

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX 77703
MAYOR HOMER E. NAGEL ROOM
NOVEMBER 20, 2024, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, November 20, 2024. SETRPC 2nd Vice-President Judge Mark Allen, Jasper County, called the meeting to order at 12:00 pm. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. Mayor Randy Branch, City of West Orange, gave the Invocation followed by the Pledge of Allegiance, led by Commissioner Cary Erickson, Jefferson County.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Commissioner Ernie Koch, Hardin County
County Judge Mark Allen, Jasper County
Commissioner Dennis Marks, Jasper County
Commissioner Eddie Arnold, Jefferson County
Commissioner Cary Erickson, Jefferson County
Commissioner Kirk Roccaforte, Orange County
Councilmember Chris Durio, City of Beaumont
Mayor Cathy Nagel, City of Pine Forest
Mayor Glenn Johnson, City of Port Neches
Mayor Danny Reneau, City of Silsbee
Mayor Randy Branch, City of West Orange
Mr. Joshua Allen, Sr., President, Jefferson County Drainage District #6 (DD6)
Mr. Billy Ted Smith, Commissioner, Jasper County Emergency Services District #1 (ESD #1)
Ms. Laura Moore, Director, Jasper County Hospital District

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

County Judge Wayne McDaniel, Hardin County
Commissioner L.W. Cooper, Jr., Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Amanda Young, Hardin County
Commissioner Kevin Holloway, Jasper County
Commissioner Seth Martindale, Jasper County
Commissioner Willie Stark, Jasper County
County Judge Jeff Branick, Jefferson County
Mr. Fred Jackson, County Assistant (Representative for Judge Jeff Branick), Jefferson County
Commissioner Everette "Bo" Alfred, Jefferson County
Commissioner Michael Shane Sinegal, Jefferson County
County Judge John Gothia, Orange County
Commissioner Chris Sowell, Orange County
Commissioner Johnny Trahan, Orange County
Commissioner Robert Viator, Orange County
Mayor Roy West, City of Beaumont
Mayor Cheri Mitchell, City of Bevil Oaks
Councilmember Jim Wright, City of Bevil Oaks
Mayor David Rutledge, City of Bridge City
Councilmember Terri Gauthier, City of Bridge City
Mayor Matt Lopez, City of China
Councilmember (Vacant), City of China
Mayor Chris Borne, City of Groves
Councilmember (Vacant), City of Groves
Mayor Anderson Land, Jr., City of Jasper
Councilmember Angel McCroskey, City of Jasper
Mayor Frank George, City of Kirbyville
Councilmember Amanda Gates, City of Kirbyville
Mayor Fred Williams, City of Kountze
Councilmember Barbara Greer, City of Kountze
Mayor Don Surratt, City of Lumberton
Councilmember Kimberly Cline, City of Lumberton
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
Councilmember Brad Childs, City of Orange
Councilmember James McCullar, City of Pine Forest

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Mayor Sarah McClendon, City of Pinehurst
Councilmember Michael Shahan, City of Pinehurst
Mayor Thurman "Bill" Bartie, City of Port Arthur
Councilmember (Vacant), City of Port Arthur
Councilmember Robert Arnold, City of Port Neches
Mayor Tony Wilcoxson, City of Rose City
Mayor Pro Tem Sheila Faske, City of Rose City
Mayor David Lang, City of Rose Hill Acres
Mayor Pro Tem Cindy Mason, City of Rose Hill Acres
Mayor Pro Tem Mark Muckleroy, Representative for Mayor Danny Reneau, City of Silsbee
Councilmember (Vacant), City of Silsbee
Mayor Bruce Robinson, City of Sour Lake
Councilmember (Vacant), City of Sour Lake
Mayor Phil Owens, City of Taylor Landing
Commissioner Tim Romero, City of Taylor Landing
Mayor Misty Songe, City of Vidor
Councilmember (Vacant), City of Vidor
Councilmember Jay Odom, City of West Orange
Mr. Nicholas Carter, President, Lumberton Municipal Utility District (MUD)
Mr. Brad Haeggquist, General Manager, Mauriceville Utility District (MUD)
Mr. Jeremy Walton, Assistant General Mgr., Representative for Mr. Brad Haeggquist, Mauriceville Utility District
Vacant, 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 Erbeling, President, Hardin County Emergency Services District #2 (ESD #2)
Mr. Steve Hyden, Commissioner (President), Representative for Commissioner Billy T. Smith, Jasper County
ESD #1
Mr. Sam Job, Commissioner, Jasper County Emergency Services District #4 (ESD #4)
Chief Chris Gonzales, Jefferson County Emergency Services District #1 (ESD #1)
Mr. Daniel J. Diaz, Administrator, Jefferson County Emergency Services District #3 (ESD #3)
Vacant, Orange County Emergency Services District #3 (ESD #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
Ms. Risa King, Information Specialist, Lower Neches Valley Authority (LNVA)
Ms. Sheri Arnold, Commissioner, Sabine-Neches Navigation District
Mr. Zach Johnson, Director of Government Affairs, Sabine River Authority
Mr. Rob Starr, Board Member, Southeast Texas Ground Water Conservation District
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

