

Region 4 - Sabine Regional Flood Planning Group

March 4, 2021 Meeting

Region 4 - Sabine Regional Flood Planning Group

1. Call to Order.
2. Roll Call.
3. Welcome, Meeting Facilitation Information and Instructions.
4. Receive general public comments (Public comments limited to 3 minutes)
5. Discussion and Approval of minutes from the previous Region 4 Sabine RFPG meeting held January 7, 2020.

Meeting Minutes
Region 4. Sabine Flood Planning Group Meeting
January 7, 2021, 1:30pm
SRA AGO Large Meeting Room
and Zoom Virtual Meeting

Roll Call:

<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>	V
Johnny Trahan	<i>Counties</i>	P
Francis X. Shannon	<i>Electric generating utilities</i>	V
Clyde V. McKee III	<i>Environmental interests</i>	V
Don Carona	<i>Flood districts</i>	V
Nikki Davis	<i>Industries</i>	V
Alton Bradley	<i>Municipalities</i>	
Michelle Falgout	<i>Public</i>	V
William R. (Bill) Hughes	<i>River authorities</i>	P
Jeff Rogers	<i>Small business</i>	P
Roman D. Griffin	<i>Water districts</i>	
Ross Gordon	<i>Water utilities</i>	V

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present (V-Virtual, P-Physical)/ Absent () / Alternate Present (*)</u>
Colleen Jones	General Land Office	Tyler Payne, GLO V
Kathy Saucedo	Texas Commission on Environmental Quality	V
Manuel Martinez	Texas Department of Agriculture	V
Brian Hurtuk	Texas Division of Emergency Management	
Robert (Bob) Baker	Texas Parks and Wildlife Department	
Trey Watson	Texas State Soil and Water Conservation Board	V
Ryke Moore	Texas Water Development Board	V

Quorum:

Number of voting members or alternates representing voting members present: 10

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

Other Meeting Attendees:

Rob Armstrong ***

Martin Siwek ***

Matt Hiland ***

Rachael Hayden ***

Morgan White ***

Stephanie Griffin ***

Mike Reedy ***

Stephanie Castillo***

***Virtual meeting attendee names were gathered from those who entered information for joining the Zoom meeting.

All meeting materials are available for the public at:

<https://www.sabine-rfpq.org/meetings>.

DRAFT

AGENDA ITEM NO. 1: Call to Order

Chairman Bill Hughes opened the meeting.

AGENDA ITEM NO. 2: Roll call

Mark Howard called roll to establish a quorum. Quorum present (10 of 12 members present).

AGENDA ITEM NO. 3: Welcome, Meeting Facilitation Information, and Instructions

Bill Hughes opened the meeting and gave an overview of the agenda items. Bill Hughes requested that members state who they are when making motions or seconds.

AGENDA ITEM NO. 4: Receive general public comments (public comments limited to 3 minutes per speaker)

Bill Hughes opened the floor to public comments. No public comments were given.

AGENDA ITEM NO. 5. Discussion and Approval of minutes from the previous Region 4 Sabine RFPG meeting held December 14, 2020

Bill Hughes opened discussion on approval of minutes from the previous Region 4 Sabine RFPG meeting held December 14, 2020. Johnny Trahan moved that the minutes be approved. One correction was noted in reference to meeting location in the title of the minutes. Motion revised to approve the minutes with this correction, seconded by Clyde McKee. Motion passed unanimously.

Ross Gordon asked where minutes will be stored. SRA-TX will add approved minutes to the website.

AGENDA ITEM NO. 6: Update from Chairman

Bill Hughes noted that SRA-TX has obtained the domain name **Sabine-RFPG.org** and will store documents on this site when it goes live; SRA-TX will include agendas and approved minutes on the web site. SRA-TX indicated that the website may be available by the week of January 11, 2021. Mark Howard stated that TWDB would have a landing page. Ryke Moore, TWDB, stated that those pages are being created and should be available in a couple of weeks.

Bill Hughes mentioned that SRA-TX was working on the TWDB grant application and the RFQ packet for consultants. Goal for this meeting is to work through both documents and seek approval to finalize and submit to TWDB by the January 21, 2021 deadline and get out to consultants, respectively.

AGENDA ITEM NO. 7: Update from the Texas Water Development Board

Ryke Moore, TWDB, reminded the Group of upcoming deadlines: application due date January 21 and March 31 contract deadline. TWDB will provide details for the two required preplanning meetings. TWDB Data Hub is available.

AGENDA ITEM NO. 8: Action Item: Review and take necessary action on Task List, Task Budget, Expense Budget, and Scope of Work for TWDB Grant Application

Bill Hughes gave an overview of the TWDB Grant Application and indicated a need to discuss several specific items, including:

Attachment E Task List and Budget: Bill Hughes indicated that we have left the budget the

same as recommended by TWDB. Bill Hughes asked if this is all the money available or can more money be requested. Ryke Moore indicated that the \$947,600 is all that is available.

