

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
AUDIO/VISUAL CONFERENCE VIA GOTOMEETING
SEPTEMBER 16, 2020, 11:30 AM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, September 16, 2020, 11:30 a.m. Due to circumstances regarding the COVID-19 pandemic, the meeting was held via GoToMeeting. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. Mayor Rebecca Ford, City of Bevil Oaks, SETRPC President, called the meeting to order at 11:34 a.m. Mayor Pro Tem Mary Adams, City of Kountze, SETRPC 1st Vice-President, gave the Invocation, followed by the Pledge of Allegiance.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Judge Wayne McDaniel, Hardin County
Commissioner Eddie Arnold, Jefferson County
Commissioner Kirk Roccaforte, Orange County
Commissioner Johnny Trahan, Orange County
Mayor Rebecca Ford, City of Bevil Oaks
Mayor William T. Sanders, City of China
Mayor Pro Tem Mary Adams, City of Kountze
Councilmember Brad Childs, City of Orange
Mayor Thurman “Bill” Bartie, City of Port Arthur
Mayor Roy McDonald, City of West Orange
Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6
Ms. Risa Barber, Information Specialist, Lower Neches Valley Authority
Mr. Don Carona, General Manager, Orange County Drainage District

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

Commissioner L.W. Cooper, Jr., Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Ken Pelt, Hardin County
Commissioner Alvin Roberts, Hardin County
Judge Jeff Branick, Jefferson 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 John Gothia, Orange County
Commissioner Theresa Beauchamp, Orange County
Commissioner Robert Viator, Orange County
Mayor Becky Ames, City of Beaumont
Mayor Pro Tem Robin Mouton, City of Beaumont
Councilmember David Rutledge, City of Bridge City
Mayor Pro Tem Terri Gauthier, City of Bridge City
Councilmember (Vacant), City of Bevil Oaks
Mayor Pro Tem Matthew Lopez, 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 Don Albanese, City of Nederland
Councilmember Billy Neal, Representative for Mayor Don Albanese, City of Nederland
Councilmember Sylvia Root, City of Nederland
Mayor Kerry Abney, City of Nome
Councilmember (Vacant), City of Nome
Mayor Larry Spears, Jr., City of Orange
Mayor John Wesley Brown, City of Pine Forest
Mayor Pro Tem Tim Townley, City of Pine Forest
Mayor Dan Mohon, City of Pinehurst
Councilmember (Vacant), City of Pinehurst
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 McGlothin, City of Rose City
Mayor David Lang, City of Rose Hill Acres

MINUTES
SETRPC EXECUTIVE COMMITTEE
SEPTEMBER 16, 2020
PAGE 2

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT. Continued

Councilmember Cindy Mason, City of Rose Hill Acres
Mayor Gary Strahan, City of Silsbee
Councilmember Sue Bard, City of Silsbee
Mayor Bruce Robinson, City of Sour Lake
Councilmember Shane Rich, City of Sour Lake
Mayor John Durkay, City of Taylor Landing
Councilmember Phil Owens, City of Taylor Landing
Mayor Kelly Carder, City of Vidor
Councilmember Angela Jordan, City of Vidor
Mayor Pro Tem Shirley Bonnin, City of West Orange
Mr. Nicholas Carter, President, Lumberton Municipal Utility District
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., Jefferson County Drainage District #3
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7
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
Vacant, Orange County Emergency Services District #3
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District
Mr. Lee E. Smith, President, Port of Beaumont
Mr. John Comeaux, Commissioner, Port of Port Arthur
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District
Ms. Ann Galassi, Assistant General Manager, Sabine River Authority
Mr. Tony Aguilar, Jr., Beaumont ISD, Director of Operations & Maintenance
Mr. Todd Lintzen, Superintendent, Bridge City ISD
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD
Dr. LaWanda Finney, Coordinator, Port Arthur ISD
Ms. Julie Gauthier, Assistant Superintendent, Port Neches-Groves ISD

STAFF PRESENT

Ms. Shanna Burke, Executive Director, SETRPC
Ms. Suzanne Carver, Executive Assistant, SETRPC
Mr. Jim Borel, Director, Finance, SETRPC
Mr. Jeff King, Controller, SETRPC
Ms. Glenda Lacy, Director, Disaster Recovery Division (DRD) & Human Resources Manager, SETRPC
Mr. Steve Curran, Director, Criminal Justice and Homeland Security Division (CJHSD)
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program
Ms. Colleen Halliburton, Director, Community Services Division (CSD)
Ms. Stephanie Lartigue Pearson, Director, AARP Experience Corps
Ms. Crystal Petry, Director, Golden Triangle RSVP
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)

