to Order.

Presenter: Travis Williams, Chair

2. Roll Call.

Presenter: Jeff Rogers, Secretary

3. Receive public comments (public comments limited to 3 minutes per speaker).

Presenter: Travis Williams, Chair

4. Discussion and Approval of minutes from the previous Region 4 Sabine RFPG meeting held on August 21, 2023.

Presenter: Travis Williams, Chair

5. Update from Chair.

Presenter: Travis Williams, Chair

6. Update from the Texas Water Development Board

Presenter: Katie Pietsch Koslan

7. Region 5. Neches RFPG Report.

Presenter: Doug Manning

8. Update from Technical Consultant, Freese and Nichols.

Presenter: Mat Leclair

9. Discussion and potential action on selecting local sponsor for Region 4, Sabine.

Presenter: Travis Williams, Chair

10. Discussion and potential action to authorize the Sabine RFPG sponsor to apply for grant funds and enter into contract with the TWDB on behalf of the Sabine RFPG for Cycle 2 Regional Flood Planning.

Presenter: Travis Williams, Chair

11. Consider date and agenda items for the next meeting.

Presenter: Travis Williams Chair

12. Adjourn.

Presenter: Travis Williams, Chair

AGENDA ITEM 1: CALL TO ORDER

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

Chair Travis Williams will call the meeting to order.

Time: _____

RECOMMENDED ACTION

No action required.

AGENDA ITEM 2: ROLL CALL

PRESENTED BY: JEFF ROGERS, SECRETARY

SUPPORTING INFORMATION

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (V-Virtual, P-Physical)/ Absent () / Alternate Present (*)</u>
James (Bill) Bruce	<i>Agricultural interests</i>	
Johnny Trahan	<i>Counties</i>	
Francis X. Shannon	<i>Electric generating utilities</i>	
Clyde V. "Tad" McKee III	<i>Environmental interests</i>	
Doug Manning	<i>Flood districts</i>	
Nikki Davis	<i>Industries</i>	
Alton Bradley	<i>Municipalities</i>	
Michelle Falgout	<i>Public</i>	
Travis Williams	<i>River authorities</i>	
Jeff Rogers	<i>Small business</i>	
Roman D. Griffin	<i>Water districts</i>	
Ross Gordon	<i>Water utilities</i>	

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present (V-Virtual, P-Physical)/ Absent () / Alternate Present (*)</u>
Vacant	General Land Office (GLO)	
Kathy Saucedo	Texas Commission on Environmental Quality (TCEQ)	
Manuel Martinez Alt. Kristin Lambrecht	Texas Department of Agriculture (TDA)	
Andrea Sanders	Texas Division of Emergency Management (TDEM)	
Robert (Bob) Baker	Texas Parks and Wildlife Department (TPWD)	
Trey Watson	Texas State Soil and Water Conservation Board (TSSWCB)	
Katie Koslan	Texas Water Development Board (TWDB)	

RECOMMENDED ACTION

Number of voting members or alternates present. _____

Seven voting members are required for a quorum.

Quorum is present, Yes, or No?

AGENDA ITEM 3: PUBLIC COMMENTS

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

SUPPORTING INFORMATION

Receive public comments (public comments limited to 3 minutes per speaker)

RECOMMENDED ACTION

No action required.

AGENDA ITEM 4: DISCUSSION AND APPROVAL OF MINUTES

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

SUPPORTING INFORMATION

Discussion and approval of minutes from the August 21, 2023, Region 4, Sabine RFPG meeting.

RECOMMENDED ACTION

Discuss and approve minutes from August 21, 2023.

MOTION: _____ SECOND: _____ APPROVED: _____

PROJECT: Sabine Regional Flood Planning Group (RFPG)
NAME OF MEETING: Region 4 Sabine RFPG Meeting
RECORDED BY: Mat Leclair, PE, CFM
DATE: August 21, 2023; 2:00pm
LOCATION: Virtual and In-Person (SRA Office – Orange, TX)

The following reflects our understanding of the items discussed during the subject meeting. If you do not notify us within five working days, we will assume that you are in agreement with our understanding.

Voting Member	Interest Category	Present (x) / Absent () / Alternate Present (*)
James (Bill) Bruce	Agriculture Interests	X
Johnny Trahan	Counties	
Francis X. Shannon	Electric Generating Utilities	
Clyde V. McKee III	Environmental Interests	
Doug Manning	Flood Districts	X
Nikki Davis	Industries	X
Alton Bradley	Municipalities	X
Michelle Falgout	Public	X
Travis Williams	River Authorities	X
Jeff Rogers	Small Business	X
Roman D. Griffin	Water Districts	X
Ross Gordon	Water Utilities	

Voting Members: 12

Voting Members Present: 8

Quorum: **Yes**

Non-Voting Member	Interest Category	Present (x) / Absent () / Alternate Present (*)
vacant	General Land Office	
Kathy Saucedo	Texas Commission on Environmental Quality	
Manuel Martinez	Texas Department of Agriculture	X
Andrea Sanders	Texas Division of Emergency Management	
Robert (Bob) Baker	Texas Parks and Wildlife	
Trey Watson	Texas State Soil and Water Conservation Board	
Katie Koslan	Texas Water Development Board	X

Other Meeting Attendees:

- Mat Leclair (FNI)
- Allison Hand (FNI)
- Mark Howard (SRA)
- Anita Machiavello (TWDB)
- Ian Blair (TWDB)

Agenda Item 1: Call to Order

- Travis Williams called the meeting to order at 2:02 pm.

