

Meeting Minutes
Region 7 Upper Brazos Flood Planning Group
Meeting November 19, 2020
9:00AM
Zoom Virtual Meeting

Roll Call:

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) / Absent () / Alternate Present (*)</u>
Michael Keenum (Chair)	<i>Municipalities</i>	X
Dale Spurgin	<i>Agricultural interests</i>	X
Jennifer Davidson	<i>Counties</i>	X
Richard Blake Moore	<i>Electric generating utilities</i>	X
Richard Oller	<i>Environmental interests</i>	X
Erin C. Stiggins	<i>Industries</i>	X
Ken Rainwater	<i>Public</i>	X
Michael McClendon	<i>River authorities</i>	X
Kyle Jacobson	<i>Small business</i>	X
Chris Wingert	<i>Water districts</i>	X
Aubrey A. Spear	<i>Water utilities</i>	X

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent() / Alternate Present (*)</u>
Jennifer Bronson Warren	Texas Parks and Wildlife Department	X
Brian Hurtuk	Texas Division of Emergency Management	X
Carol Faulkenberry	Texas Department of Agriculture	X
Jake Foote	Texas State Soil and Water Conservation Board	X
Jet Hays	General Land Office	X
Ryke Moore	Texas Water Development Board	X
Kelly Cook	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: **

James Bronikowski, TWDB	April Chavez
Reem Zoun, TWDB	Stephanie Castillo
Matt Nelson, TWDB	Heather Keister
Morgan White, TWDB	Blake Moore
Richard Bagans, TWDB	Holly Ahumada
Jennifer Rao	Jennifer Warren
Stephanie Griffin	Kelly Davila
Paula Jo Lemonds, HDR Engineering	Piata Bryant
Erin Stiggins	

Agenda:

1. Call to Order
Chair Mike Keenum called the meeting to order at 9:01a with a quorum of voting members present.
2. Welcome
Mr. Keenum welcomed everyone in attendance to the 2nd RFPG.
3. Public comments – limit 3 minutes per person
Mr. Keenum opened up the meeting for public comment. No public comments were received prior to the meeting and no one present to make public comments.
4. ACTION ITEM: Approval of minutes from the previous meeting.
Mr. Chris Wingert motioned to approve the minutes without changes. Mr. Rich Oller seconded the motion. Motion passed unanimously.
5. TWDB Update and Presentation
Mr. Ryke Moore presented the members with a TWDB update and a flood presentation.
6. ACTION ITEM: Consider nominating and electing RFPG Vice Chair and Secretary
 - a. Nominations for Vice Chair by members
Mr. Mike Keenum opened the floor to the members to present nominations for Vice Chair position. Mr. Aubrey Spear nominated Mr. Dale Spurgin for Vice Chair. No other nominations were offered.
 - b. Discussion and consider taking action to elect Vice Chair
Mr. Mike Keenum offered the nomination to the members for a vote. Mr. Dale Spurgin was elected to serve as Vice Chair by unanimous vote.
 - c. Nominations for Secretary by members
Mr. Mike Keenum opened the floor to the members to make nominations for the Secretary position. Mr. Chris Wingert offered to serve as Secretary of the RFPG. Mr. Dale Spurgin seconded the nomination.
 - d. Discussion and consider taking action to elect Secretary
Mr. Mike Keenum presented the members with the nomination for Secretary. Mr. Chris Wingert was elected to serve as Secretary by unanimous vote.
7. ACTION ITEM: Consider nominating and electing member(s)-at-large to serve on the Executive Committee
 - a. Nominations for Executive Committee member(s)-at-large by members
Mr. Mike Keenum opened the floor to the members to make nominations for the Executive Committee member-at-large position. Mr. Chris Wingert nominated Mr. Aubrey Spear for this position.
 - b. Discussion and consider taking action to elect Executive Committee member(s)-at large.
Mr. Mike Keenum presented the members with the nomination for At-Large Member. Mr. Aubrey Spear was elected to serve as At-Large Member by unanimous vote.

8. Update from Planning Group Sponsor regarding status of Regional Flood Planning Grant contract with the TWDB
 - a. Discussion on status of application for Regional Flood Planning Grant funds
SPAG will submit a draft application to the group, to the SPAG Board of Directors and finally submit the application to TWDB for review.
 - b. Discussion of technical consultant procurement process
SPAG will submit a draft RFQ to the group for review and editing. The group decided the Executive Committee and any other interested board member would review/edit the RFQ prior to presenting RFQ to the group. Mr. Michael McClendon suggested the document be shared with members for review via SharePoint. Mr. Mike Keenum suggested requesting the firm have an Assistant Project Manager to assist with this project. *A review committee could be selected at the next meeting, if needed.*
 - c. Discussion on Scope of Work posted with TWDB RFA
The final SOW will be defined by TWDB and released at a later time.

9. ACTION ITEM: Consider a means by which the RFPG will develop and host a public website (required per §361.21(b).
No action taken at this meeting. SPAG will look into options to develop a standalone website for this group. Ms. Erin Stiggins suggested to build a basic site and request the consultant to enhance it for the group. *Update provided at the next meeting.*

10. ACTION ITEM: Discussion and consider taking action on group policies for handling public Comments
 - a. If you wish to provide written comments prior to or after the meeting, please email your comments to pbryant@spag.org or kdavila@spag.org and include “Region 7 Upper Brazos Flood Planning Group Meeting” in the subject line of the email.
The group decided to keep this policy.

 - b. If you wish to provide oral public comments at the meeting, please submit a request via email to pbryant@spag.org or kdavila@spag.org in advance of the meeting.
The group decided to keep this policy.

 - c. Additional information may be obtained from: South Plains Association of Governments; 1323 58th Street, Lubbock, Texas 79412 or via email at pbryant@spag.org.
The group decided to keep this policy.

11. ACTION ITEM: Consider a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c)).

The RFPG decided to retain all the group policies listed in Agenda item 10. The group decided to make the following updates:
 - a) Advance written comment is not required.
 - b) No advance notice is required to make oral public comment
 - c) Oral public comments will be allowed at the beginning of the agenda and/or at the end of the agenda to enhance transparency efforts.
The by-laws to be amended with the proposed changes and updates.

12. Discussion of the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e)).

SPAG will develop & maintain an ongoing list of Interested Parties and distribute agenda items to the identified Interested Parties.

13. Consider date and agenda items for next meeting

Jet Hays will prepare a slide about GLO's contribution to the group and send slide to SPAG to include in the agenda packet.

Next Virtual Meeting Date: December 17, 2020 at 9a.m.

14. Adjourn

Mr. Mike Keenum adjourned the meeting at 10:39 a.m.

*The items in blue are the minute notes. Items in red are potential follow-up items for next agenda.

Approved by the Region 7 Upper Brazos RFPG at a meeting held on December 17, 2020.

Chris Wingert, SECRETARY

Michael Keenum, CHAIR