GUESTS PRESENT

Mr. Blake Hopper, Deputy District Director, U.S. Representative Randy Weber
Ms. Jennifer Harris, Government Relations, Texas General Land Office (GLO)
Judge Mark Allen, Jasper County
Commissioner Billy Ted Smith, Jasper County

20-056 APPROVAL OF JULY 15, 2020 EXECUTIVE COMMITTEE MINUTES
APPROVAL OF CORRECTION TO APRIL 15, 2020 EXECUTIVE COMMITTEE
MINUTES

➤ Mr. Josh Allen, Jefferson County Drainage District 6, made a motion to approve the July 15, 2020 Executive Committee Minutes. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

MINUTES
 SETRPC EXECUTIVE COMMITTEE
 SEPTEMBER 16, 2020
 PAGE 3

➤ Commissioner Johnny Trahan, Orange County, made a motion to approve the correction of a clerical error in the April 15, 2020 Executive Committee Minutes to reflect that the February 2020 Treasurer's Report was approved rather than the January 2020 Treasurer's report. Mayor Pro Tem Mary Adams, City of Kountze, seconded the motion. The motion carried unanimously.

20-057 APPROVAL OF JUNE 2020 & JULY 2020 TREASURER'S REPORTS
APPROVAL OF INVESTMENT REPORTS FOR QUARTERS ENDED 03/31/2020 & 06/30/2020

➤ Mayor Pro Tem Mary Adams, City of Kountze, made a motion to approve the June 2020 and July 2020 Treasurer's Reports. Commissioner Kirk Roccaforte, Orange County, seconded the motion. The motion carried unanimously.

Mayor Thurman Bartie, City of Port Arthur, made a motion to approve the Investment Reports for Quarters Ended 03/31/2020 and 06/30/2020. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

20-058 ADMINISTRATION

➤ Mr. Jeff King, SETRPC Controller, presented and submitted the Investment Policy and a Resolution Adopting the Investment Policy of the SETRPC for approval. (*See Attachment A.*) Both the resolution and the investment policy were included in Executive Committee members' meeting materials. The Public Funds Investment Act (PFIA) of 1987 (Chapter 2256) requires the SETRPC to adopt and/or amend its Investment Policy annually. There were no required changes for the Investment Policy this year, and the primary objectives of the Investment Policy remain the same.

- The primary objectives are:
- **Safety** of principal
 - Maintenance of sufficient **Liquidity** to meet operating needs
 - **Public trust** from prudent investment activities
 - Optimization of **interest earnings**

Highlights from the resolution include:

- Executive Committee Adopts the policy
- Investment officers must attend investment training
- Lists the approved organizations for the investment training
- Approves investments in demand deposits with our current bank and public funds investment pools
- And that the policy complies with the Public Funds Investment Act.

Mayor Roy McDonald, City of West Orange, made a motion to approve the Resolution and the SETRPC Investment Policy as submitted and presented. Mayor Thurman Bartie, City of Port Arthur, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Shanna Burke, Executive Director, provided an update of COVID-19 information. She reported that the SETRPC is still in both office and telework status. There is the potential to bring all staff back into the office for work in the next few weeks, if the number of all COVID cases for the area remain low.

Ms. Burke encouraged all to continue to reach out to the SETRPC via phone, email, and texts. If there is no response received, please let her know and she will make sure an answer is provided. The SETRPC is still closed to the public, unless special circumstances exist and Executive Director approval is given. If public access is granted, anyone entering will be screened at the front desk and all other protocols currently in place will be expected of those in the building.

In addition, Ms. Burke reported that she had talked with Mayor Rebecca Ford, City of Bevil Oaks, SETRPC President, regarding bringing Executive Committee back in person. Ms. Burke is pursuing that goal for the October Executive Committee meeting. The room will be set up for social distancing and the screening process will be done. She looks forward to getting everyone back in one place, if at all possible. This may be done through a hybrid process of attending in person and others attending via the web. Details will be provided at a later date.

20-059 TRANSPORTATION & ENVIRONMENTAL RESOURCES DIVISION

➤ Mr. Bob Dickinson, Director, Transportation and Environmental Resources Division (T&ER), reported that, in accordance with the Texas Commission on Environmental Quality (TCEQ) rules, the Solid Waste Advisory Committee (SWAC) of the SETRPC issued a call for Solid Waste Implementation Projects in the Jefferson, Orange, and Hardin County area on Thursday, June 30, 2020. County government entities, local

**MINUTES
 SETRPC EXECUTIVE COMMITTEE
 SEPTEMBER 16, 2020
 PAGE 4**

government entities, municipalities, and public schools were encouraged to submit eligible projects.

