

SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX
MAYOR HOME E. NAGEL ROOM and/or
AUDIO/VISUAL CONFERENCE VIA GOTOMEETING
<https://gotomeet.me/SETRPC>
MARCH 17, 2021, 12:00 PM

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, March 17, 2021, 12:00 pm. Due to circumstances regarding the COVID-19 pandemic, the meeting was held both in person (with a limited capacity) at the SETRPC and/or via GoToMeeting, to allow for COVID-19 social distancing protocols. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. Councilmember Terri Gauthier, City of Bridge City, SETRPC 2nd Vice-President, called the meeting to order at 12:05 p.m. Mayor Roy McDonald, City of West Orange, gave the Invocation, followed by the Pledge of Allegiance.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Judge Wayne McDaniel, Hardin County
Commissioner Vernon Pierce, Jefferson County
Commissioner Michael “Shane” Sinegal, Jefferson County
Judge John Gothia, Orange County
Commissioner Kirk Roccaforte, Orange County
Commissioner Johnny Trahan, Orange County
Mayor David Rutledge, City of Bridge City
Councilmember Terri Gauthier, 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 Thurman “Bill” Bartie, City of Port Arthur
Mayor Glenn Johnson, City of Port Neches
Mayor John Durkay, City of Taylor Landing
Mayor Roy McDonald, City of West Orange
Ms. Risa Barber, Information Specialist, Lower Neches Valley Authority
Ms. Holly Smith, Chief Financial Officer/Water Resources Mgr., Sabine River Authority
Mr. Brad Haeggquist, General Manager, Mauriceville Special Utility District
Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6 (DD6)

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

Commissioner L. W. Cooper, Jr., Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Alvin Roberts, Hardin County
Commissioner Amanda Young, 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 Darrell Bush, Jefferson 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
Mayor Rebecca Ford, City of Bevil Oaks
Councilmember (Vacant), City of Bevil Oaks
Mayor Pro Tem Matthew Lopez, City of China
Mayor Chris Borne, 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 T.W. Permenter, City of Pinehurst
Councilmember (Vacant), City of Pinehurst
Councilmember Charlotte Moses, City of Port Arthur

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

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
Councilmember Cindy Mason, City of Rose Hill Acres
Mayor Kevin Garner, City of Silsbee
Mayor Pro Tem Mark Muckleroy, City of Silsbee, Representing Mayor Kevin Garner
Councilmember Roger Martin, 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 Kelly Carder, City of Vidor
Vacant, City of Vidor
Mayor Pro Tem Shirley Bonnin, City of West Orange
Mr. Nicholas Carter, President, Lumberton Municipal 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. Fritz Erhelding, 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
Mr. Don Carona, General Manager, Orange County Drainage District
Ms. Lorie Taylor, Port Director & CEO, Orange County Navigation & Port District
Mr. Lee E. Smith, President, Port of Beaumont
Mr. John Comeaux, Commissioner, Port of Arthur
Mr. Ken Dubon, Commissioner, Sabine-Neches Navigation District
Dr. Shannon Allen, Superintendent, Beaumont ISD
Mr. Todd Lintzen, Superintendent, Bridge City ISD
Dr. Dwaine K. Augustine, Superintendent, Hamshire-Fannett ISD
Dr. Mark Porterie, Superintendent, Port Arthur ISD
Ms. Julie Gauthier, Assistant Superintendent, Port Neches-Groves ISD

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

Ms. Lauren Perkins, District Director, Representative for State Speaker Dade Phelan
Ms. Kim Cline, Community and Constituent Services for State Rep. James White

STAFF PRESENT

Ms. Shanna Burke, Executive Director, SETRPC
Ms. Suzanne Carver, Executive Assistant, SETRPC
Mr. Jim Borel, Director, Finance, 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. Kaylan Arendale, Regional Emergency Planner, CJHSD
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program
Ms. Colleen Halliburton, Director, Community Services Division (CSD)
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
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)
Mr. Jimmie Lewis, Planner, T&ER

GUESTS PRESENT

Mr. Jason Fuller, Southeast Texas Regional Director, U.S. Senator Ted Cruz
Mr. Ben DeLeon, Deputy Regional Director, U.S. Senator John Cornyn
Mr. Jay Guerrero, Regional Director, U.S. Senator John Cornyn
Ms. Jennifer Harris, Community Outreach Coordinator, Texas General Land Office (GLO)
Judge Mark Allen, Jasper County
Mr. Chris Boone, Planning & Community Development Director, City of Beaumont
Mr. Butch Babineaux, P.E., Operations Leader, Fenstermaker
Mr. Jon McClellan, Director, External and Legislative Affairs, T&T Texas

21-018 APPROVAL OF FEBRUARY 24, 2021 EXECUTIVE COMMITTEE MINUTES

➤ Judge Wayne McDaniel, Hardin County, made a motion to approve the February 24, 2021 Executive Committee Minutes. Mayor William T. “Butch” Sanders, City of China, seconded the motion. The motion carried unanimously.

