

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
MAYOR HOMER E. NAGEL ROOM
APRIL 17, 2019, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, April 17, 2019 in the SETRPC Mayor Homer E. Nagel Room. SETRPC President John Gothia, Commissioner, Orange County, called the meeting to order at 12:07 p.m. Mayor Pro Tem Mary Adams gave the invocation, followed by the Pledge of Allegiance.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Judge Wayne McDaniel, Hardin County
Commissioner Eddie Arnold, Jefferson County
Commissioner John Gothia, Orange County
Commissioner Johnny Trahan, Orange County
Commissioner Robert Viator, Orange County
Mayor Rebecca Ford, City of Bevil Oaks
Mayor David Rutledge, City of Bridge City
Councilmember Kirk Roccaforte, City of Bridge City
Mayor William T. Sanders, City of China
Mayor Pro Tem Mary Adams, City of Kountze
Councilmember Brad Childs, City of Orange
Mayor Cathy Nagel, City of Pine Forest
Mayor John Durkay, City of Taylor Landing
Mayor Roy McDonald, City of West Orange
Mayor Pro Tem Shirley Bonnin, City of West Orange
Mr. Hal Ross, Jefferson County, WCID #10
Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District
Mr. Lee Smith, President, Port of Beaumont
Dr. LaWanda Finney, Coordinator, Port Arthur ISD

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

Commissioner L.W. "Nubbin" Cooper, Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Ken Pelt, Hardin County
Commissioner Alvin Roberts, Hardin County
Mr. Fred Jackson, Attorney, Representative for Judge Jeff Branick, Jefferson County
Commissioner Everette "Bo" Alfred, Jefferson County
Commissioner Michael "Shane" Sinegal, Jefferson County
Commissioner Brent Weaver, Jefferson County
Judge Carl Thibodeaux, Orange County
Commissioner Theresa Beauchamp, Orange County
Councilmember Michael Getz, Representative for the Mayor, City of Beaumont
Mayor Pro Tem Robin Mouton, City of Beaumont
Mayor Pro Tem Danny Fruge, City of Bevil Oaks
Councilmember Renae McGlashen, City of China
Mayor Brad Bailey, City of Groves
Councilmember (Vacant), City of Groves
Mayor Fred Williams, City of Kountze
Mayor Don Surratt, City of Lumberton
Councilmember David Maniscalco, City of Lumberton
Mayor Dick Nugent, City of Nederland
Councilmember (Vacant), City of Nederland
Mayor Kerry Abney, City of Nome
Councilmember (Vacant), City of Nome
Mayor Larry Spears, City of Orange
Mayor Pro Tem Kevin Singleton, City of Pine Forest
Mayor Pete Runnels, City of Pinehurst
Mayor Pro Tem Dan Mohon, City of Pinehurst
Mayor Derrick Freeman, City of Port Arthur
Councilmember Charlotte Moses, City of Port Arthur
Mayor Glenn Johnson, City of Port Neches
Mayor Pro Tem Robert Arnold, City of Port Neches
Mayor Bonnie Stephenson, City of Rose City
Councilmember Jayme McGlothlin, City of Rose City
Mayor David Lang, City of Rose Hill Acres

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Councilmember Cindy Mason, City of Rose Hill Acres
Mayor Jim C. Willis, City of Silsbee
Councilmember Sue Bard, City of Silsbee
Mayor Bruce Robinson, City of Sour Lake
Councilmember Shane Rich, City of Sour Lake
Councilmember Phil Owens, City of Taylor Landing
Mayor Kimberly Stiebig, City of Vidor
Councilmember (Vacant), City of Vidor
Mr. Nicholas Carter, President, Lumberton Municipal Utility District
Mr. Brad Haggquist, General Manager, Mauriceville Special Utility District
Mr. Norman Blackman, General Manager, Orange County WCID #1 (Vidor)
Mr. Tom Woolley, President, Orange County WCID #2 (West Orange)
Mr. Leroy McCall, Jr., Jefferson County Drainage District #3
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7
Mr. Don Carona, General Manager, Orange County Drainage District
Mr. Fritz Erbeling, President, Hardin County Emergency Services District #2
Vacant, Jefferson County Emergency Services District #1
Mr. Daniel J. Diaz, Jefferson County Emergency Services District #3
Mr. Joe Parkhurst, President, Orange County Emergency Services District #3
Mr. Scott Hall, General Manager, Lower Neches Valley Authority
Mr. John Comeaux, Commissioner, Port of Port Arthur
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District of Jefferson County
Ms. Ann Galassi, Assistant General Manager, Sabine River Authority
Mr. Tony Aguilar, Jr. Director of Operations & Maintenance, Beaumont ISD
Mr. Todd Lintzen, Superintendent, Bridge City ISD
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD
Mr. Dale Fontenot, Director of Information Services, Port Neches-Groves ISD
Dr. Jay Killgo, Superintendent, Vidor ISD