Michelle Falgout asked if this includes the money SRA-TX will spend. Bill Hughes stated that SRA-TX will not worry about smaller amounts for SRA-TX expenses as group sponsor.

Johnny Trahan asked if there was a breakdown of the tasks. Ross Gordon mentioned that there is in the Scope of Work. Ross Gordon mentioned that there is ability to shift some money around (e.g., 35% of a task).

Bill Hughes mentioned there are questions as to how to handle member travel expenses. Bill Hughes mentioned that SRA-TX has facilities up and down the Sabine Basin. Johnny Trahan mentioned that Orange County could open the Expo Center for larger public meetings.

Bill Hughes asked that the group identify possible budget shortfalls as quickly as possible.

Bill Hughes asked if there were any question on the draft Grant Application. Ross Gordon mentioned that if we add other expenses then we would have to adjust the task budget. Bill Hughes mentioned that he asked that question as well and said that consultants should be able to allow for administrative tasks under other tasks. For example, Task 10 could include administration. Ryke Moore suggested the group look at the expense breakdown; need to plan for the future to provide future flexibility. Bill Hughes indicated that SRA-TX would try hard to not expend "Other" funds and charge against the budget.

Ryke Moore mentioned that Task 1-9 goes to the consultant to do the work. The money for the sponsor comes out of Task 10. Michelle Falgout mentioned that we could pull out \$10,000 for other and Voting Planning Member Travel as a placeholder now (out of Task 10). Can transfer to the contractor later if not used. Jeff Rogers asked if the entire allocated amount is pulled out of Task 10, then could we reallocate later? Ross Gordon indicated that Task 10 includes some money for the consultant (e.g., compile RFP reports). The Task Budget doesn't need to change, but the Expense Budget does. Ross Gordon suggested putting \$900,000 to contract services and move the \$47,600 balance to the Other Expenses and Voting Planning Member Travel. Johnny Trahan suggested splitting the \$47,600 across the other two items. Michelle Falgout asked Ryke Moore if this approach is similar to other groups; Ryke Moore stated he was not aware of how the other groups allocated funds.

Ryke Moore clarified that just milage is reimbursable, not food and lodging.

Bill Hughes asked to entertain a motion to split the \$47,600 between Other Expenses and Voting Planning Member Travel (\$23,800 each). Johnny Trahan so moved, and Ross Gordon seconded. Motion passed unanimously.

AGENDA ITEM NO. 9: Action Item: Review and take necessary action on Regional Flood Planning Grant Application

Ross Gordon extended thanks and appreciation for SRA-TX staff's work on the Draft TWDB Grant Application. Ross Gordon suggested to revise the expense sheet and asked that the "Draft" marks be removed. Bill Hughes stated that if everyone is good with those items, SRA-TX would remove the "Draft" marks and finalize the document. Bill Hughes asked that the

group approve finalizing the grant document and submitting it, earlier if possible. Ross Gordon moved to finalize the document with the corrections indicated. Don Carona seconded. Motion passed unanimously.

AGENDA ITEM NO. 10: Action Item: Review and take action on Request for Qualifications (RFQ), including evaluation criteria, for procuring a technical consultant

Bill Hughes provided an overview of the draft RFQ included in the meeting packet, which is built around the task list without a budget. The draft has a February 1, 2021 deadline. Bill Hughes mentioned that we may need an additional week to get the required advertisements in the newspapers. It may be around the second week of February. Ross Gordon mentioned that the typical turnaround time for a proposal like this is four weeks. Two weeks is too short, and three weeks might be more reasonable. Bill Hughes agreed that we might get better proposals with a longer period. Ross Gordon suggested having short list interviews. Michelle Falgout also suggested to limit the number of pages to facilitate our review. Ross Gordon suggested a 20-page limit is industry standard, not including resumes. Bill Hughes supports this as well.

Bill Hughes asked for additional questions. Don Carona had a comment regarding the existing conditions. Hard to get a feel for cost estimate for Task 2A in particular. Don Carona suggested we may receive requests for clarification from proposers. Existing flood risk analysis for the amount funded is under budgeted. Ross Gordon clarified that the work will be compilation, not engineering (new work). Johnny Trahan mentioned that most of the studies that have been done are now obsolete. Bill Hughes mentioned that Task 2 A feeds into the following tasks. Don Carona discussed Task 1 A. and mentioned that it's clear the consultant won't do any new modeling. Bill Hughes agreed we don't have funding to do modeling in this program, but other programs may (e.g., Dannenbaum Engineering working for GLO). Ross Gordon mentioned the challenge of not being able to modify the SOW, which is what TWDB is required to do. Don Carona wanted to make the group aware that we may have some gaps in the work. Ross Gordon mentioned that TWDB is developing good resources (e.g., Data Hub).

