

**Meeting Minutes**  
**Region 9 Upper Colorado Flood Planning Group Meeting**  
**January 28, 2021**  
**9:00AM CST**  
**GoToWebinar Virtual Meeting**

**Roll Call:**

<u>Voting Member</u>	<u>Interest Category</u>	<u>Present (x) / Absent ( ) / Alternate Present (*)</u>
Kenneth Dierscke	<i>Agricultural interests</i>	X
Rick Bacon	<i>Counties</i>	X
Henryk Alexander Olstowski	<i>Electric generating utilities</i>	X
Christy Youker	<i>Environmental interests</i>	X
Vacant	<i>Flood districts</i>	n/a
Morse Haynes	<i>Industries</i>	X
Lance Overstreet	<i>Municipalities</i>	X
David H. Loyd Jr.	<i>Public</i>	X
Scott McWilliams	<i>River authorities</i>	X
Chuck Brown	<i>Small business</i>	X (arrived during item 4)
Cole D. Walker	<i>Water districts</i>	X
Allison Strube	<i>Water utilities</i>	X

<u>Non-voting Member</u>	<u>Agency</u>	<u>Present(x)/Absent( )/ Alternate Present (*)</u>
John McEachern	Texas Parks and Wildlife Department	
Tim Frere	Texas Division of Emergency Management	
Larissa Place	Texas Department of Agriculture	
Ben Wilde	Texas State Soil and Water Conservation Board	
Jet Hays	General Land Office	X
Hayley Gillespie, Ph.D.	Texas Water Development Board (TWDB)	X
Winona Henry	Texas Commission on Environmental Quality	

**Quorum:**

Quorum: **Yes**

Number of voting members or alternates representing voting members present: 11

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

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

Lissa Gregg  
 Matt Nelson  
 Krista Melnar  
 Liz Grindstaff  
 Robert Armstrong

Alan Greer  
Stephanie Griffin  
Allison Wood  
Heather Keister  
Alem Gebriel  
Scott Rushing  
Rene Franks  
Eric West  
Lauren Gonzalez  
Sara Eatman  
Nicholas Panyard  
Aaron Abel

\*\*Meeting attendee names were gathered from those who entered information for joining the GoToWebinar meeting.

*All meeting materials are available for the public at:*

<http://www.twdb.texas.gov/flood/planning/regions/schedule.asp>.

**1. AGENDA ITEM NO. 1: Call to Order**

Chair Strube called the meeting to order at 9:05AM CST. 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.

**2. AGENDA ITEM NO. 2: Welcome, Meeting Facilitation Information and Instructions**

Chair Strube welcomed members to the meeting. A roll call of the planning group members was taken to record attendance.

**3. AGENDA ITEM NO. 4: TWDB Update & Presentation**

Hayley Gillespie, Ph.D. presented a Flood 101 presentation. No questions were asked of the board or public.

**4. AGENDA ITEM NO. 5: Consider nominating and electing RFPG Vice Chair and Secretary (*as applicable, per group bylaws*)**

Chair Strube showed the by-laws on the screen for the duties of the Vice Chair and Secretary.

**a. Nominations for Vice Chair by members**

Chair Strube nominated Chuck Brown for Vice Chair. No other nominations were presented by board members.

**b. Discussion and consider taking action to elect Vice Chair**

Rick Bacon made a motion to elect Chuck Brown by acclamation. David Loyd seconded Mr. Bacon's motion. Motion passed unanimously.

**c. Nominations for Secretary by members**

Scott McWilliams nominated Lance Overstreet for Secretary. No other nominations were presented by board members.

**d. Discussion and consider taking action to elect Secretary**

Scott McWilliams made a motion to elect Lance Overstreet by acclamation. Chuck Brown seconded Mr. Williams's motion. Motion passed unanimously.

