

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX
MAYOR HOMER E. NAGEL ROOM and/or
AUDIO/VISUAL CONFERENCE VIA GOTOMEETING
<https://gotomeet.me/SETRPC>
AUGUST 18, 2021, 2021, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, August 18, 2021, 12:00 p.m. 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. SETRPC President, Mayor Pro Tem Mary Adams, City of Kountze, called the meeting to order at 12:00 p.m. Councilmember Terri Gauthier, City of Bridge City, SETRPC 1st Vice-President, gave the Invocation, followed by the Pledge of Allegiance.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Judge Wayne McDaniel, Hardin County
Judge Mark Allen, Jasper County
Commissioner Roy Parker, Jasper County
Commissioner Vernon Pierce, Jefferson County
Commissioner Michael Shane Sinegal, Jefferson County
Commissioner Kirk Roccaforte, Orange County
Councilmember Taylor Neild, City of Beaumont
Councilmember Terri Gauthier, City of Bridge City
Mayor William T. Sanders, City of China
Mayor Pro Tem Mary Adams, City of Kountze
Councilmember Kimberly Cline, City of Lumberton
Councilmember Brad Childs, City of Orange
Mayor Cathy Nagel, City of Pine Forest
Mayor Glenn Johnson, City of Port Neches
Mr. Joshua W. Allen, Sr., President, Jefferson County Drainage District #6 (DD6)
Ms. Risa Barber, Information Specialist, Lower Neches Valley Authority
Ms. Georgine Guillory, President, Port of Beaumont
Mr. Billy Ted Smith, Jasper County Emergency Services District #1
Mr. Chris Gonzales, Jefferson County Emergency Services District #1

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
Commissioner Seth Martindale, Jasper County
Commissioner Willie Stark, Jasper 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
Judge John Gothia, Orange County
Commissioner Theresa Beauchamp, Orange County
Commissioner Johnny Trahan, Orange County
Commissioner Robert Viator, Orange County
Mayor Robin Mouton, City of Beaumont
Mayor (Vacant), City of Bevil Oaks
Mayor Pro Tem Doug Mullins, 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 Fred Williams, City of Kountze
Mayor Don Surratt, 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 Pro Tem James McCullar, City of Pine Forest

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Mayor T.W. Permenter, City of Pinehurst
Councilmember (Vacant), City of Pinehurst
Mayor Thurman "Bill" Bartie, City of Port Arthur
Councilmember Charlotte Moses, City of Port Arthur
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
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
Mayor John Durkay, City of Taylor Landing
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
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., Commissioner, Jefferson County Drainage District #3 (DD3)
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7 (DD7)
Mr. Fritz Erbelding, President, Hardin County Emergency Services District #2
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. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District
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, Assistant Superintendent, Port Neches-Groves ISD

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

Mr. Zach Johnson, Special Advisor / Chief Director of Operations, Representative for State Speaker Dade Phelan
Ms. Kimberly Cline, Community and Constituent Services, State Representative James White, District 19 (*Ms. Kline is also included in Executive Committee Members for City of Lumberton*)

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. Kaylan Arendale, Regional Emergency Planner, CJHSD
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program
Ms. Colleen Halliburton, Director, Community Services Division (CSD)
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
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)
Mr. Jimmie Lewis, Planner, T&ER
Ms. Crystal Petry, Director, Golden Triangle RSVP
Ms. Stephanie Lartigue-Pearson, Director, AARP Experience Corps

GUESTS PRESENT

Congressman Randy Weber, Texas District 14
Ms. Brenda Weber
Mr. Christian Bionat, District Director, Congressman Randy Weber
Ms. Janet Brown, Case Worker, Congressman Randy Weber
Mr. Jay Guerrero, Regional Director, U.S. Senator John Cornyn
Mr. Hudson Petersen, Southeast Texas Deputy Regional Director, U.S. Senator John Cornyn
Mr. R.W. Bray, Southeast Texas Deputy District Director, U.S. Senator Ted Cruz
Ms. Jennifer Harris, Community Outreach Coordinator, Texas General Land Office
Mr. Jerry Hood, City Manager, City of Pinehurst
Mr. Justin Trahan, Code Enforcement, City of Pinehurst
Ms. Ginny Lewis Ford, Executive Director, Texas Association of Regional Councils (TARC)

Ms. Suzanne Carver, Executive Assistant, SETRPC, introduced staff members of Federal and State elected officials, as well as General Land Office staff. Ms. Shanna Burke, Executive Director, SETRPC, introduced Congressman Randy Weber, Texas District 14, who introduced his wife, Ms. Brenda Weber, and several staff members in attendance and followed with some brief comments.