STAFF PRESENT

Ms. Shanna Burke, Executive Director, SETRPC
Ms. Suzanne Carver, Executive Assistant, SETRPC
Mr. Jeff King, Finance Director, SETRPC
Ms. Debbie Garlington, Controller, SETRPC
Ms. Sara Torres-Garcia, Director, Community Services Division
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division
(T&ER) Ms. Rachael Robinson, Planner, T&ER
Mr. James Moore, GIS Analyst, T&ER
Ms. Halie Smith, Director, Area Agency on Aging /2-1-1 Division
Ms. Lori Correa, Administrative Assistant, 9-1-1 Emergency Network Division
Ms. Hannah Klauss, Director, Golden Triangle RSVP Division
Ms. Penny Pearson, Volunteer Coordinator, Golden Triangle RSVP Division
Ms. Tyronna McKenzie, Director, Southeast Texas Foster Grandparent Program Division

Mr. Stephen Curran, Director, Criminal Justice & Homeland Security Division
Ms. Kaylan Arendale, Regional Emergency Planner, Criminal Justice & Homeland Security Division

GUESTS PRESENT

Mr. Jay Guerrero, Regional Director, U.S. Senator John Cornyn
Ms. Tricia Jagneaux, Representative, Buna Chamber of Commerce
Dr. Brian Williams, Director, Political Science, Lamar University
Ms. Natalie Roberts, Executive Assistant, Jefferson County Commissioner, Everette (Bo) Alfred Ms.
Michelle Bobo, Client Services Manager, GrantWorks
Mr. Gerard Parigi, Director, Market to Hope, Catholic Charities
Mr. Miles Haynes, City Manager Office Staff, City of Beaumont

24-079 APPROVAL OF OCTOBER 16, 2024, EXECUTIVE COMMITTEE MINUTES

➤ Mr. Josh Allen, President, Jefferson County Drainage District #6 (DD6), made a motion to approve the October 16, 2024, Executive Committee Minutes. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

24-080 APPROVAL OF INVESTMENT REPORT FOR QUARTER ENDED SEPTEMBER 30, 2024 APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2024

➤ Commissioner Billy Ted Smith, Jasper Emergency Services District #1 (Jasper ESD #1), made a motion to approve the Investment Report for Quarter Ended September 2024, and the Treasurer's Report for September 2024. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

24-081 ADMINISTRATION

➤ Ms. Shanna Burke, Executive Director, South East Texas Regional Planning Commission (SETRPC), requested approval of the 2025 SETRPC officers. On November 4, 2024, the nominating committee met to discuss officers for the upcoming year. Nominating Members for 2025 Officers included: Ms. Mary Adams, Past SETRPC President and former Mayor Pro Tem, City of Kountze, Commissioner Dennis Marks, Jasper County, Ms. Becky Ford, Past SETRPC President and former Mayor, City of Bevil Oaks, Commissioner Kirk Roccaforte, Orange County, SETRPC Past President and former Mayor, City of Bridge City. The Nominating Committee and Ms. Burke met November 4, 2024. (Commissioner Marks was unable to attend.)