Agenda Item 2: Roll Call

- Jeff Rogers confirmed quorum with 8 out of 12 voting members.

Agenda Item 3: Receive public comments (public comments limited to 3 minutes per speaker)

- No comments were presented.

Agenda Item 4: Discussion and Approval of minutes from the previous Region 4 Sabine RFPG meeting on June 26th, 2023.

- **James (Bill) Bruce motions to adopt the minutes as presented and Doug Manning seconds the motion. Motion passes.**

Agenda Item 5: Updates from Chair

- Travis acknowledges the new planning member from TWDB, Katie Koslan
- Amended RFP was submitted to TWDB in July and notes the group will be selecting the sponsor for round 2.
- Technical consultants will be selected in early 2024

Agenda Item 6: Updates from Texas Water Development Board

- Katie Koslan mentions that TWDB approved the final plans and TWDB is anticipating having the amended plans approved around December.

Agenda Item 7: Updates from Region 5, Neches RFPG Report.

- Doug Manning does not have an update on the Neches region at this time as their next meeting is in September.

Agenda Item 8: Update from Technical Consultant, Freese and Nichols

- Mat Leclair noted that FNI submitted the Amended Plan both digitally and the hard copy to TWDB on Jul 14th.

Agenda Item 9: Discussion and potential action on selecting local sponsor for Region 4, Sabine.

- Travis Williams noted that in each cycle the group gets to select a sponsor. Evaluated other regions to see the sponsors for different groups.
- Consideration for OCDD to be the sponsor for Cycle 2.
 - o Roman Griffin asks if SRA would not want to be the sponsor.
 - Travis Williams notes that OCDD is more suited for drainage aspects. If OCDD is not able to, SRA would be able to do it.

- Roman Griffin asks if the OCDD is set up to support or be ready and asks if there are any advantages or disadvantages of changing sponsors.
 - Travis Williams noted that is more administrative tasks
- James (Bill) Bruce asks what are some of the other regions doing for sponsors?
- Roman Griffin mentions that his understanding was that the objective of the meeting was to choose the sponsor. If the group chooses the sponsor to be OCDD, are they ready to accept the responsibility?
 - Doug Manning notes that OCDD wouldn't be able to today, the next board meeting is in September.
 - Roman Griffin recommends SRA to be the next sponsor.
- Katie Koslan mentions there needs to be a sponsor to do the RFA (request for financial assistance) which is usually between October and December.
- Question asked to TWDB: Are there any regions where a sponsoring entity does not have a person that serves on a RFPG voting members? It was mentioned that Region 9's sponsor, the City of San Angelo, does not have any voting members in the RFPG group.
- Roman Griffin voices concerns about entities having ability and capacity to handle everything related to being the sponsor of the flood plan.
- Doug Manning mentions that they could agree to take it to the OCDD board.
- **Jeff Rogers nominates the OCDD to offer them to be the sponsor of the Sabine Regional Flood Planning Group, pending approval of the OCDD Board. James (Bill) Bruce seconds the motion. Motion passes.**
- Michelle Falgout asks if there is a possibility to divvy out effort to other people to lighten the load.
 - Travis Williams mentions that some things can, but other things like accounting cannot be and need to stay with the sponsor.

Agenda Item 10: Discussion and potential action to authorize the Sabine RFPG sponsor to apply for grant funds and enter contract with the TWDB on behalf of the Sabine RFPG for Cycle 2 Regional Flood Planning.

- **Motion by Doug Manning to table this discussion item until the next meeting. Motion seconded by James (Bill) Bruce.**

Agenda Item 11: Consideration of any additional, region specific, public notice requirements for the Sabine Region.

- Travis Williams notes there is no formal or recommended action on this at this time.
- Currently SRA sends the public notices on the Secretary of State (SOS) website and the RFPG website.
- Doug Manning notes that written press releases could be done for KOGT to add to the website and county record.

Agenda Item 12: Consider date and agenda items for next meeting.

- Travis Williams proposes the next meeting to be held on Monday, September 25th at 2:00pm.

Agenda Item 13: Adjourn

- **Michelle Falgout motions to adjourn the meeting and Nikki Davis seconds the motion. Travis Williams ended the meeting at 2:53 pm.**

AGENDA ITEM 5: UPDATE FROM CHAIR.