The funding available is \$100,000 in FY 2021 implementation funds. These funds may be used for implementation projects, action plans, and priority projects identified in the SETRPC Regional Solid Waste Management Plan and are subject to approval by the TCEQ. All applications for implementation projects were due to the SETRPC T&ER by 5:00 p.m. on Monday, August 10, 2020. The SWAC reviewed and scored the applications received on Wednesday, September 9, 2020.

The applications for the following implementation projects were received:

<u>SETRPC-HHW AND Scrap Tire Collection Event.....</u>	<u>\$ 100,000</u>
Total Funds Requested:	100,000

Following the Committees’ review and detailed discussion of the project, the SWAC voted unanimously for the following recommendation:

<u>SETRPC-HHW AND Scrap Tire Collection Event.....</u>	<u>\$ 100,000</u>
Total Funds Recommended:.....	\$ 100,000

In accordance with the TCEQ, the SETRPC is required to obtain approval from the Executive Committee before submitting the SWAC’s recommendations to the TCEQ. This funding would be used to have the next HHW and Scrap Tire Collection Event sometime in the spring of 2021. (Mr. Dickinson later noted that the SETRPC-HHW and Scrap Tire Collection Event that was postponed from May 2020 has been rescheduled for Saturday, October 24, 2020, at the Bridge City Intermediate School on Roundbunch Road in Bridge City, Orange County.)

Commissioner Kirk Roccaforte, Orange County, made a motion to approve the 2021 Solid Waste Implementation Projects as recommended by the SWAC of the SETRPC. Mr. Josh Allen, President, Drainage District 6, seconded the motion. The motion carried unanimously.

➤ Next, Mr. Dickinson presented for review and approval the Master Interlocal Agreement with Texas State University (Texas State) to update the Regional Solid Waste Plan for the period 2022-2042. Every 20 years, SETRPC’s T&ER is required by the Texas Commission on Environmental Quality (TCEQ) to update its Regional Solid Waste Management Plan for our South East Texas Region. The upcoming period will be for 2022-2042. The plan will consist of an overview of existing resources, business climate, and demographic trends to identify the best use of the resources in the future for solid waste projects.

Southwest Texas State University – now Texas State University – completed the previous Regional Solid Waste Management Plan that we are currently operating under that was for the period 2002-2022. If approved today, the 2022-2042 Regional Solid Waste Management Plan will be completed by Texas State’s Institute for Government Innovation. Dr. Rebecca Davio is the Director of the Institute for Government Innovation at Texas State University, has a PhD related to solid waste management, teaches a class on solid waste management and has completed projects related to illegal dumping, recycling and other solid waste management topics. Dr. Davio also has 25+ years of experience managing programs, including TxDOT’s recycling products program.

Texas State’s Institute for Government Innovation is an on-campus consultancy, leveraging the talent and resources of the University for the benefit of clients, for this type of activity. Dr. Rebecca Davio will be able to tap into her extensive experience to direct the project, utilizing upper level and/or graduate students. Other Councils of Government (COG’s) in Texas will also be utilizing Texas State University to assist them in updating their Regional Solid Waste Management Plan, as well. This will help bring about uniformity and consistency in the way a lot of these plans are submitted to the TCEQ.

In order to meet these requirements, the T&ER Division requests the approval to enter into a Master Interlocal Agreement with Texas State University to utilize their Institute for Government Innovation Program to complete this important project. This project would be a total of \$30,000 spread over a two-year period to update this plan. Texas State University is located in Austin and works a lot with the TCEQ.

Mayor Roy McDonald, City of West Orange, made a motion to approve the adoption of the Master Interlocal Agreement with Texas State University (Texas State) to update the Regional Solid Waste Management Plan for the period 2022-2042 as presented and recommended. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

20-060 CRIMINAL JUSTICE & HOMELAND SECURITY DIVISION

➤ Mr. Steve Curran, Director, Criminal Justice & Homeland Security Division (CJHSD), on behalf of the CJHSD, presented a request for approval for Ms. Shanna Burke, SETRPC Executive Director, to execute the Blackboard Connect Renewal Term: September 1, 2020 – August 31, 2021 and to approve the SETRPC Purchase Order #6873 dated 8-17-2020 in the amount not to exceed \$103,657.13.