The recommendation by the Nominating Committee for 2025 officers, is as follows:

- President - Commissioner Johnny Trahan, Orange County
- 1st Vice-President - County Judge Mark Allen, Jasper County
- 2nd Vice-President - Mayor Glenn Johnson, City of Port Neches, and past SETRPC President
- 3rd Vice-President - Councilwoman Kimberly Cline, City of Lumberton
- 4th Vice-President, Councilwoman Amanda Gates, City of Kirbyville
- 5th Vice-President - Mayor Cathy Nagel, City of Pine Forest
- Treasurer - Commissioner Cary Erickson, Jefferson County
- Secretary - Commissioner Ernie Koch, Hardin County

Commissioner Eddie Arnold, Jefferson County, made a motion to approve the new Executive Committee members as recommended and presented. Commissioner Dennis Marks, Jasper County, seconded the motion. The motion carried unanimously. Judge Mark Allen, Jasper County, thanked the committee members for their service.

➤ Mr. Jeff King, Director, Finance, requested approval of a Resolution Amending Authorized Representatives to TexPool Investment Pool Agreement. The SETRPC investment policy states in Section 5 under delegation of authority, that the executive committee delegates, our finance director, and controller as the SETRPC investment officers are authorized to execute investment transactions on behalf of our agency. Under this provision, as controller, Ms. Debbie Garlington assumes responsibility as an investment officer. TexPool requires that our governing body adopt the TexPool Resolution and Ms. Garlington as an authorized representative with their investment pool. *A copy of the Resolution may be obtained by contacting Mr. King at ext. 6044 or at jking@setrpc.org.*

Mr. Billy Ted Smith, Jasper County ESD #1, made a motion to approve the TexPool Resolution as presented and recommended. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ Next, Mr. Jeff King, Director, Finance, requested approval of a Resolution Authorizing South East Texas Regional Planning Commission to Seek and Secure a Loan Agreement with a Qualified Financial Institution. As SETRPC continues to await the \$409,780 in funds seized by the U.S. Secret Service in February 2023 as the result

of wire fraud. SETRPC is working closely with Motorola to pay the remaining balance of \$517,479 that is due them. To date, the SETRPC has paid them \$300K with a final payment of \$517,479 due on December 31, 2024. Because of the uncertainty of the return of the seized funds, along with delayed payments from state agencies, the SETRPC is preparing a plan to obtain funds for operational costs on an interim basis, if needed, until the wire fraud related funds are returned to the SETRPC from the U.S. Treasury Department. SETRPC will negotiate and execute the loan agreement for an amount up to \$500,000 with acceptable terms.

Mr. King then gave big a “shout out” to Mr. Jay Guerrero, Regional Director, U.S. Senator Cornyn, and all of Senator Coryn’s office, who helped facilitate a formal inquiry with the U.S. Secret Service regarding this case and the return of the seized funds. A formal inquiry was put in through the U.S. Secret Service regarding the SETRPC’s case surrounding the return of the seized funds. The Senator’s office received a response stating that a decision letter will likely be sent in December 2024. According to a previous response from the Secret Service, an ACH form should come with the decision letter that will allow the SETRPC to provide the ACH form so the SETRPC can receive funds back.

Ms. Shanna Burke, Executive Director, SETRPC, reiterated that this is a contingency plan in case the SETRPC does not receive the seized funds and/or the state agency funds in time to pay the remaining balance to Motorola. Motorola is still working with us on the current projects: however, it would like to resolve this as would the SETRPC.

Commissioner Erickson, Jefferson County, made a motion to approve the Resolution as presented and recommended. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously. (*See Attachment A.*)

➤ Last, Ms. Shanna Burke, Executive Director, SETRPC, presented the 2025 Holiday Schedule for review and approval. (*See Attachment B.*)

Mr. Josh Allen, President, Jefferson County DD6, made a motion to approve the 2025 Holiday schedule as recommended and presented. Commissioner Kirk Roccaforte, Orange County, seconded the motion. The motion carried unanimously.

24-082 CRIMINAL JUSTICE AND HOMELAND SECURITY (CJHSD)

➤ Ms. Kaylan Arendale, Emergency Planner, Criminal Justice and Homeland Security Division (CJHSD), presented for approval the appointment of a Criminal Justice Advisory Committee (CJAC) member. Ms. Maureen McAllister with United Way of Orange County will be replacing the previous nonprofit representative who was in that position for Orange County. Ms. McAllister was approved by Judge John Gothia, Orange County, in October to serve in this capacity on the CJAC.