STAFF PRESENT

Ms. Shanna Burke, Executive Director, SETRPC
Ms. Suzanne Carver, Executive Assistant, SETRPC
Mr. Jim Borel, Director, Finance, SETRPC
Ms. Sue Landry, Director, Criminal Justice and Homeland Security Division (CJHSD)
Ms. Glenda Lacy, Director, Disaster Recovery Division (DRD)
Ms. Cherika Gathers, Lead Quality Assurance, DRD
Ms. Ana Davidson, Receptionist/Office Assistant, SETRPC
Mr. Bob Dickinson, Director, Transportation & Environmental Resources (T&ER)
Ms. Colleen Halliburton, Director, Community Services Division (CSD)
Ms. Tyronna McKenzie, Director, South East Texas Foster Grandparent Program (FGP)
Ms. Crystal Petry, Director, Golden Triangle RSVP
Mr. Pete De La Cruz, Director 9-1-1 Emergency Network
Ms. Lori Viator, Administrative Assistant, 9-1-1 Emergency Network

GUESTS PRESENT

Mr. Blake Hopper, Deputy District Director, U.S. Representative Randy Weber
Ms. Heather Blackwell, Attorney, Moore Landry
Ms. Rhonda Masters, Outreach Coordinator, Texas General Land Office (GLO)
Judge Mark Allen, Jasper County
Mr. Erik Stromberg, Executive Director, Center for Advances in Port Management (CAPM),
Lamar University
Mr. Ronald S. Ogydziak, Director of Security, Port of Beaumont
Mr. Paul Latiolais, Director, CICE, Lamar University
Ms. Tonia Bernard, Administrative Assistant, Commissioner Michael Sinegal, Jefferson County
Mr. Mike Kunst, City Manager, City of Vidor

19-029 APPROVAL OF MARCH 20, 2019 AND MARCH 27, 2019 EXECUTIVE COMMITTEE MINUTES

(Mailed in Packets to Each Executive Committee Member)

- Judge Wayne McDaniel, Hardin County, made a motion to approve the March 20, 2019 and

March 27, 2019 Executive Committee Minutes. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

19-030 APPROVAL OF FEBRUARY 2019 TREASURER'S REPORT

➤ Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage #6, made a motion to approve the February 2019 Treasurer's Report. Mayor Pro Tem Mary Adams, City of Kountze, seconded the motion. The motion carried unanimously.

19-031 CRIMINAL JUSTICE AND HOMELAND SECURITY DIVISION

➤ First, Ms. Sue Landry, Director, Criminal Justice and Homeland Security Division (CJHSD), presented Mr. Erik Stromberg, Executive Director, Center for Advances in Port Management (CAPM), Lamar University, who gave a brief presentation on an upcoming project for which funding from the Texas General Land Office (GLO) is being sought. The purpose of the project is to enhance resiliency of the Sabine Neches Waterway.

Mr. Stromberg's objectives in making the presentation were to to make local elected officials and other stakeholders's aware of the project and its importance and to obtain a letter of support from local jurisdictions to include in the proposal packet. Mr. Stromberg provided understanding, a summary of the approach and deliverables of the proposed Sabine Neches Waterway Transportation System Resiliency Study.

➤ Second, Ms. Landry requested approval for Ms. Shanna Burke, SETRPC Executive Director, to enter into a contract with Blackboard Connect for a three (3) year period in the amount not to exceed \$336,000. The CJHSD is currently in negotiations with Blackboard Connect regarding entering into the three (3) contract contingent upon continued grant funding terms and conditions satisfactory to the SETRPC. The contract would begin in September 2019 and continue until August 2022. The total contract amount is broken down as follows:

| | |
|----------------------------------|---------------------------------|
| Unlimited Use Emergency Outreach | \$103,657.13 @ 3 = \$310,971.30 |
| Training On-Site 3 Days Per Year | \$ 6,700.00 @ 3 = \$ 20,100.00 |
| One Time Set-Up Fee | \$ 1,500.00 |

Mayor Pro Tem Mary Adams, City of Kountze, made a motion to approve the SETRPC Executive Director entering into a contract with Blackboard Connect for a three (3) year period in the amount not to exceed \$336,000 as recommended. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

➤ Third, Ms. Landry requested approval to apply for a Port Security Grant Program grant in the amount of \$406,735 to provide the regional emergency alerting network to all jurisdictions in the region for a two-year (2) period. The grant amount equals a 75% federal share of \$ 305,051.25 and a 25% local cash match of \$101,683.75. Industry of Southeast Texas has provided the cash match through promotion of the Southeast Texas Alerting Network (STAN).

Commissioner Eddie Arnold, Jefferson County, made a motion to approve applying for a Port Security Grant Program grant in the amount of \$406,735. Councilmember Kirk Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

➤ Fourth, Ms. Landry requested approval of a resolution authorizing SETRPC to apply for a Regional Police Academy Grant in the amount of \$198,314, naming Ms. Shanna Burke, SETRPC Executive Director, as the authorized official, and pledging to return the funds in the event of loss or misuse. (See Attachment A).