**MINUTES
SETRPC EXECUTIVE COMMITTEE
SEPTEMBER 16, 2020
PAGE 5**

This Blackboard Renewal Term is part of a three (3) year GSA Contract Number GS-35F-0554M agreement that ends on August 31, 2022, which was approved last year. Blackboard Connect powers the South East Texas Alerting Network (THE STAN) for reverse 9-1-1 emergency calls. Mr. Curran added that the agreement was executed on August 28, 2020 during the Hurricane Laura Mandatory Evacuation Order and prior to the September 1, 2020 renewal deadline.

Judge Wayne McDaniel, Hardin County, made a motion to approve the request for Ms. Shanna Burke, SETRPC Executive Director, to executive the Blackboard Connect Renewal Term and approve the SETRPC PO #6873 as presented. Commissioner Johnny Trahan, Orange County, seconded the motion. The motion carried unanimously.

➤ Next, Mr. Curran presented a request for approval for Ms. Shanna Burke, Executive Director, to enter into an Interlocal Cooperative Agreement with the Public Safety Office within the Office of the Governor (OOG) and the SETRPC for payment to SETRPC for services provided by SETRPC in the the execution of the Homeland Security Grants Division Activities and the Criminal Justice Division activities not to exceed a total of \$62,954.59.

The Criminal Justice and Homeland Security Division is renewing the Interlocal Cooperative Agreement for:

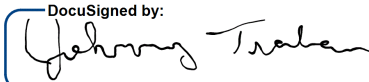
- I. Services rendered at a rate of \$1,958.33 per month for the Homeland Security Grants Division activities not to exceed \$23,500.00 annually, and
- II. Services rendered at a rate of \$3,287.88 per month for the Criminal Justice Division activities not to exceed \$39,454.59 annually, and
- III. The total payment by the OOG for the services provided by the OOG under the agreement shall not exceed \$62,954.59 annually, and
- IV. The agreement was executed on August 28, 2020 during the Hurricane Laura Mandatory Evacuation Order and prior to the September 1, 2020 OOG required deadline.

Mayor Thurman Bartie, City of Port Arthur, made a motion to approve Ms. Burke to enter into an Interlocal Cooperative Agreement with the Public Safety Office within the Office of the Governor and the SETRPC as presented and recommended. Mr. Josh Allen, President, Drainage District 6, seconded the motion. The motion was approved unanimously.

20-061 OTHER, OLD AND UNFINISHED BUSINESS

There being no other, old and unfinished business, Commissioner Johnny Trahan, Orange County, made a motion to adjourn. Mayor Roy McDonald, City of West Orange, seconded the motion. The motion carried, and the meeting was adjourned at 12:02 pm.

Respectfully submitted,

DocuSigned by:

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Johnny Trahan SETRPC
Secretary
Commissioner, Orange County

Attachment A

A RESOLUTION ADOPTING THE INVESTMENT POLICY OF THE SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION

WHEREAS, the Public Funds Investment Act, as amended, requires the South East Texas Regional Planning Commission to adopt an investment policy by resolution; and

WHEREAS, the Public Funds Investment Act, as amended, requires the Finance Director and all investment officers of the South East Texas Regional Planning Commission to attend investment training; and

WHEREAS, the Executive Committee of the South East Texas Regional Planning Commission approves of the investment training courses presented by the Center for Public Management at University of North Texas, the Texas Municipal League, the Government Finance Officers Association of Texas, and the Government Treasurer's Organization of Texas; and

WHEREAS, the Finance Director and all investment officers are required to attend an investment training course sponsored by one or more of the aforementioned organizations; and

WHEREAS, the Executive Committee of the South East Texas Regional Planning Commission authorizes the investment officers of the South East Texas Regional Planning Commission to acquire investments from the South East Texas Regional Planning Commission's depository bank; other state or national banks domiciled in Texas that are insured by FDIC (approved on an individual basis by the Executive Committee); and public funds investment pools; and

WHEREAS, the attached investment policy and incorporated revisions comply with the Public Funds Investment Act, as amended, and authorize the investment of the South East Texas Regional Planning Commission's funds in safe and prudent investments; and


WHEREAS, the South East Texas Regional Planning Commission's investment policy requires that the policy be reviewed and adopted annually,


Now, therefore,

BE IT RESOLVED BY THE SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION THAT:

The South East Texas Regional Planning Commission has complied with the requirements of the Public Funds Investment Act, and the Investment Policy, as amended, attached hereto is hereby adopted as the investment policy of the South East Texas Regional Planning Commission effective September 16, 2020.

PASSED, APPROVED, AND ADOPTED this 16st day of September 2020.

DocuSigned by:

3728CD40DEE1455...
Rebecca Ford, SETRPC President
Bevil Oaks, Texas

DocuSigned by:

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Johnny Trahan, SETRPC Secretary
Orange County, Texas