**5. AGENDA ITEM NO. 6: Consider nominating and electing two members-at-large to serve on the Executive Committee (as applicable, per group bylaws)**

Chair Strube showed the by-laws on the screen for the duties of the Executive Committee

- a. Nominations for two Executive Committee members-at-large by members**
- b. Discussion and consider taking action to elect Executive Committee members-at-large.**

Item 6a and 6b were completed in unison. Chair Strube nominated Christy Youker for one member-at-large. Chair Strube made a motion to elect Christy Youker by acclamation. Rick Bacon seconded Mrs. Strube's motion. Motion passed unanimously.

Chair Strube nominated and moved for Rick Bacon to serve as the additional member-at-large. Scott McWilliams seconded Mrs. Strube's motion. Motion passed unanimously.

**6. AGENDA ITEM NO. 7: 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**

Chair Strube provided an update on Political Subdivision's efforts since the last meeting. City of San Angelo took an item before City of San Angelo City Council's consent agenda on December 15, 2020, where it was approved unanimously. Request for Funding, 70 pages, was submitted by the City of San Angelo to Texas Water Development Board (TWDB) in the amount of \$946,200. \$9,462 or 1% of the funding was submitted to be used for Voting Member Travel. \$80,000 was submitted for Other Expenses in the Request for Funding. The remaining, \$856,738, was submitted for Subcontract Services.

- b. Discussion of technical consultant procurement process**

Item 7b was discussed after 7c. Chair Strube provided an update to the group that the City of San Angelo staff had already begun a draft Request for Qualification (RFQ). Strube asked if the entire group wanted to review the draft or if the desire was to have the Executive Committee review the RFQ. Christy Youker asked if one technical consultant would be hired. Chair Strube answered that one technical consultant would be contracted with the City of San Angelo, but that technical consultant can hire sub-consultants. Chair Strube stated it was a goal to have the RFQ out in the month of February. David Loyd asked if we would contract for the full amount. Chair Strube referenced the previously discussed amount of \$856,738 for the sub-consultant. There was no objection to having the Executive Committee review the RFQ.

Lance Overstreet asked if the entire board would review submissions or just the Executive Committee. Hayley Gillespie, Ph.D. stated it had to be a vote by all board members on hiring the technical consultant. David Lloyd asked how many submissions are expected to receive. Cole Walker was not sure how many would apply based on experience with Water Planning. Chair Strube stated there was a breakdown of points or matrix that would be used for the scoring. Scott McWilliams asked if TWDB had a pre-approved matrix or engineering firms. Hayley Gillespie, Ph.D. stated there was not pre-approved engineering firms and that the RFQ including the scoring matrix is by the political subdivision. Chair Strube stated the City of San Angelo had standard matrix or scoring criteria. Chair Strube asked if there was any

opposition to having the Executive Committee review, score, and provide justification back to the group on the technical consultant submissions. It was asked by Henryk Olstowski and David Loyd if the board members could receive copies of the technical consultant submissions. Rick Bacon made a motion to have the Executive Committee review, score, and provide justification to the entire group, and also to provide the entire group with the technical consultants' submissions. David Loyd seconded Mr. Bacon's motion. Motion passed unanimously.

**c. Discussion on Scope of Work posted with TWDB RFA**

Item 7c was discussed before 7b. Scope of Work was drafted by TWDB and submitted with the Request for Funding. It was also provided to the Board in the background materials. Chair Strube discussed having Hayley Gillespie, Ph.D. provide a presentation on the Scope of Work at the next meeting.

Chuck Brown brought up a question regarding liaisons between Flood Planning Groups. Hayley Gillespie, Ph.D. stated there was a requirement to have a liaison between groups 9 and 10. Chair Strube noted it for a discussion and action for an upcoming meeting.

