

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
2210 EASTEX FREEWAY, BEAUMONT, TX  
MAYOR HOMER E. NAGEL ROOM  
JULY 20, 2022, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, July 20, 2022, at 12:00 p.m. SETRPC President, Councilmember Terri Gauthier, City of Bridge City, called the meeting to order at 12:01 p.m. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. SETRPC Secretary, Councilmember Amanda Gates, City of Kirbyville, gave the Invocation, followed by the Pledge of Allegiance.

**EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT**

Judge Mark Allen, Jasper County  
Commissioner Roy Parker, Jasper County  
Commissioner Everette "Bo" Alfred, Jefferson County  
Commissioner Vernon Pierce, Jefferson County  
Commissioner Michael Shane Sinegal, Jefferson County  
Judge John Gothia, Orange County  
Commissioner Johnny Trahan, Orange County  
Mayor Barbara Emmons, City of Bevil Oaks  
Councilmember Terri Gauthier, City of Bridge City  
Mayor Kate Osborn, City of China  
Councilmember Amanda Gates, City of Kirbyville  
Councilmember Sylvia Root, City of Nederland  
Councilmember David Bailey, Representing Mayor Larry Spears, Jr., City of Orange  
Mayor Cathy Nagel, City of Pine Forest  
Mayor Glenn Johnson, City of Port Neches  
Mayor Pro Tem Sheila Faske, City of Rose City  
Mayor John Durkay, City of Taylor Landing  
Mr. Josh Allen, Sr., President, Jefferson County Drainage District #6  
Ms. Risa Barber, Information Specialist, Lower Neches Valley Authority  
Chief Chris Gonzales, Jefferson County ESD #1

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT**

Judge Wayne McDaniel, Hardin County  
Commissioner L.W. Cooper, Jr., Hardin County  
Commissioner Chris Kirkendall, Hardin County  
Commissioner Alvin Roberts, Hardin County  
Commissioner Amanda Young, Hardin County  
Commissioner Seth Martindale, Jasper County  
Commissioner Vance Moss, Jasper County  
Commissioner Willie Stark, Jasper County  
Judge Jeff Branick, Jefferson County  
Mr. Fred Jackson (Representing Judge Jeff Branick), Jefferson County  
Commissioner Darrell Bush, Jefferson County  
Commissioner Theresa Beauchamp, Orange County  
Commissioner Kirk Roccaforte, Orange County  
Commissioner Robert Viator, Orange County  
Mayor Robin Mouton, City of Beaumont  
Councilmember Taylor Neild, City of Beaumont  
Mayor Pro Tem Martha Vautrot, City of Bevil Oaks  
Mayor David Rutledge, City of Bridge City  
Mayor Pro Tem Matthew Lopez, City of China  
Mayor Chris Borne, City of Groves  
Councilmember (Vacant), City of Groves  
Mayor Randy Sayers, City of Jasper  
Councilmember (Vacant), City of Jasper  
Mayor Frank George, City of Kirbyville  
Mayor Fred Williams, City of Kountze  
Mayor Pro Tem Mary Adams, City of Kountze  
Mayor Don Surratt, City of Lumberton  
Councilmember Kimberly Cline, City of Lumberton  
Mayor Don Albanese, City of Nederland  
Mayor Kerry Abney, City of Nome  
Councilmember (Vacant), City of Nome  
Mayor Larry Spears, Jr., City of Orange  
Councilmember Brad Childs, City of Orange

**EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued**

Councilmember James McCullar, City of Pine Forest  
Mayor Sara McClendon, City of Pinehurst  
Councilmember Michael Shahan, City of Pinehurst  
Mayor Thurman "Bill" Bartie, City of Port Arthur  
Councilmember Charlotte Moses, City of Port Arthur  
Councilmember Robert Arnold, City of Port Neches  
Mayor Bonnie Stephenson, City of Rose City  
Mayor David Lang, City of Rose Hill Acres  
Mayor Pro Tem Cindy Mason, City of Rose Hill Acres  
Mayor Kevin Garner, City of Silsbee  
Mayor Pro Tem Mark Muckleroy, Representative for Mayor Kevin Garner, City of Silsbee  
Councilmember (Vacant), City of Silsbee  
Mayor Bruce Robinson, City of Sour Lake  
Councilmember (Vacant), City of Sour Lake  
Councilmember Phil Owens, City of Taylor Landing  
Mayor Misty Songe, City of Vidor  
Councilmember (Vacant), City of Vidor  
Mayor Randy Branch, City of West Orange  
Councilmember (Vacant), City of West Orange  
Mr. Brad Haeggquist, General Manager, Mauriceville Special Utility District  
Mr. Hal Ross, Director, Jefferson County WCID #10  
Mr. Frank Inzer, Director, Orange County WCID #1 (Vidor)  
Mr. Tom Woolley, President, Orange County WCID #2 (West Orange)  
Mr. Leroy McCall, Jr., Commissioner, Jefferson County Drainage District #3 (DD3)  
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7 (DD7)  
Mr. Don Carona, General Manager, Orange County Drainage District  
Mr. Fritz Erbelding, President, Hardin County Emergency Services District #2  
Mr. Billy Ted Smith, Jasper County Emergency Services District #1  
Mr. Sam Job, Jasper County Emergency Service District #4  
Mr. Daniel J. Diaz, Jefferson County Emergency Services District #3  
Vacant, Orange County Emergency Services District #3  
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District  
Ms. Georgine Guillory, President, Port of Beaumont  
Mr. John Comeaux, Commissioner, Port of Port Arthur  
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District  
Ms. Holly Smith, Chief Financial Officer/Water Resources Mgr., Sabine River Authority  
Dr. Shannon Allen, Superintendent, Beaumont ISD  
Dr. Mike Kelly, Superintendent, Bridge City ISD  
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD  
Dr. Mark Porterie, Superintendent, Port Arthur ISD  
Ms. Julie Gauthier, Deputy Superintendent, Port Neches-Groves ISD

**STATE DELEGATION EX-OFFICIO REPRESENTATIVES (Non-Voting) PRESENT**

Ms. Jennifer Harris, District Coordinator, State Senator Robert Nichols  
Mr. Cole Michalk, Senior District Director, Speaker Dade Phelan

**STAFF PRESENT**

Ms. Shanna Burke, Executive Director, SETRPC  
Ms. Suzanne Carver, Executive Assistant, SETRPC  
Mr. Jim Borel, Director, Finance, SETRPC  
Ms. Jessica Aldridge, Receptionist/Office Assistant, SETRPC  
Mr. Jeff King, Controller, SETRPC  
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network  
Ms. Lori Viator, Administrative Assistant, 9-1-1 Emergency Network  
Mr. Jeff Wilmore, Program Specialist, 9-1-1 Emergency Network  
Ms. Halie Smith, Interim Director, Area Agency on Aging (AAA)/2-1-1  
Ms. Penny Pearson, Volunteer Coordinator, Golden Triangle RSVP  
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)  
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program  
Ms. Stephanie Robertson, Fiscal Contract Manager, Community Services Division (CSD)

**GUESTS PRESENT**

Mr. Jason Fuller, Southeast Texas Regional Director, U.S. Senator Ted Cruz  
Mr. Luke Venus, Intern, U.S. Senator Ted Cruz  
Ms. Aya Hobeika, Intern, U.S. Senator Ted Cruz  
Ms. Dana Young, District Representative, U.S. Congressman Briand Babin  
Ms. Rhonda Masters, Outreach Coordinator, Texas General Land Office  
Ms. Cydnye Robinson, Outreach Coordinator, Texas General Land Office  
Councilmember Anderson Land, Jr., City of Jasper  
Mr. Miles Haynes, City of Beaumont

**22-034 APPROVAL OF MAY 18, 2022 EXECUTIVE COMMITTEE MINUTES**

➤ Commissioner Johnny Trahan, Orange County, made a motion to approve the May 18, 2022, Executive Committee Minutes. Commissioner Michael Sinegal, Jefferson County, seconded the motion. The motion carried unanimously.