Commissioner Kirk Roccaforte, Orange County, made a motion to approve Ms. McAllister as the new CJAC member and to represent Orange County. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ Last, Mr. Steve Curran, Director, Criminal Justice and Homeland Security Division (CJHSD), on behalf of the CJHSD, requested approval of the updated 2024 Communication Committee (COMMC) member voting list. The updated list would include two new representatives for the City of Jasper: Designee Mr. Greg Kelley, City Manager, and Alternate Lieutenant Garrett Foster.

Mr. Billy Ted Smith, Commissioner, Jasper ESD #1, made a motion to approve the updated COMMC Advisory Committee to represent the City of Jasper as presented and recommended. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

24-083 COMMUNITY SERVICES DIVISION (CSD)

➤ Ms. Sara Torres-Garcia, Director, Community Services Division (CSD), requested approval for a contract between the SETRPC-Community Services Division (CSD)/Community Services Block Grant (CSBG) and CAP60 Database Management Solution. CSD conducted an Invitation for Bid (IFB) process and accepted vendor proposals for Information Technology Support Services. The bid was to obtain software to track client data and information that CSD reports to the State office. Since CSD is a Community Services Block Grant, there are federal requirements for CSD to adhere to organizational standard operations and accountabilities, especially Category 9: Data and Analysis. The proposals received were reviewed and scored based on their ability to meet the program specifications. After reviewing, scoring, and careful consideration of all proposals received, a final vendor was selected, CAP60 Data Management Solution.

Mayor Randy Branch, City of West Orange, made a motion to approve the contract between the SETRPC CSD/CSBG and CAP60 Database Management Solution. Commissioner Dennis Marks, Jasper County, seconded the motion. The motion carried unanimously.

24-084 FUTURE CALENDAR

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, stated that on November 28-29, 2024, the SETRPC offices will be closed in observance of Thanksgiving and again on December 24-25, 2024 in observance of Christmas. The next Executive Committee meeting will be held on Wednesday, December 18, 2024, at 12:00 p.m., in the Mayor Homer E. Nagel room. Ms. Carver then reminded the committee to mark their calendars for the SETRPC Annual Meeting and Installation of Officers on Thursday, January 16, 2025, 6:30 P.M. at the Beaumont Event Centre.

24-085 OTHER, OLD, & UNFINISHED BUSINESS

➤ Tell Me Something Good:

First, Ms. Shanna Burke, Executive Director, SETRPC, shared an article from the *Beaumont Enterprise* regarding supplemental environmental projects that are in the area. For any industry that gets a fine in TCEQ, they can apply that fine or a portion of that fine to a local project. The SETRPC runs two of the three projects that are in the area. One is the Lighthouse Program, which is an energy efficiency program that Ms. Pam Lewis, Lighthouse Program Manager, CSD, is over in the Port Arthur area and has just been expanded to the Charlton-Pollard area in Beaumont. The second program is an Air Monitoring project for some of the industrial plants that are in the area which Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER) is over.

Second, Ms. Burke, shared an email from Ms. Bonnie Brooks, Community Outreach Coordinator, CSD, with an overview of the 2024 Jasper County Stand Down for Veterans. There were 113 veterans, 61 non-veterans, 24 volunteers in attendance, plus a few more who came in the late afternoon. There were 57 vendors registered, 20 haircuts, 22 vaccinations given, and 11 blood donations. Ms. Burke encouraged anyone who has not attended a Stand Down, to do so.

Judge Mark Allen, Jasper County, thanked Ms. Burke, Ms. Brooks and everyone that showed up. Ms. Brooks and her team spend months putting these events together, and the events have been a great success. Veterans and their families around the region, and several who attended from all over Texas, all appreciate the services that are offered. Judge Allen added that one veteran from the Viet Nam era showed up an hour and a half after the event, and that they are able to feed him and listen to him share his experience and what went on with him during that war.

Ms. Shanna Burke stated that this can't be done without the community's support. Ms. Burke then referred to the 2025 Stand Down for Veterans schedule, where Hardin County and Lumberton will have events for the first time. Ms. Burke urged everyone to thank a veteran.