21-058 APPROVAL OF JULY 21, 2021 EXECUTIVE COMMITTEE MINUTES

➤ Councilmember Terri Gauthier, City of Bridge City, made a motion to approve the July 21, 2021 Executive Committee Minutes. Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

21-059 APPROVAL OF JUNE 2021 TREASURER'S REPORT

➤ Judge Mark Allen, Jasper County, made a motion to approve the June 2021 Treasurer's Report and the Investment Report for Quarter Ended June 30, 2021. Mayor William T. Sanders, City of China, seconded the motion. The motion carried unanimously.

21-060 ADMINISTRATION

➤ Mr. Jeff King, Controller, SETRPC, requested approval for a Resolution Adopting the Investment Policy of the SETRPC. 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. The primary objectives of the Investment Policy remain the same:

- Safety of principal
- Maintenance of sufficient liquidity to meet operating needs
- Public trust from prudent investment activities
- Optimization of interest earnings

The resolution basically states:

- 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
- The policy complies with the Public Funds Investment Act.

(See Attachment A.)

Councilmember Terri Gauthier, City of Bridge City, made a motion to approve reauthorization of the SETRPC Investment Policy. Commissioner Vernon Pierce, Jefferson County, seconded the motion. The motion carried unanimously.

21-061 TRANSPORTATION AND ENVIRONMENT RESOURCES DIVISION

➤ Mr. Bob Dickinson, Director, Transportation and Environmental Resources Division (T&ER), on behalf of T&ER Staff, requested approval of an amendment to the work authorization to update the scope of services and increased compensation under the contract for 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 original selection of CDM Smith for assistance was approved by the SETRPC Executive Committee in October 2015.

The SETRPC-MPO has contracted with CDM Smith for similar work for the JOHRT MTP-2040. The requested contract funding increase will provide support to supplement SETRPC-MPO technical staff and to revise the "Draft" JOHRTS Regional Freights Mobility Plan. Mr. Dickinson gave several examples of the importance of keeping transportation planning consultants under contract.

In conclusion, Mr. Bob Dickinson, thanked Congressman Randy Weber for his support with the ports, as it is very important to the region's environmental and economic well-being.

Article VIII, Part 4. of the SETRPC By-Laws states, "The SETRPC Executive Director shall recommend changes to consultant's contracts to the Executive Committee." Therefore, approval was requested to update the scope of services and to increase the contract amount with CDM Smith by \$80,000.

Mayor William T. Sanders, City of China, made a motion to approve the Amendment to Work Authorization to Update Scope of Services and Increased Compensation Under Contract for Demographic & Model Input Data Development for the JOHRTS-MTP-2045 and On-Call Transportation Planning Assistance as presented and requested. Mayor Pro Tem Mary Adams, City of Kountze, seconded the motion. The motion carried unanimously.

21-062 9-1-1 EMERGENCY NETWORK DIVISION

➤ Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network, on behalf of the 9-1-1 Emergency Network, presented a request to approve the authorization to renew its AT&T Maintenance Contract in the amount of \$323,602.28. AT&T provides two full-time technicians to the 9-1-1 system. The two-year contract provides for technical service (24x7) with advanced hardware parts replacement, a dedicated AFO-B Field Tech, after hours coverage, after hours on-demand maintenance (two per month, 3 hours per ticket).

Commissioner Vernon Pierce, Jefferson County, made a motion to approve authorization for the 9-1-1 Emergency Network to renew its AT&T Maintenance Contract as requested and presented. Mayor Glenn Johnson, City of Port Neches, second the motion. The motion carried unanimously.