**22-035 APPROVAL OF APRIL 2022 AND MAY 2022 TREASURER'S REPORTS**

➤ Commissioner Michael Sinegal, Jefferson County, made a motion to approve the Treasurer's Reports for April 2022 and May 2022. Judge Mark Allen, Jasper County, seconded the motion. The motion carried unanimously.

**22-036 ADMINISTRATION**

➤ First, Mr. Jeff King, Controller, SETRPC, presented the Proposed Budget and Indirect Cost Plan for Fiscal Year 2023 (FY2023) for review and approval. Mr. King reported that the Budget Committee met on June 29, 2022, to review and discuss the budget for FY2023. A draft copy of the proposed budget was posted to the SETRPC website for review on July 14, 2022. Highlights of the proposed budget included:

- No change in dues and assessments at \$.12 per capita for general purpose governments
- Fixed fee of \$150.00 for special-purpose governments
- A total of (6) six new Jasper County entities have joined SETRPC
- Estimate a return on \$1 of member dues and assessment to be \$54.61
- Provides for 59 full-time and (6) six part-time positions
- Reflects an organization wide salary increase of 5.36%
- Allows for an estimated indirect rate of 29.5%
- Estimates a Fringe Benefit rate of 54.4%
- Estimated total expenditures of over \$15.55 (a decrease of \$9.6M, with Emergency Rental Assistance Program (ERAP) for Jefferson County making up \$8M of that decrease)
- Special note, pages 29-66 have the program summaries which give a brief description of the services offered by each division and their estimated expenditures for the coming year.

In conclusion, Mr. King asked if there were any questions or comments. As there were none, on behalf of Ms. Burke and the Budget Committee, Mr. King submitted the Proposed Budget and Indirect Cost Plan for FY2023 as presented and recommended for approval.

Commissioner Johnny Trahan, Orange County, made a motion to approve the Proposed Budget and Indirect Cost Plan for FY2023. Commissioner Vernon Pierce, Jefferson County, seconded the motion, the motion carried unanimously.

➤ Next, Mr. King presented a request for approval of a contract with the banking institute of Wells Fargo. SETRPC's Bylaws requires the SETRPC to seek proposals for banking services every five years. Therefore, it was recommended that SETRPC accept Wells Fargo's offer for a three-year contract with an option to extend for an additional two years. Wells Fargo met the minimum requirements for submitting a proposal, offered the required banking services as outlined in the RFP and met the collateral requirements as outlined in SETRPC's investment policy.

Mr. Josh Allen, President, Jefferson County Drainage District #6 (DD6), made a motion to approve the contract with Wells Fargo as presented and recommended. Judge Mark Allen, Jasper County, seconded the motion. The motion carried unanimously

➤ Last, Mr. King presented and recommended approval of a contract for independent auditor Mitchell T. Fontenote, CPA, Inc. as the independent auditor of the SETRPC for the year ending September 30, 2023, with the option of renewing the agreement for an additional (4) four years. SETRPC Bylaws require the SETRPC to seek proposals for auditing services every (5) five years. After the completion of the procurement process, it was recommended that the SETRPC accept the firm of Mitchell T. Fontenote, CPA, Inc.

Judge John Gothia, Orange County, made a motion to approve and accept the firm of Mitchell T. Fontenote CPA, Inc. as independent auditor as presented and recommended. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

### **22-037 DISASTER RECOVERY DIVISION**

➤ Ms. Shanna Burke, Executive Director, SETRPC, presented for review and approval a Resolution Authorizing Contractual and Financial Signatories Texas General Land Office (GLO) Contract 22-061-009-D165 Community Development Block Grant (CDBG) Mitigation Program. The SETRPC has a \$125,000 grant to oversee the Method of Distribution for Mitigation (CDBG-MIT) funds. Ms. Shanna Burke, Executive Director, SETRPC, and Mr. Jim Borel, Director of Finance, SETRPC, are to be the contractual signatories and will also be authorized financial signatories, along with Mr. Jeff King, Controller, SETRPC.