Mayor Roy McDonald, City of West Orange, made a motion to approve the resolution to apply for a Regional Police Academy Grant in the amount of \$198,314 as recommended. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

➤ Fifth, Ms. Landry requested approval of Emergency Management Planning Advisory Committee (EMPAC) By-Law revisions. The proposed revisions are recommended by the EMPAC in order to clarify the criteria of applicants eligible to seek State Homeland Security Grant Program (SHSP) and Law Enforcement Terrorist Prevention Activity (LETPA) grant funds in the Southeast Texas region. The proposed changes are in red font. (See Attachment B.)

Judge Wayne McDaniel, Hardin County, made a motion to approve the EMPAC By-Law Revisions as recommended. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

➤ Sixth, Ms. Landry requested approval of Criminal Justice Advisory Committee (CJAC) By-Laws and Operating policy Amendments as recommended by the CJAC. The proposed revision is to clarify that eligible applicants are those who reside, operate and provide services in the Southeast Texas region of Hardin, Jefferson and Orange Counties in addition to meeting eligible criteria established by the Criminal Justice Division and attending a mandatory workshop at SETRPC. (See Attachment C.)

Councilmember Kirk Roccaforte, City of Bridge City, made a motion to approve Criminal Justice Advisory Committee By-Laws and Operating Policy Amendments. Mayor Pro Tem Mary Adams, City of Kountze, seconded the motion. The motion carried unanimously.

➤ Seventh, Ms. Landry requested approval of FY 2019 State Homeland Security Grant Program (SHSP) and Law Enforcement Terrorist Prevention Activity (LETPA) Program grants as listed below by applicant jurisdiction with the recommended funding amounts.

2019 Emergency Management Planning Advisory Committee (EMPAC) Funding Recommendations

| Jurisdiction | Project | SHSP | LETPA |
|--------------------|-------------------|---------------------|---------------------|
| Hardin County | Interop Consoles | 164,741.00 | |
| Port Arthur | Interop | | 51,521.20 |
| Orange County SO | Interop | | 24,328.04 |
| Orange County OEM | Interop | 3,127.99 | |
| Groves | Interop | 8,940.79 | |
| Vidor | Interop | 6,255.98 | |
| West Orange | Interop | 3,127.99 | |
| West Orange | Interop | | 5,300.05 |
| Pinehurst | Interop | 6,235.15 | |
| Pinehurst | Interop | | 5,095.65 |
| SETRPC | Planning | 100,000.00 | |
| Beaumont | Specialized Teams | | 42,281.40 |
| Beaumont | Specialized Teams | 22,704.48 | |
| Jefferson County | Specialized Teams | 14,477.40 | |
| Grand Total | | \$315,133.38 | \$143,303.74 |

-Total of All Projects \$458,437.12

-Law Enforcement Terrorism Prevention Activity Grants Required: 25%

-Law Enforcement Terrorist Prevention Activity Grants Total Southeast Texas: 31.26 %

The resolution from the Emergency Management Planning Advisory Committee (EMPAC) recommending the projects and funding amounts was included in Executive Committee member's packet.

Mr. Joshua W. Allen, Sr., President, Jefferson County WCID Drainage District #6, made a motion to approve FY2019 SHSP/LETPA projects as recommended. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

➤ Eighth, Ms. Landry requested approval of the Criminal Justice Advisory Committee's (CJAC) funding recommendations regarding project rank and scores for the Juvenile Justice and Delinquency Prevention (JJDP), Criminal Justice Assistance Grant (JAG), General Victims (Victims of Crime Act) and Violence Against Women Act (VAWA) grants. (See Attachment D.)

Mayor Pro Tem Mary Adams, City of Kountze, made a motion to approve the Criminal Justice Division Grant Prioritization Ranking and Score. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

➤ Last, Ms. Sue Landry requested approval of Criminal Justice Advisory Committee (CJAC) Members and Alternates. (See Attachment E.)

Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6, made a motion to approve the recommended CJAC Members and Alternates. Councilmember Kirk Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

19-032 TRANSPORTATION & ENVIRONMENTAL RESOURCES DIVISION

➤ Mr. Bob Dickinson, Director, Transportation & Environmental Resources (T&ER), reported that in October 2015, the SETRPC Executive Committee approved the selection of CDM Smith to assist with the Demographic & Model Input Data Development for the Jefferson-Orange-Hardin Regional Transportation Study (JOHRTS)-Metropolitan Transportation Plan (MTP)-2045 and On-Call Transportation Planning Assistance project. The SETRPC-MPO has contracted with CDM Smith for similar work that was performed for the JOHRTS MTP-2040. This contract funding increase will cover the development of the remaining chapters of the JOHRTS MTP-2045 and the JOHRTS Regional Freight Mobility Plan.