21-019 APPROVAL OF JANUARY 2021 TREASURER’S REPORT

➤ Commissioner Johnny Trahan, Orange County, made a motion to approve the January 2021 Treasurer’s Report. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

21-020 ADMINISTRATION

➤ Mr. Jeff King, Controller, presented the final audited version of the SETRPC Comprehensive Annual Financial Report for the Year Ended September 30, 2020 for approval. (*The Draft Comprehensive Annual Financial Report was posted online for review at www.setrpc.org on Friday, March 12, 2021.*) The SETRPC’s Bylaws require an annual audit of the Financial Statements. Included with the Comprehensive Annual Financial Report was a copy of the Governance Letter from the auditors (emailed to Executive Committee members today) that basically covers the communications and relationship with the auditors during the audit and explains any problems encountered during the audit, which there were none.

Mr. King reported that this year’s audit was performed by Charles E. Reed & Associates. He then turned the presentation over to Mr. Charles (Chuck) Reed for further explanation. Mr. Reed stated that he received full cooperation from SETRPC staff and that the books and records are in good shape. Mr. Reed then read the *Opinions* portion on page 12 of the Independent Auditor’s Report. He concluded by stating that it was a clean, or unqualified, report.

Mr. King then provided some highlights from this year’s audit.

- Clean/Unmodified Opinion (the statements fairly present the financial position of the Planning Commission)
- Overall Net Position at September 30th was \$7,916,852
- Of the 7.9M, unrestricted net assets were approximately 2.7M which is typically used to meet ongoing financial obligations.
- The remaining 5M represents net investment in capital assets.
- The General Fund balance was up by \$45,768 to \$1,226,305. These monies are used to support programs of region wide significance including covering disbursements prior to reimbursement from grantor agencies.
- Agency wide expenditures were 12.4M which is down by 7.4M compared to the previous year. This decrease is primarily related to completion of the Housing disaster assistance program for Hurricane Harvey.
- And finally, the overall financial condition of the Planning Commission is Strong.

In conclusion, as there were no questions, Mr. King requested approval of the SETRPC Comprehensive Annual Report for the Year Ended September 30, 2020.

Commissioner Johnny Trahan, Orange County, made a motion to approve the Comprehensive Annual Financial Report as presented. Commissioner Vernon Pierce, Jefferson County, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Shanna Burke, Executive Director, provided information on Cybersecurity Training Requirements. Texas House Bill 3834, effective June 14, 2019, requires all elected officials and most local government employees to complete an annual cybersecurity training program that has been certified by the Texas Department of Information Resources (DIR).

The Texas Association of Counties (TAC) offers counties a free cybersecurity course that is certified to fulfill HB 3834’s requirements each year. This training is offered to non-county entities for \$9.00 per user. Affected entities are required to report completion of a certified course to DIR by June 15 each year. This applies to the following:

- All local government elected officials.
- Local government and state agency employees who have access to a government computer system or database.
- State agency contractors who have access to government computer system or database.

The Texas Association of Regional Councils (TARC) has paid a fee to TAC to allow Regional Planning Commission’s (RPC’s) and Councils of Governments (COG’s) to access their cybersecurity training. The SETRPC has set up the process with TAC and has access to allow employees to complete the training for free of charge and is also extending this training opportunity to any elected official who may need it prior to the June 15 yearly due date.

21-021 CRIMINAL JUSTICE AND HOMELAND SECURITY DIVISION

➤ Ms. Kaylan Arendale, Regional Emergency Planner, Criminal Justice and Homeland Security Division (CJHSD), on behalf of the CJHSD, requested approval of the three newly appointed Criminal Justice Advisory Committee (CJAC) members. The two within Jefferson County were appointed by Jefferson County Judge Jeff Branick and the one within Orange County was approved by Orange County Judge John Gothia.

In Jefferson County, Judge Baylor Wortham, 136th District Court, is replacing long-serving member and CJAC Chair Judge Donald Floyd. Sergeant Candice Cox, Beaumont Police Department, is replacing Sergeant Mark Hogue. In Orange County, Mrs. Stacey Brister, Little Cypress-Mauriceville Superintendent, is replacing Dr. Pauline Hargrove.