Mr. Josh Allen, President, Jefferson County DD6, made a motion to approve the Resolution regarding Contractual and Financial Signatories Texas GLO Contract 22-061-009-D165 CDBG-MIT as presented and recommended. Judge John Gothia, Orange County, seconded the motion. The motion carried unanimously. (*See Attachment A.*)

➤ Next, Ms. Burke provided a Community Development Block Grant (CDBG) Mitigation Method of Distribution (MIT-MOD) update. A preliminary MOD was previously submitted to the General Land Office (GLO), which the GLO has reviewed and vetted in detail. The SETRPC was requested to make an additional update earlier in the week. Once the SETRPC receives the approval for the document from the GLO, the CDBG MIT-MOD will be released to the public for public comment. This is regarding \$142 million in funds that will come through the area for mitigation projects.

Through the first public hearing, about 98% of the comments received were about drainage, so the focus has been specifically on drainage within the three-county area (Hardin, Jefferson, Orange). Jasper County is not included in this funding, because before joining the SETRPC they were already included in Deep East Texas Council of Governments (DETCOG) project and are proceeding with DETCOG's stream of funding.

In conclusion, Ms. Burke reviewed the process once conditional approval is received from the GLO as shown below:

- Conditionally approved MIT-MOD will be posted to the SETRPC website for review and public comment for a minimum of 15 days
- All individuals on the MIT-MOD email notification list will be notified of the posting of the document on the SETRPC website
- An in-person public hearing and a virtual public hearing will be held to allow explanation about the document and for public comment
- Any needed adjustments will be made to the conditional document
- A final proposed document will be presented to the SETRPC Executive Committee for review and approval (goal is to have this done at the next Executive Committee meeting).

The SETRPC's final proposed document will be submitted to the GLO for final approval.

### **22-038 COMMUNITY SERVICES DIVISION**

➤ First, Ms. Shanna Burke, Executive Director, SETRPC, on behalf of Ms. Sara Torres-Garcia, Interim Director Community Services Division (CSD), presented a request for approval of Community Services Block Grant (CSBG) FY22 Stabilization Subcontractors. Funds for Stabilization Assistance are provided annually to the SETRPC by the Texas Department of Housing and Community Affairs (TDHCA) in the form of a CSBG, which provides one-time, annual assistance with rent and utilities for households living below 200% of the federal poverty guidelines.

In April 2022, SETRPC published an invitation for bids to subcontract Stabilization Assistance in Jefferson County, Some Other Place (North Jefferson County), and United Boards of Missions (South Jefferson County) made proposals in which both agencies met all the contract requirements. The two agencies, if approved, will receive a one-time payment, as follows:

- Some Other Place, \$17,100
- United Board of Missions, \$11,700.

Judge Mark Allen, Jasper County, made a motion to approve the CSBG FY22 Stabilization Subcontractors as presented and recommended. Commissioner Johnny Trahan, Orange County, seconded the motion, the motion carried unanimously.

➤ Second, Ms. Burke, on behalf of Ms. Sara Torres-Garcia, Interim Director, CSD, presented for approval the Community Services Block Grant (CSBG) FY2022 Community Action Plan (CAP) and Budget. The CAP was submitted to Texas Department of Community Affairs (TDHCA) and was approved as a guide to assist

low-income families in the service area. The CSBG is intended to reduce poverty, revitalize low-income communities, and empower low-income families who are attempting to transition out of poverty carried out under part A of Title IV of the Social Security Act. (A copy of the SETRPC 2022 CAP may be obtained through the SETRPC CSD.)

Commissioner Michael Sinegal, Jefferson County, made a motion to approve the 2022 CSBG CAP as presented and recommended. Judge John Gothia, Orange County, seconded the motion. The motion carried unanimously.

**22-039 CRIMINAL JUSTICE & HOMELAND SECURITY DIVISION**

➤ Ms. Shanna Burke, Executive Director, SETRPC, on behalf of the Criminal Justice and Homeland Security Division (CJHSD), provided information on the Texas A&M Engineering Extension Service (TEEX)/National Emergency Response and Recovery Training Center (NERRTC) training. The TEEX is providing the opportunity to participate in Disaster Recovery for Senior Officials (executive and elected officials) on August 17, 2022, 1:00 pm, at the SETRPC. Ms. Burke also listed other training that is being offered by TEEX made available through FEMA and other federal grants.