In addition, due to the Air Quality Transportation Conformity Requirements for the JOHRTS Area, recent D.C. Court Decision South Coast Air Quality Management District vs EPA, additional measures were required on the existing JOHRTS MTP-2040 and the draft JOHRTS MTP-2045. MPO staff, with consultant services, spent a great deal of time pursuing actions that were needed until guidelines changed in conjunction with the EPA vs South Coast II November 18, 2018 Transportation Conformity Guidance.

Therefore, approval was requested to update the scope of services and to increase the contract amount by \$150,000, from \$304,480 to \$454,480, with CDM Smith. If there are any questions, Mr. Bob Dickinson may be contacted at (409) 899-8444 ext. 7520

Commissioner Eddie Arnold, Jefferson County, made a motion to approve the amendment to the work authorization to update the scope of services and to increase the contract amount by \$150,000, from \$304,480 to \$454,480, with CDM Smith as recommended. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

19-033 DISASTER RECOVERY DIVISION

➤ Ms. Shanna Burke, Executive Director, requested approval of an amendment to the Consulting Services Agreement and Subsequent Change Orders between the SETRPC and AECOM related to the Hurricane Harvey Short-Term FEMA Housing Program. The SETRPC has continued to work with AECOM and the Texas General Land Office (GLO) to reach an agreement on an amendment to the Consulting Services Agreement and Subsequent Change Orders between the SETRPC and AECOM related to the Hurricane Harvey Short-Term FEMA Housing Program.

A version of the amendment approved by the SETRPC at the March 27, 2019 special called Executive Committee Meeting was submitted to AECOM for review. The amendment contained provisions related to: adjusted unit rates; clarification of compensation types and a not to exceed clause of \$24,968,850; added federal certifications and clarification clauses; and the identification of the end date of the contract. AECOM agreed to all provisions with the exception of the clarification clauses as they felt they were already bound to these items in the existing contractual agreement through a generalized statement referring to the Interlocal Agreement between the SETRPC and GLO. The SETRPC consulted with the GLO and were told the GLO's requirements included the adjusted unit rates, federal certifications, and the end date of the project.

The SETRPC subsequently prepared another amendment that includes: adjusted unit rates; a revised budget and not to exceed clause of \$16,667,370 (as identified by AECOM); required federal certifications; and an end date of the project identified as August 25, 2019. AECOM has verbally agreed to the amendment, and this action is expected to enable the monitoring report issued by GLO related to the program to be satisfied. Approval was, therefore, requested for Ms. Shanna Burke, SETRPC Executive Director, to enter into Amendment One to the Consulting Services Agreement between the SETRPC and AECOM related to the Hurricane Harvey Short-Term FEMA Housing Program (*See Attachment E.*)

Mayor William T. Sanders, City of China, made a motion to approve SETRPC Executive Director, Ms. Shanna Burke, to enter into Amendment One to the Consulting Services Agreement between the SETRPC and AECOM related to the Hurricane Harvey Short-Term FEMA Housing Program. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Glenda Lacy, Director, Disaster Recovery Division (DRD), requested approval of a resolution recognizing Fair Housing. Each year, as a result of the Fair Housing Act of 1968, the month of April is deemed Fair Housing Month by the U.S. Department of Housing and Urban Development (HUD). In an effort to comply with fair housing requirements and the Fair Housing Act, the SETRPC will take part in a local fair housing related event, has posted notices about fair housing in both English and Spanish in public areas throughout the SETRPC building and posted information related to fair housing on the SETRPC website.

Councilmember Kirk Roccaforte, City of Bridge City, made a motion to approve the Fair Housing resolution. Mayor Rebecca Ford, City of Bevil Oaks, seconded the motion. The motion carried unanimously.

Ms. Lacy then added that there will be a 2019 Southeast Texas Fair Housing Conference on April 25, 2019 at Bob Bower Civic Center, 8:30 a.m. – 1:30 p.m.

- In conclusion, Ms. Lacy gave an update on Harvey Short Term Recovery (FEMA Project) as shown below.

Harvey Short Term Recovery Update (FEMA Project)

| | Hardin Co. | Jefferson Co. | Orange Co. | Grand Total |
|--|------------|---------------|------------|-------------|
| Units Removed, Permanent Solutions Achieved | 197 | 570 | 492 | 1259 |
| Units on Site, Monthly Recertifications In | 55 | 122 | 95 | 272 |
| Total Units Assigned to SETRPC COG | 252 | 692 | 587 | 1531 |
| Units Withdrawn or Ineligible | 31 | 142 | 121 | 294 |
| Status Unavailable; file transferred to FEMA | 2 | 14 | 18 | 34 |

19-034 GOLDEN TRIANGLE RSVP

- Ms. Crystal Petry, Director, Golden Triangle RSVP, spoke about the inaugural Golden Triangle RSVP (RSVP) “Volunteer for a Day” event in which elected officials and a county employee all took part. Ms. Petry specified that RSVP is a volunteer match maker service, matching people age 55 and older with diverse non-profit agencies in the Hardin, Jefferson and Orange County region. The mission of RSVP is to improve lives, strengthen communities and foster civic engagement through service and volunteering.