Judge Wayne McDaniel, Hardin County, made a motion to approve the three newly appointed CJAC members as presented. Commissioner Vernon Pierce, Jefferson County, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Kaylan Arendale, on behalf of the CJHSD, requested approval for submitting the Texas Statewide Interoperable Channel Plan (TSICP) and the State Communications Interoperability Plan (SCIP) Memorandum of Understanding (MOU) to the Office of the Governor. This meets the requirement and keeps us in compliance with the TSICP and the SCIPS that are required to receive grant funds

The CJHSD is currently working on the 2020 Emergency Communications Towers with the City of Orange, and the MOU authorizes SETRPC CJHSD to submit the completed MOU to the Office of the Governor and names Shanna Burke, Executive Director, as the authorized official for this MOU.

Commissioner Johnny Trahan, Orange County, made a motion to approve submission of the TSICP and the SCIP MOU to the Office of the Governor as presented. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

21-022 TRANSPORTATION AND ENVIRONMENTAL RESOURCES DIVISION

Mr. Bob Dickinson, Director, Transportation and Environmental Resources Division (T&ER) gave a report on the 2020 Household Hazardous Waste and Scrap Tire Collection Event that was held on Saturday, October 24, 2020 at the Bridge City Intermediate School Parking Lot. Over 715 vehicles came through the event. Please see the summary below that includes the number of participants per county and a list of items and quantities collected at the event.

PARTICIPANTS PER COUNTY					
JEFFERSON COUNTY	196	HARDIN COUNTY	32	TYLER COUNTY	3
Beaumont	59	Kountze	3	Colmesneil	0
China	5	Lumberton	18	Fred	0
Groves	23	Pinewood	0	Ivanhoe	0
Labelle	2	Silsbee	6	Spurger	0
Nederland	37	Sour Lake	4	Warren	1
Nome	0	Village Mills	1	Woodville	1
Port Arthur	20	Witlawood	0	JASPER COUNTY	1
Port Neches	40	ORANGE COUNTY	466	Buna	5
Sabine Pass	0	Bridge City	130	Evadale	0
Fannett	6	Mauriceville	27	Jasper	1
Taylor's Landing	2	Orange	195	Kirbyville	5
Bevil Oaks	2	Vidor	85	HARRIS COUNTY	1
LIBERTY COUNTY	1	Orangefield	16	Cypress	1
Rayburn	1	West Orange	13	SABINE COUNTY	1
CHAMBERS COUNTY	1			Brookeland	1
Winnie	1				
ITEMS COLLECTED					
HAZARDOUS ITEMS					
Passenger Tires	2,075	Latex/Oil Based Paints		LBS.	95,890
Truck Tires	32	Lead Acid Batteries			5,000
Other Tires	3	Alkaline Batteries			60
TOTAL TIRES COLLECTED	2,110	Lithium Batteries			45
		Nicad Batteries			25

Cont'd on next page

ITEMS COLLECTED	
Used Oil (Gallons)	1,650
Trash (Cubic Yards)	160
Oxygen Cylinders	19
Propane Cylinders	185
Compressed Gas Cylinders	0
Freon Cylinders	1
Acetylene Cylinders	0
Carbon Dioxide Cylinders	0
Fire Extinguishers	32
Fluorescent Bulbs (boxes)	12

Aerosol	3,515
Corrosive Liquids/Solids	711
Flammable Liquids/Solids/Paint Thinner/Gasoline	21,500
Mercury	0
Oxidizers/Pool Chemicals	260
Road Flares	8
Sharps	0
Toxic Liquids/Solids	2,700
TOTAL LBS.	129,714

EXPENSES	
Hazardous Waste Disposal	\$127,081.39
Tire Collection	\$17,066.26
Advertising and Supplies	\$15,619.28
TOTAL	\$159,766.93

➤ Next, Mr. Dickinson reported that the next Household Hazardous Waste and Scrap Tire Collection Event will be held on Saturday, May 15, 2021 from 8:00 am – 1:00 pm in the parking lot of the Robert A. “Bob” Bowers Civic Center at 3401 Cultural Center Drive in Port Arthur. This is a free event, and the SETRPC is collecting items that could cause damage to health or the environment if disposed of improperly.

Some of the items being taken include paints, cleaners, antifreeze, car batteries, used oil, insecticides, swimming pool chemicals. Scrap tires will also be collected, with the first eight tires free and after that \$1.00 charge for each additional tire. Oversized tires will not be accepted. This event will be publicized through news releases, flyers, newspaper advertisements, and television commercials and is a program of the SETRPC and the Texas Commission on Environmental Quality (TCEQ).

Mr. Dickinson reminded everyone that these events are open to everybody in the region and are rotated between the three counties (Hardin, Jefferson and Orange), annually. Next year, it will be held in Hardin County, the next year in Orange County, and the year thereafter will be in North Jefferson County. In the past, there would be two events held, but now there is just enough money to have one event a year.