**22-040 9-1-1 EMERGENCY NETWORK**

➤ Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network, reported that the HB 2911/SB 8 (3<sup>rd</sup> Special Session) appropriated \$150 million in Federal NG 9-1-1 funds to all Texas 9-1-1 programs, and the SETRPC 9-1-1 program has received \$1,601,175 which will be used for Next Generation Core Services and PSAP 9-1-1 Call Handling Systems and Applications. The funds will be used as shown below:

- Next General Core Services.....\$644,282
- PSAP 9-1-1 Call Handling Systems and Applications....\$956,893.

Eligible NG9-1-1 Federal Fund Expenditure categories include: NG9-1-1 ESInet, 9-1-1 Call Routing and Location, GIS, PSAP 9-1-1 Call Handling Equipment, Security, Operational, Planning, and other (e.g., MIS). The 9-1-1 Emergency Network plans to utilize the NG Core services fund to pay 12 months of Texas Department of Information Resources Core Services and replace front room PSAP 9-1-1 Call Handling Equipment at the 14 public safety answering points in the SETRPC region.

**22-041 FUTURE CALENDAR**

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, noted the 911.gov flyer regarding the new Suicide & Crisis Lifeline. Mr. Pete De La Cruz added that the Suicide and Crisis Helpline launched on July 16, 2022, with a new 3-digit 988 dialing code. This helpline provides immediate and confidential counseling to someone in distress or having suicidal thoughts and connects people with local resources.

Ms. Carver then noted several other flyers including the Southeast Texas Stand Down for Veterans on August 5, 2022, 9:00 a.m. - 3:00 p.m., at the Jasper County Annex Building, the Jefferson County Southeast Texas Stand Down for Veterans on September 30, 2022, from 9:00 a.m. - 2:00 p.m., at the Beaumont Civic Center, and the SETRPC Golden Triangle RSVP's 9/11 Day of Service and Remembrance at the Rockin'-A-Café in Beaumont, Texas from 12:00 p.m. - 1:30 p.m., on September 9, 2022.

In conclusion, Ms. Carver noted that the next Executive Committee meeting is scheduled for August 17, 2022, at 12:00 p.m. in the Mayor Homer E. Nagel Room, which will be immediately followed by the TEEX Disaster Recovery Training at 1:00 p.m. on August 17, 2022, in the Mayor Homer E. Nagel Room.

**22-042 OTHER, OLD AND UNFINISHED BUSINESS**

➤ There being no other, old, and unfinished business, Commissioner Johnny Trahan, Orange County, made a motion to adjourn. Commissioner Vernon Pierce, Jefferson County, seconded the motion. The meeting adjourned at 12:30 pm.

Respectfully submitted,



Councilmember Amanda Gates, City of Kirbyville  
Secretary

Attachment A


**RESOLUTION AUTHORIZING CONTRACTUAL AND FINANCIAL SIGNATORIES  
TEXAS GENERAL LAND OFFICE CONTRACT 22-061-009-D165  
COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM**

WHEREAS, the South East Texas Regional Planning Commission has a contract number 22-061-009-D165 – Community Development Block Grant Mitigation Program Non-Research & Development Interlocal Contract Mitigation Funding with the Texas General Land Office; and

WHEREAS, the Texas General Land Office requires a resolution from the South East Texas Regional Planning Commission Executive Committee authorizing both contractual and financial signatories for the project.

NOW, THEREFORE BE IT RESOLVED, by the Executive Committee of the South East Texas Regional Planning Commission that:

1. Shanna Burke, Executive Director and Jim Borel, Director of Finance for the South East Texas Regional Planning Commission are authorized to be contractual signatories for the project;
2. Shanna Burke, Executive Director; Jim Borel, Director of Finance; and Jeff King, Controller for the South East Texas Regional Planning Commission are authorized to be financial signatories for the project.
3. That this Resolution is endorsed by the Executive Committee of the South East Texas Regional Planning Commission on this day, Wednesday, July 20, 2022.

  
Terri Gauthier, President, SETRPC  
Councilmember, City of Bridge City

ATTEST:



Amanda Gates, Secretary, SETRPC  
Councilmember, City of Kirbyville