Ms. Petry stated that the “Volunteer for a Day” event was created to give key civil servants the opportunity to see firsthand the impact of the RSVP volunteers, as well as a view of the needs of the community. On Tuesday, April 9, 2019, Commissioner Michael Sinegal, Jefferson County, and his staff served meals at the Hospitality Center in Port Arthur. On Wednesday, April 10, 2019, Ms. Morgan Taylor, Orange County, along with RSVP volunteer Shirley Hayden, served with the Orange County Action Association and delivered Meals on Wheels in Orange, Texas. And, on Thursday, April 11, 2019, Commissioner Chris Kirkendall, Hardin County, along with RSVP volunteer Pat Luxton, served with Nutrition and Services for Seniors and delivered Meals on Wheels in Silsbee, Texas. Ms. Petry concluded with a brief pictorial presentation of the “Volunteer for a Day” participants.

19-035 FUTURE CALENDAR

- Ms. Suzanne Carver, Executive Assistant, introduced Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network, who provided information on Public Safety Telecommunicators Week, which is April 14-20. Ms. Carver then noted that the next Executive Committee Meeting will take place on May 15, 2019, 12:00 pm, and that the SETRPC’s office will be closed in observance of Good Friday on Friday, April 19, 2019.

19-036 OTHER, OLD AND UNFINISHED BUSINESS

- Ms. Shanna Burke thanked the Executive Committee for the cooperative way in which this region works together “in give and take at any given time”. It is recognized around the State. The cooperative spirit shows and is appreciated.

- There being no other, old and unfinished business, the meeting adjourned at 12:45 p.m.

Respectfully submitted,



Wayne McDaniel
SETRPC Secretary
Judge, Hardin County

Attachment A



SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION

**A RESOLUTION AUTHORIZING SUBMISSION OF REGIONAL POLICE ACADEMY GRANT FUNDING 2018
APPLICATION TO THE OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION**

- WHEREAS, Law Enforcement Agencies in Hardin, Jefferson and Orange Counties rely upon the Lamar Institute of Technology Regional Police Academy to provide basic cadet, intermediate and advanced TCOLE certified courses;
- WHEREAS, The Executive Committee of the South East Texas Regional Planning Commission finds it in the best interest of the residents of Hardin, Jefferson and Orange Counties that the Lamar Institute of Technology Regional Police Academy grant be funded;
- WHEREAS, The Lamar Institute of Technology Regional Police Academy be the preferred and sole provider of basic cadet, intermediate, and advanced TCOLE certified courses reimbursed through the Office of the Governor, Criminal Justice Division, Police Academy Grant Program.


**NOW THEREFORE, BE IT RESOLVED BY THE SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE THAT:**

The Homeland Security and Emergency Management Planning Division is authorized to submit the Regional Police Academy Grant 2020, in the amount of \$198,314.00, to the Office of the Governor, Criminal Justice Division.

That SETRPC Executive Director, Shanna Burke, is designated as the authorized official to apply for, accept, reject, alter, or terminate the Regional Police Academy 2020 grant.

That in the event of loss or misuse of Regional Police Academy 2020 grant funds, SETRPC will return all funds to the Criminal Justice Division (CJD).

PASSED, APPROVED AND ADOPTED this 17th day of April 2019.



John Gothia, SETRPC President
Commissioner, Orange County



Wayne McDaniel, SETRPC Secretary
County Judge, Hardin County

President – John Gothia, Orange County | 1st VP – Rebecca Ford, Bevil Oaks | 2nd VP – Mary Adams, Kountze
3rd VP – Kirk Roccaforte, Bridge City | Treasurer – Michael Sinegal, Jefferson County | Secretary – Wayne McDaniel, Hardin County

Executive Director – Shanna Burke
2210 Eastex Freeway Beaumont, Texas 77703-4929
(409) 899-8444 | (409) 347-0138 fax
setrpc@setrpc.org | <http://www.setrpc.org>

By-Laws of the Emergency Management Planning Advisory Committee (EMPAC)

ARTICLE 1: GENERAL

Section 1: Name

These committees are named the South East Texas Regional Planning Commission (SETRPC) Emergency Management Planning Advisory Committee (EMPAC) herein referred to as Committee.

Section 2: Authority and Scope

The Committee is a Technical Advisory Committee of the Criminal Justice and Homeland Security Division (CJHSD) that is established and authorized by the South East Texas Regional Planning Commission Executive Committee.