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

SUPPORTING INFORMATION

- Finishing up with the first cycle of the Flood Planning Process:
 - The Sabine RFPG will NEED to designate a sponsor, on today’s agenda,
 - Final reimbursable expense date is December 29, 2023,
 - Sponsor submits RFP grant application by December,
 - Payment request budget memorandum deadline is February 29, 2024.,
 - Technical Consultant must be selected early 2024 for 2nd round or RFP.

Accounting:

Invoice Date	Description	Amount	Balance
4/13/2021	Initial Grant Balance		\$ 947,600.00
9/21/2021	Meeting Room Rental Center Tx	\$ (325.00)	\$ 947,275.00
12/2/2021	FNI Invoice #1 (May 2021-Oct 2021)	\$ (189,476.02)	\$ 757,798.98
2/17/2021	FNI Invoice #2 (Sep 2021-Dec 2021)	\$ (168,886.58)	\$ 588,912.40
2/27/2022	Contract Amendment	\$ 569,600.00	\$ 1,158,512.40
3/28/2022	FNI Invoice #3 (Jan 2022-Feb 2022)	\$ (89,830.95)	\$ 1,068,681.45
9/9/2021	FNI Invoice #4 (Mar 2022-Apr 2022)	\$ (94,528.50)	\$ 974,152.95
10/17/2022	FNI Invoice #5 (May 2022-Jun 2022)	\$ (92,202.20)	\$ 881,950.75
10/17/2022	FNI Invoice #6 (Jul 2022-Aug 2022)	\$ (117,152.46)	\$ 764,798.29
1/3/2023	FNI Invoice #8 (Sep 2022-Nov 2022)	\$ (159,587.91)	\$ 605,210.38
6/21/2023	FNI Invoice #9 (Dec 2022-Feb 2023) *	\$ (182,766.87)	\$ 422,443.51
8/30/2023	FNI Invoice #10 (Mar 2023-Apr 2023) *	\$ (172,497.16)	\$ 249,946.35
8/30/2023	FNI Invoice #11 (May 2023-Aug 2023) **	\$ (153,128.57)	\$ 96,817.78
	Balance		\$ 96,817.78

* Invoice #9 & #10 have been submitted to TWDB for reimbursement.

** Invoice #11 is being processed.

FNI has billed \$1,420,382.22 of \$1,517,200 and has \$96,817.78 remaining in contract.

RECOMMENDED ACTION

No action required.

AGENDA ITEM 6: UPDATE FROM THE TEXAS WATER DEVELOPMENT BOARD.

PRESENTED BY: KATIE KOSLAN, TWDB

SUPPORTING INFORMATION

RECOMMENDED ACTION

AGENDA ITEM 7: REGION 5. NECHES RFPG REPORT.

PRESENTED BY: DOUG MANNING

SUPPORTING INFORMATION

RECOMMENDED ACTION

No action required.

**AGENDA ITEM 8: UPDATE FROM TECHNICAL
CONSULTANT, FREESE AND NICHOLS.**

PRESENTED BY: MAT LECLAIR

SUPPORTING INFORMATION

RECOMMENDED ACTION

No action required.

**AGENDA ITEM 9: DISCUSSION AND POTENTIAL ACTION
ON SELECTING LOCAL SPONSOR FOR REGION 4, SABINE.
PRESENTED BY: TRAVIS WILLIAMS**

SUPPORTING INFORMATION

Each regional flood planning cycle, Texas Administrative Code 361.12(a)(1) requires the RFPG to designate a political subdivision as their planning group sponsor. As the second round of Flood Planning is beginning the Sabine RFPG needs to select a sponsor for this second round.

RECOMMENDED ACTION

Select _____ as Sponsor of the Region 4, Sabine for the Second round of the Regional Flood Planning Process.

MOTION:_____ SECOND:_____APPROVED: _____

AGENDA ITEM 10: DISCUSSION AND POTENTIAL ACTION TO AUTHORIZE THE SABINE RFPG SPONSOR TO APPLY FOR GRANT FUNDS AND ENTER INTO CONTRACT WITH THE TWDB ON BEHALF OF THE SABINE RFPG FOR CYCLE 2 REGIONAL FLOOD PLANNING.

PRESENTED BY: TRAVIS WILLIAMS

SUPPORTING INFORMATION

This Agenda Item was tabled at the previous meeting. Each regional flood planning cycle, Texas Administrative Code 361.12(a)(1) requires the RFPG to authorize their planning group sponsor to apply for grant funding and to enter into a contract with the TWDB.

RECOMMENDED ACTION

Authorize _____ to apply for grant funding and to enter into contract with the TWDB.

MOTION:_____ SECOND:_____APPROVED: _____

AGENDA ITEM 11: CONSIDER DATE AND AGENDA ITEMS FOR NEXT MEETING.

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

RECOMMENDED ACTION

No action required.

AGENDA ITEM 12: ADJOURNMENT

PRESENTED BY: TRAVIS WILLIAMS, CHAIR

SUPPORTING INFORMATION

There being no other business, Chair Williams will entertain a motion to adjourn the meeting.

TIME: _____

RECOMMENDED ACTION

MOTION: _____ SECOND: _____ APPROVED: _____