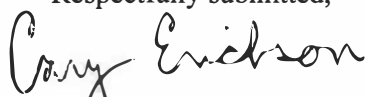
Third, Ms. Hannah Klauss, Director, Golden Triangle RSVP (RSVP), recognized a very special person on their team, Ms. Penny Pearson, Volunteer Coordinator. Ms. Pearson has been with the Golden Triangle RSVP for over 25 years and in that time, she has faithfully served as volunteer coordinator and has been a catalyst for service and volunteerism among seniors across Southeast Texas. During her time with RSVP, Ms. Pearson has recruited hundreds of new volunteers, providing valuable orientation, training, and placement where they are needed most. Mr. Gerard Parigi, Program Director, Market to Hope, expressed his appreciation for Ms. Pearson and all that she does for Market to Hope, for bringing in volunteers and checking in on people. Mr. Parigi also thanked and recognized Ms. Twyla Baker, RSVP volunteer, for her volunteerism at the Market to Hope and has nominated her to the Diocese of Beaumont as their volunteer of the year.

Last, Ms. Shanna Burke, Executive Director, SETRPC, gave thanks to the Area Agency on Aging (AAA) for prompting spirit days for the week of Thanksgiving and the week of Christmas. Also, Ms. Burke expressed her happiness that Mayor Glenn Johnson, City of Port Neches, was once again able to attend Executive Committee and expressed hope that Commissioner Johnny Trahan, Orange County, would be able to attend soon

Commissioner Cary Erickson, Jefferson County, recognized and thanked Commissioner Eddie Arnold, Jefferson County, for stepping in as commissioner again after the untimely and unfortunate passing of Commissioner Vernon Pierce, Jefferson County. Commissioner Arnold will be stepping down from office on December 17th. Commissioner Erickson shared his appreciation to Commissioner Arnold on behalf of everyone.

➤ In conclusion, there being no other, old, and unfinished business, the meeting adjourned at 12:38 pm.

Respectfully submitted,



Commissioner Cary Erickson, Jefferson County
Secretary

Attachment A

A RESOLUTION AUTHORIZING SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION TO SEEK AND SECURE A LOAN AGREEMENT WITH A QUALIFIED FINANCIAL INSTITUTION

WHEREAS, the South East Texas Regional Planning Commission seeks to explore funding opportunities with a qualified financial institution for an acceptable loan agreement; and,

WHEREAS, the South East Texas Regional Planning Commission seeks authorization to enter into a loan agreement with a qualified financial institution; and,

WHEREAS, the South East Texas Regional Planning Commission's Executive Director and Finance Director will work with the Officers of the Executive Committee on the selection of a qualified financial institution for a loan agreement; and,

WHEREAS, the South East Texas Regional Planning Commission may have temporary financial operational needs due to the untimely payment from federal or state agencies; and,

NOW, THEREFORE BE IT HEREBY RESOLVED:

- 1) That the South East Texas Regional Planning Commission Executive Committee authorizes the Executive Committee Officers, Executive Director and Finance Director to negotiate and execute a loan agreement with qualified financial institution up to the amount of \$500,000 on terms and conditions deemed acceptable, including but not limited to, interest rates, fees, collateral requirements, and repayment schedules, and to execute all necessary documents to establish and maintain such agreement.**
- 2) That the South East Texas Regional Planning Commission Executive Director is authorized to sign a loan agreement with qualified financial institution.**
- 3) That these monies will only be utilized to pay temporary operational costs, as needed, and repaid according to the approved loan agreement.**
- 4) That interest charges incurred on this note will be charged to the General Fund and not to any federal or state grants.**

I hereby certify that the South East Texas Regional Planning Commission Executive Committee adopted this resolution unanimously on the 20th day of November 2024.



**County Judge Wayne McDaniel, President
South East Texas Regional Planning
Commission**



**Commissioer Cary Erickson, Secretary
South East Texas Regional Planning
Commission**

2025 SETRPC HOLIDAY SCHEDULE

DATE	DAY	HOLIDAY
January 1, 2025	Wednesday	New Year's Day
January 20, 2025	Monday	Martin Luther King, Jr.
February 17, 2025	Monday	Presidents' Day
April 18, 2025	Friday	Good Friday
May 26, 2025	Monday	Memorial Day
June 19, 2025	Thursday	Juneteenth
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 11, 2025	Tuesday	Veterans Day
November 27-28, 2025	Thursday/Friday	Thanksgiving
December 24-26, 2025	Wednesday/Thursday/Friday	Christmas
January 1, 2026	Thursday	New Year's Day