Section 3: Purpose

The scope of the Committee shall be to:

- A. Assist SETRPC in carrying out its duties and responsibilities in the formulation of strategies and recommendations to accomplish coordinated and integrated emergency preparedness planning to ensure the best possible response to a man-made or natural disaster can be achieved.
- B. Develop and establish critical emergency preparedness priorities for expansion and enhancement within the region.
- C. Review and prioritize **eligible** regional projects for the State Homeland Security Grant Program (SHSP) and the Law Enforcement Terrorism Prevention Activity Program (LETPA) **grant funding**.
 - 1. Develop regional project funding levels with consideration given to the potential risk of terrorism to people, critical infrastructure, and economic security faced by a given jurisdiction within the region as per the Department of Homeland Security guidelines and the Texas Governor's Directive;
 - 2. Support legal documentation development (Mutual Aid).

Eligible project applicants, in addition to meeting the Office of the Governor Request for Application (RFA) requirements, also:

- a. attend one mandatory Homeland Security SHSP/LETPA workshop provided by SETRPC for the grant year in which funding is sought;**
- b. reside and operate within the geographic boundaries of the South East Texas Regional Planning Commission.**
- D. Maximize the use of Federal and State funds to implement regional goals.
- E. Determine regional equipment placement and procedures.
- F. Make recommendations to the SETRPC Executive Committee regarding the above.

ARTICLE II: MEMBERSHIP

Section 1: Representation

SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING POLICY AND APPLICATION GUIDELINES

The following policies and guidelines are established for the purpose of defining rules and regulations that govern funding streams controlled by the Office of the Governor, Criminal Justice Division (CJD). All policies and guidelines outlined are required by the Texas Administrative Code (TAC) or the Interlocal Cooperation Contract between CJD and the South East Texas Regional Planning Commission (SETRPC).

A. COMPLIANCE WITH THE TEXAS ADMINISTRATIVE CODE

1. All policies, rules and regulations set forth in this document are in compliance with the Texas Administrative Code (TAC), and can be viewed on the Internet at: www.governor.state.tx.us/CJD/library.html or www.sos.state.tx.us
2. See Section 3.1 Applicability of the TAC. Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Criminal Justice Division (CJD), Office of the Governor. Subchapter A covers the general provision for grant funding. Subchapter B addresses general eligibility and budget rules for grant funding. Subchapter C outlines specific eligibility and budget rules applicable to various funding sources available to CJD. Subchapter D provides rules detailing the conditions CJD may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits. Subchapter G describes general information as it relates to the committee.

B. APPLICATION PROCESS

1. Local Application Notification Cycle Notification

Each year current and potential grantees are notified of upcoming funding availability by published request for proposals, letter, e-mail, telephone or planning meeting.

2. Eligible Grant Applicants:

Eligible grant applicants are those who

- a. meet the definition stipulate in the Office of the Governor Request for Applications (RFA) for the respective grant being sought;
- b. attend the mandatory workshop outlined below, if offered;
- c. reside, operate and provide services within the South East Texas Region of Hardin, Jefferson and Orange Counties.

3. Application Workshops

Each year a grant application workshop will be held by the SETRPC Criminal Justice Planner (COG Planner). At this workshop, if available, attendees will be provided with grant application information, a copy of the grant scoring instrument, application deadlines and any other pertinent information that may be available. Attendance is mandatory for any applicant applying for CJD funds. If attendance at the regularly scheduled workshop is not possible, the applicant should contact the COG Planner and a one-on-one workshop can be scheduled.

Attachment D

| Criminal Justice Program Applicants | | Grant Applicant Project Amount | Ranking | Average Score |
|---|---------------|---------------------------------------|----------------|----------------------|
| General Juvenile Justice and Delinquency (JJDP) | | | | |
| SE TRPC – Regional Juvenile Alternatives #3757101 | \$ 70,903.00 | 1 | 94.29 | |
| Violent Crimes Against Women (WX) | | | | |
| CHRISTUS Southeast Texas St. Elizabeth - Training Forensic Nurse Examiner #3759401 | \$ 25,597.00 | 1 | 105.10 | |
| Jefferson County - Family Violence/Crimes Against Women/Criminal District Attorney #1346622 | \$ 80,000.00 | 2 | 95.50 | |
| Hardin County - Felony VAWA Prosecutor #2826906 | \$ 80,000.00 | 3 | 94.30 | |
| Kilgore College - Law Enforcement Training for VAWA (SETRPC) #3899901 | \$ - | 4 | 0.00 | |
| General Victim Assistance - Direct Services (VA) | | | | |
| CHRISTUS Southeast Texas St. Elizabeth - Forensic Nurse Community Education and Outreach Program #3785801 | \$ 53,425.00 | 1 | 104.90 | |
| Jefferson County - Jefferson County Crime Victims' Clearinghouse #2103209 | \$ 188,246.00 | 2 | 96.40 | |
| Hardin County - Victims' Assistance Center #1366020 | \$ 440,000.00 | 3 | 91.50 | |
| Hardin County - Victim Assistance Coordinator #3598402 | \$ 97,887.00 | 4 | 81.60 | |
| Justice Assistance Grant (JAG) | | | | |
| West Orange, City of - Ballistic Equipment #3765701 | \$ 14,117.37 | 1 | 97.80 | |
| Groves, City of - Emergency Interoperable Communications Sustainability Project #3827001 | \$ 13,710.55 | 2 | 96.00 | |
| Sour Lake, City of - Sour Lake Police Department - Technology Project #3780701 | \$ 20,353.08 | 3 | 95.40 | |
| Bridge City, City of - Body Camera Grant #3883901 | \$ 13,870.00 | 4 | 94.80 | |
| Kountze, City of - Dash Cams #3804701 | \$ 17,160.00 | 5 | 94.30 | |
| Vidor, City of - In-Car Camera #3856101 | \$ 19,870.00 | 6 | 93.30 | |
| Pinehurst, City of - Law Enforcement Criminal Justice Interoperable Communications Equipment Project #3804801 | \$ 13,858.00 | 7 | 91.30 | |
| Hardin County - Technology Upgrade Part 2 #3861601 | \$ - | 8 | 0.00 | |
| Kilgore College - Required and Supplemental Law Enforcement Training (SETRPC) #3879301 | \$ - | 9 | 0.00 | |