**7. AGENDA ITEM NO. 8: Consider a means by which the RFPG will develop and host a public website (required per §361.21(b)).**

Chair Strube discussed the website options to the group. She stated that the group could have the Region 9 Flood Planning Group's page under the City of San Angelo's website ([www.cosatx.us](http://www.cosatx.us)). Rick Bacon asked if it would be a part of the Other Expenses in the breakdown for the City's expenses as the political subdivision to host it on their website. Strube stated that there should be very little, if any, costs in creating it on the City's page. A motion was made by Scott McWilliams to utilize the City's website as the host of the group's website. The motion was seconded by Chuck Brown. The motion passed unanimously.

**8. AGENDA ITEM NO. 9: Consider a means by which the RFPG will accept written public comment prior to and after meetings (required per §361.21(c)).**

Chair Strube suggested options for two emails, both herself and Lance Overstreet's emails, as well as continue if someone wants to mail in public comment. Chair Strube did discuss the City website's capabilities for individuals to sign up for notifications and alerts once the website is up and running. Cole Walker made a motion to provide two email options for public comment and Chair Strube's physical address at the City of San Angelo for public comment. The motion was seconded by Scott McWilliams. The motion passed unanimously.

**9. AGENDA ITEM NO. 10: Discussion of the required solicitation for persons or entities who request to be notified of RFPG activities (required per §361.21(e)).**

Chair Strube asked for other ways of public outreach the group wanted to see besides the website. Christy Youker asked if the City's Facebook page would be an option for engagement. Chair Strube stated that she would have to discuss that with the City's Public Information Director, Brian Groves. Scott McWilliams suggested to continue to get with local television stations for interviews. No action was necessary on this item.

**10. AGENDA ITEM NO. 11: Public comments – limit 3 minutes per person**

Chair Strube opened the floor to public comments. No public comments were given. No action was taken. Chair Strube closed discussion on AGENDA ITEM NO. 11.

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

Chair Strube suggested presentations be made by Hayley Gillespie, Ph.D. on the Scope of Work and by the General Land Office. Chair Strube also suggested another Thursday morning meeting and proposed February 18<sup>th</sup> or 25<sup>th</sup>. Rick Bacon suggested meeting on February 18<sup>th</sup>. Chair Strube stated that it would likely be a virtual meeting and proposed 9:00am CST. No oppositions were brought forward to the proposed date and time.

Scott McWilliams asked how the board members should go about submitting agenda item between meetings. Chair Strube asked for those submissions to be sent directly to her. Henryk Olstowski asked about the schedule that was shown on the screen. Chair Strube that some of this would also be discussed in the TWDB's Scope of Work presentation at the next meeting. Hayley Gillespie, Ph.D. posted the website link to the proposed schedule in the GoToWebinar chat function for the group to utilize. Kenneth Dierschke asked that we work on Hayley Gillespie's microphone at the next meeting due to an echo. David Loyd asked about the vacant position for "Flood Districts". Chair Strube stated that the solicitation for that board member is posted on Texas Development Board's website and had a due date for the end of February. Chuck Brown asked how many days in advance of the next meeting do board members need to submit agenda items. Chair Strube requested 10 to 14 days prior to the next meeting in order to meet the 7 day notice requirements. Hayley Gillespie, Ph.D. informed the group that there was a quick reference guide on posting requirements on TWDB's website.

**12. AGENDA ITEM NO. 3: Approval of Minutes from Previous Meeting**

Morse Hayes brought it to the attention of Chair Strube that the minutes of the previous meeting were not approved and that AGENDA ITEM NO. 3 was skipped. Chair Strube asked there were any edits or corrections to the minutes as posted. Rick Bacon made the motion to approve as posted. Morse Hayes seconded the motion. The motion passed unanimously.


**13. AGENDA ITEM NO. 13: Adjourn**

Kenneth Dierschke made a motion to adjourn. The motion was seconded by Scott McWilliams. The vote to adjourn passed unanimously. The meeting was adjourned at 10:18AM CST by Chair Strube.

*Approved by the Region 9 Upper Colorado RFPG at a meeting held on March 4, 2021.*



Lance Overstreet, SECRETARY



Allison Strube, CHAIR