In addition, one of the changing rules or policies by the TCEQ is that these events are no longer held on school campuses. That means that in Orange and Hardin Counties, there will need to be a different facility to use. Mr. Dickinson requested that anyone who knows where the event can be held when they’re in Orange and Hardin Counties other than school campuses to please let him know.

21-023 COMMUNITY SERVICES DIVISION

➤ Ms. Colleen Halliburton, Director, Community Services Division (CSD), provided an update on the Jefferson County Emergency Rental Assistance Program. The Jefferson County Commissioners Court approved an Interlocal Agreement with SETRPC on Tuesday, March 2, 2021. The agreement is for \$7,601,314.80 to manage the Jefferson County Emergency Rental Assistance Program (ERAP). SETRPC staff are currently in the process of:

- Procuring a web-based platform/portal through which tenants and landlords will apply for rental and utility assistance;
- Emergency RFPs were sent to 6 companies for a software vendor.
- Posting job openings; We have job openings for a Call Center Manager, Administrative/Accounting Technician and 2 Case Managers.
- Making arrangements with Workforce Solutions for Call Center Technicians; It will not cost the grant anything, because Texas Workforce will be paying for the time of those eight to 10 individuals.
- Signing a lease with One City Church for office space (located next to SETRPC)
- Planning events to reach those who do not have access to internet;
- Writing policies and procedures.

Ms. Halliburton then asked if anyone knows of locations in Jefferson County that can be used for on-site application gathering, to please let her know. There will also be several webinars conducted for nonprofits in the area so that they can be trained to enter their own clients into that system. The anticipated roll out is still May 3, 2021.

When asked if these jobs would be full time and what is the time frame, Ms. Halliburton responded that the jobs for the Call Center Technicians through Texas Workforce will be temporary full time and will only last through the end of December. The other positions will be regular employees for the lifetime of the grant with full benefits.

If anyone calls from Hardin or Orange counties regarding the Texas Rental Relief Program, they will be referred directly to the Texas Rental Relief Program and provide them that information. There is a phone number for those who may have difficulty or don't have internet access.

In conclusion, Ms. Halliburton reported that it appears the American Rescue Act added more money so that Jefferson County might actually get another \$7.6 million. The deadline has been extended from December 2021 to December 2022, even on the current money. There is still the need to move forward as quickly and accurately as possible as people are needing this help right now.

Ms. Shanna Burke, SETRPC Executive Director, stated that we will be watching this new money with the American Rescue Act that was just signed, because it is a huge bill and will have a lot in it. We will try and keep all informed as much as we can. If anyone has questions about it, we will certainly assist and look into it.

Ms. Halliburton added that with the American Rescue Act, there will be additional funding for those 60 and over.

➤ Next, Ms. Halliburton provided an update on Tropical Storm Imelda Individual Assistance. Through a Community Services Block Grant, SETRPC is administering a grant to assist those who have been impacted by Tropical Storm Imelda in Jefferson and Orange County. Eligible households must be below 200% of the federal poverty level. SETRPC is purchasing replacement furniture and appliances. Newly approved, by TDHCA, SETRPC may assist Imelda survivors with current rent, utilities and other emergency expenses. Flyers are available and may be shared on social media, and those flyers will be emailed to the Executive Committee. Other outreach activities will be conducted in the next few weeks to reach others impacted by Imelda.

**Program Year 2021 Income Limits for CSBG
(Effective January 25, 2021)**

Persons in Family/Household	200% of Federal Poverty Guidelines (COVID-19 effective until rescinded by the Department)
1	\$25,760
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320

Families with more than 8 persons: Add \$9,080 for each additional person

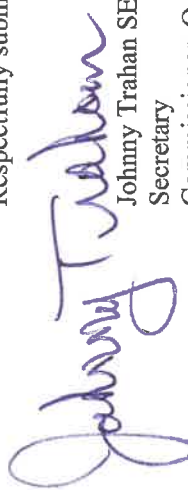
21-024 FUTURE CALENDAR

Ms. Suzanne Carver, Executive Assistant, reminded everyone that the next Executive Committee Meeting is scheduled for April 21 and that the official notices will go out on, or by, the previous Friday, which is April 16.

21-025 OTHER, OLD AND UNFINISHED BUSINESS

There being no other, old and unfinished business, Commissioner Johnny Trahan, Orange County, made a motion to adjourn. Judge Wayne McDaniel, Hardin County, seconded the motion. The meeting adjourned at 12:43 pm.

Respectfully submitted,


Johnny Trahan SETRPC
Secretary
Commissioner, Orange County