Regional Allocation by Grant Category:

| | | | |
|------|-----------------|-----------------|---------------|
| JAG | \$ 112,939.00 | Project Totals: | \$ 112,939.00 |
| VA | \$ 1,989,920.00 | | \$ 779,558.00 |
| WX | \$ 116,275.00 | | \$ 185,597.00 |
| JJDP | \$ 70,903.00 | | \$ 70,903.00 |
| | \$ 2,290,037.00 | | \$ |

Attachment E

AECOM Task Order Summary - Exhibit 1
SE Texas Regional Planning Commission - MHU Program MHU/RV Provision

| Sub-Task | Description | Brief Scope | Revised Contract (End date 8/25/2019) | | | | | | | Total Contract Amount | | | | |
|--------------------------------|--|---|---------------------------------------|------------|------------------------|-----------------------|---------------------|--------------------|-------------------------------|-----------------------|---------------------|-----------------------|--|--|
| | | | Unit | Unit Price | Current Activity Units | Current Activity Cost | Current Admin Units | Current Admin Cost | Total Current Contract Amount | TOTAL Contract Units | TOTAL subtask costs | TOTAL CONTRACT AMOUNT | | |
| Operations and Planning | | | | | | | | | | | | | | |
| 1.0 | Operational Planning | Project Planning and Development | LS | Varies | | \$ 451,500 | | \$ 177,500 | | \$ 629,000 | | \$ 629,000 | | |
| 1a | Operational Planning | Other Direct Costs | Allocated | \$177,500 | 1 | \$ | | \$ 177,500 | | \$ | 1 | \$ 177,500 | | |
| 1b | Operational Planning | Other Direct Costs | Allocated | \$451,500 | 1 | \$ | | \$ | | \$ 451,500 | 1.0 | \$ 451,500 | | |
| Program Support | | | | | | | | | | | | | | |
| 2.0 | Program Support | Program Management, Operations, Production, Scheduling, Project Central/Support, and H&S | Per Applicant per month | Varies | 14,800 | \$ 2,634,400 | | \$ | | \$ 2,823,200 | 14,800 | \$ 2,823,200 | | |
| 2a | Program Support | Program Management, Operations, Production, Scheduling, Project Central/Support, and H&S | Per Applicant per month | \$178 | | \$ 2,634,400 | | \$ | | \$ 2,634,400 | | \$ 2,634,400 | | |
| 2b | Program Support | database development and data management | LS | \$168,800 | 1 | \$ | | \$ 168,800 | | \$ 168,800 | 1 | \$ 168,800 | | |
| Case Management | | | | | | | | | | | | | | |
| 3.0 | Case Management | Case Management | Per Applicant per month | Varies | 14,800 | \$ 6,630,400 | | \$ | | \$ 6,630,400 | 14,800 | \$ 6,630,400 | | |
| 3a | Case Management | Case Management | Per Applicant per month | \$144 | | \$ 6,630,400 | | \$ | | \$ 6,630,400 | | \$ 6,630,400 | | |
| Inspection Services | | | | | | | | | | | | | | |
| 5.0 | Initial Site Inspection | Inspection for placement of a single MHU/RV | Each | Varies | 525 | \$ 305,420 | | \$ | | \$ 305,420 | 525 | \$ 305,420 | | |
| 5a | Initial Site Inspection - Private Site | Inspection for placement of a single MHU/RV | Each | \$541 | | \$ 285,435 | | \$ | | \$ 285,435 | | \$ 285,435 | | |
| 5b | Modified Initial Site Inspection - Private Site | No show by applicant | Each | \$141 | 75 | \$ 10,575 | | \$ | | \$ 10,575 | 75 | \$ 10,575 | | |
| 5c | Secondary Initial Site Inspection - Private Site | Inspection for site for Non-Permissible Site Location | Each | \$541 | 10 | \$ 5,410 | | \$ | | \$ 5,410 | 10 | \$ 5,410 | | |
| 6.0 | Interim Inspections | Ad hoc inspections as approved by SETRPC and/or directed by CLO | Each | Varies | 650 | \$ 5,605,725 | | \$ | | \$ 5,605,725 | 650 | \$ 5,605,725 | | |
| 6a | Ad Hoc Inspections | Ad hoc inspections as approved by SETRPC and/or directed by CLO | Each | \$318 | | \$ 207,350 | | \$ | | \$ 207,350 | | \$ 207,350 | | |
| 6b | Reconstruction Inspection | Reconstruction inspection showing work towards permanent housing | Each | \$432 | 12,000 | \$ 5,184,000 | | \$ | | \$ 5,184,000 | 12,000 | \$ 5,184,000 | | |
| 6c | Work Order Inspection | Develop punch list after placement and utilities are installed, also known as an RFO | Each | \$245 | 800 | \$ 196,000 | | \$ | | \$ 196,000 | 800 | \$ 196,000 | | |
| 6d | Secondary Work Order Inspection | Secondary RFO unit for use when the first RFO does not pass Initial RFO inspection | Each | \$245 | 75 | \$ 18,375 | | \$ | | \$ 18,375 | 75 | \$ 18,375 | | |
| 7.0 | Final Inspection | License-in inspection with applicant and association of Learning In packet | Each | Varies | 700 | \$ 197,400 | | \$ | | \$ 197,400 | 700 | \$ 197,400 | | |
| 7a | Final Site Inspection | License-in inspection with applicant and association of Learning In packet | Each | \$282 | | \$ 197,400 | | \$ | | \$ 197,400 | | \$ 197,400 | | |
| 8.0 | Decommission Inspection | Decommission inspection to document condition of unit prior to removal by vendor (also known as Move-Out Inspection) | Each | Varies | 1,500 | \$ 301,500 | | \$ | | \$ 301,500 | 1,500 | \$ 301,500 | | |
| 8a | Decommission Inspection | Decommission inspection to document condition of unit prior to removal by vendor (also known as Move-Out Inspection) | Each | \$201 | | \$ 301,500 | | \$ | | \$ 301,500 | | \$ 301,500 | | |
| Applicant Closeout | | | | | | | | | | | | | | |
| 12.0 | Closeout Review | Closeout inspection to verify unit was adequately removed from the site and property is satisfactorily returned to pre-unit condition | Each | \$241 | 725 | \$ 174,725 | | \$ | | \$ 174,725 | 725 | \$ 174,725 | | |
| 12.0 | Closeout Review | Closeout inspection to verify unit was adequately removed from the site and property is satisfactorily returned to pre-unit condition | Each | \$241 | 725 | \$ 174,725 | | \$ | | \$ 174,725 | 725 | \$ 174,725 | | |
| Percent | | | | | | | | | | | | | | |
| Total SETRPC Contract \$ | | | 128,000,000 | | | \$16,301,670 | | | \$16,667,370 | | | \$16,667,370 | | |
| | | | Activity | | | 12.74% | | | Admin | | | 0.29% | | |