➤ Second, Mr. De La Cruz, on behalf of the 9-1-1 Emergency Network, presented a request to reimburse Jefferson County Appraisal District (JCAD) for a portion of the cost for aerial photography for comprehensive mapping of the four-county region used at the 9-1-1 Public Safety Answering Point's (PSAP's) and the 9-1-1 addressing program. The total cost of the contract was \$156,029.50, and the 9-1-1 Emergency Network made a commitment to reimburse JCAD \$50,000 to participate.

Mayor Pro Tem Terri Gauthier, City of Bridge City, made a motion to approve reimbursing the Jefferson County Appraisal District \$50,000 for aerial photography as presented and requested. Mayor William T. Sanders, City of China, seconded the motion. The motion carried unanimously.

➤ Third, Mr. De La Cruz, on behalf of the 9-1-1 Emergency Network, requested approval of the recurring activity fee for usage of Motorola Activity View Software in the amount of \$57,128.40. Motorola Activity View is management software that is used to monitor the activity on the 9-1-1 Customer Premises Equipment (CPE) at each PSAP in real time. The AT&T technician uses it primarily for insuring that active 9-1-1 calls are not disrupted as they make software updates to the CPE. It also monitors ALI links for count and connectivity.

Judge Wayne McDaniel, Hardin County, made a motion to approve the purchase of Motorola Activity View Software in the amount of \$57,128.40 as presented and requested. Mayor Pro Tem Mary Adams, City of Kountze, seconded the motion. The motion carried unanimously.

➤ Finally, Mr. De La Cruz, on behalf of the 9-1-1 Emergency Network, presented a request for approval to enter into a contract with TX DIR for AT&T ESInet services through the State of Texas DIR contract DIR-TEX-NG-CTSA-005. The agreement allows for Next Generation Services for the region's 9-1-1 System. The SETRPC is one of five Councils of Government that has entered into this new technology. It will be an ongoing contract, and the monthly recurring expense will be \$53,690.14.

Judge Wayne McDaniel, Hardin County, made a motion to approve entering into the AT&T ESInet State of Texas DIR-TEX-NG-CTSA-005 as a monthly recurring expense of \$53,690.14 as presented and requested. Judge Mark Allen, Jasper County, seconded the motion. The motion carried unanimously.

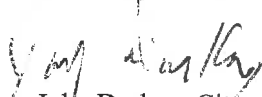
21-063 FUTURE CALENDAR

➤ Ms. Suzanne Carver, Executive Assistant, noted that the SETRPC offices will be closed September 6, in observance of Labor Day, the next Executive meeting will be on September 15, at 12:00 pm, and SETX Stand Down 2021 – Beaumont will be held at the Beaumont Civic Center on September 24th from 9:00 am – 2:00 pm.

21-064 OTHER, OLD AND UNFINISHED BUSINESS

- Ms. Shanna Burke, Executive Director, pointed out several informational items in Executive Committee Packets: a letter from the Texas Department of Housing and Community Affairs (TDHCA), along with two Fair Housing flyers (one in English and one in Spanish), and a letter from Hardin County's disaster recovery group, Hardin County Strong, which has launched a phone app that will help Hardin County households before, during and after a disaster.
- Also, Ms. Burke reported that notification has been received from the Texas General Land Office (GLO) that the Method of Distribution (MOD) process is moving forward with an expected contract in early September, after which will be an initial Public Comment Hearing. A Draft MOD will be put together according to those comments that will be sent to the GLO for approval. The SETRPC will then be able to go out publicly (locally) to gather information. The SETRPC will be allowed six months to complete that project.
- There being no other, old and unfinished business, the meeting adjourned at 12:35 pm.

Respectfully Submitted,



Mayor John Durkay, City of Taylor Landing
Secretary

**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

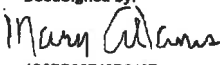
WHEREAS, the South East Texas Regional Planning Commission's investment policy requires that the policy be reviewed and adopted annually,


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 August 18, 2021.

PASSED, APPROVED, AND ADOPTED this 18th day of August 2021.

DocuSigned by:

4C6BD30E43D3487
Mary Adams, SETRPC President
Kountze, Texas

DocuSigned by:

37C758C9DCAD44C
John Durkay, SETRPC Secretary
Taylor Landing, Texas