TWDB Team Lead Morgan White echoed what Ross Gordon said; the SOW is what it is and likewise with the budget. It will be a challenge to work through the scope of work with the budget available. Ross Gordon suggested that we are underfunded by a factor of 10. Louisiana Watershed Initiative is 5 times the budget allocation.

Bill Hughes requested a motion to approve the RFQ with suggested corrections and to change the due date to February 14, 2021. Bill Hughes asked the group to send the suggested edits to Mark Howard. Clyde McKee made a motion to finalize the RFQ with corrections and Johnny Trahan seconded. Ross Gordon mentioned that the SRA reserves the right to have a short-list interview; Bill Hughes agreed we could do that. Ross Gordon to provide language. Motion passed unanimously.

AGENDA ITEM NO. 11: Action Item: Review and take action on selection guidance for technical consultant

Bill Hughes mentioned that discussion of Item 11 is related to the proposed Engineer Rating Sheet. There is a high ranking for previous projects in the Sabine Basin. Ross Gordon had comments on 2a. Bill Hughes asked Ross Gordon to send his comments to SRA.

Bill Hughes asked for a motion to approve scoring criteria based on any minor changes and that

any proposed changes be sent to Mark Howard. Clyde McKee so moved. Ross Gordon seconded. Motion passed unanimously.

AGENDA ITEM NO. 12: Action Item: Consider proposal that, pursuant to the Adopted By-Laws and using the selection guidance, the Executive Committee recommend a technical consultant for selection by the Sabine RFPG

Bill Hughes asked for a motion that the Executive Committee be the interviewing and scoring group on behalf of the whole group and they would bring a recommendation to the group as a whole. Nicki Davis made the motion and Michelle Falgout seconded the motion. Motion passed unanimously.

Ross Gordon asked for clarification that the Executive Committee could meet without public notice. Ryke Moore said that sub committees also need to have public notice.

Ross Gordon asked TWDB for clarification can there be groups getting together without public notice. Morgan White stated that it depends upon the quorum. It is ultimately the responsibility of the sponsor to comply with the Open Meeting Act.

Clyde McKee asked if we change documents without public meetings is that allowed? Bill Hughes mentioned that we could send the group highlighted edits.

Bill Hughes suggested we need to revise the previous motion and make a motion for SRA-TX staff to review the proposals. Johnny Trahan recommended that Don Carona be added to SRA-TX staff review team. Johnny Trahan made the motion to revise the previous motion, with Clyde McKee seconding. Motion passed unanimously.

AGENDA ITEM NO. 13: Consider date and agenda items for next meeting

Bill Hughes mentioned that we may have little to meet on until we begin work with the consultant. Johnny Trahan mentioned that we might still need TWDB updates. Bill Hughes suggested that we might want additional agenda items such as presentations from those doing other work in the Basin. Ross Gordon said at a previous meeting GLO said they were holding public outreach meetings in the Sabine. Also, we are required to do two preplanning meetings. We might want to tag team with GLO so the meetings overlap. Tyler Payne, GLO, stated that could be an option. Funds should be available in a couple of months. Tyler Payne mentioned names of consultants we could contact (Dannenbaum Engineering and Hollaway Consulting). Bill Hughes mentioned that there are other TWDB grant applications in Orange County and that perhaps we could have some presentation on those projects. TWDB Flood Infrastructure Fund (FIF) grants are going forward also. Johnny Trahan mentioned that USACE has a study going on also. Bill Hughes clarified on the RFQ that we moved it to the February 14 and need to go to the February 12 or February 16. Johnny Trahan suggested that RFQs be submitted by the February 16th. The Planning Group agreed. Johnny Trahan suggested holding the next Sabine RFPG meeting on March 4, 2021. Bill Hughes suggested that we delay scheduling the next meeting until proposals have been scored.

AGENDA ITEM NO. 14: Adjourn

Johnny Trahan moved to adjourn. Jeff Rogers seconded. Motion passed unanimously.

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6. Update from the Chairman.

- Website Update <http://sabine-rfpg.org>
- Responses from our RFQ
- Other Updates

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Regional Flood Planning Group

7. Update from the Texas Water Development Board

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8. Region 5. Neches RFPG Report

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9. Action Item: Review and take necessary action on recommendation for engineering services to complete the initial scope of work for the First Cycle of Regional Flood Planning in the Sabine River Basin.

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10. Reminder regarding Planning Group member training on Public Information Act and Open Meetings Act.
11. Consider date and agenda items for next meeting.
12. Adjourn