*AECOM is not expected or required to perform services beyond this amount without an additional change order.

RESOLUTION RECOGNIZING FAIR HOUSING AND THE SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION'S FAIR HOUSING ACTIVITIES

WHEREAS, April marks the anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Fair Housing Act; and

WHEREAS, the Fair Housing Act of 1968 prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits for fair housing in the United States; and

WHEREAS, the ongoing struggle for dignity and housing opportunity for all is not the exclusive province of the Federal government; and

WHEREAS, vigorous local efforts to combat discrimination can be as effective, if not more so, than Federal efforts; and

WHEREAS, illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all; and

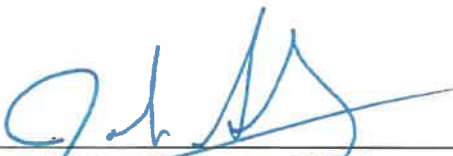
WHEREAS, the South East Texas Regional Planning Commission will take part in a local Fair Housing Conference, has posted notices about Fair Housing in both English and Spanish in public areas throughout our building and has posted information related to Fair Housing on the South East Texas Regional Planning Commission website;

NOW, THEREFORE BE IT RESOLVED:

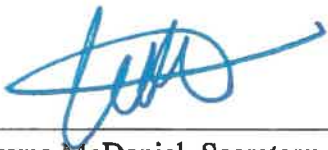
That in the pursuit of the shared goal and responsibility of providing equal housing opportunities for all men and women, the South East Texas Regional Planning Commission does hereby encourage all agencies, institutions and individuals, public and private, in the Southeast Texas area to abide by the letter and the spirit of the Fair Housing Law.

That this Resolution is endorsed and passed by the Executive Committee of the South East Texas Regional Planning Commission on this day, Wednesday, April 17, 2019.

ATTEST:



John Gothia, President, SETRPC
Commissioner, Orange County



Wayne McDaniel, Secretary, SETRPC
County Judge, Hardin County