

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX 77703
MAYOR HOMER E. NAGEL ROOM
OCTOBER 15, 2025, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, October 15, 2025. SETRPC 1st 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

County Judge Wayne McDaniel, Hardin County
Commissioner Ernie Koch, Hardin County
County Judge Mark Allen, Jasper County
County Judge Jeff Branick, Jefferson County
Mr. Fred Jackson, County Assistant (Representative for Judge Jeff Branick), Jefferson County
Commissioner Cary Erickson, Jefferson County
Commissioner Brandon Willis, Jefferson County
Commissioner Kirk Roccaforte, Orange County
Councilmember Chris Durio, City of Beaumont
Councilmember Jim Wright, City of Bevil Oaks
Councilmember Aaron Roccaforte, City of Bridge City
Mayor Clark McLane, City of Jasper
Councilmember Amanda Gates, City of Kirbyville
Mayor Jeff Darby, City of Nederland
Mayor Pro Tem Sheila Faske, City of Rose City
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. Allen Sims, General Manager, Jefferson County Drainage District #7 (DD7)

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

Commissioner L. W. Cooper, Jr., Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Amanda Young, Hardin County
Commissioner Kevin Holloway, Jasper County
Commissioner Dennis Marks, Jasper County
Commissioner Seth Martindale, Jasper County
Commissioner Willie Stark, Jasper 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
Mayor David Rutledge, 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
Councilmember Angel McCroskey, City of Jasper
Mayor Frank George, City of Kirbyville
Mayor Fred Williams, City of Kountze
Councilmember Johnnie Mae Daigle, City of Kountze
Mayor Don Surratt, City of Lumberton
Mr. Randy Hicks, (Representative for Mayor Don Surratt), Lumberton IDC Board Director
Councilmember (Vacant), City of Lumberton
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 Jay Odom, City of West Orange
Mayor Pauline Brown, City of Pine Forest

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Councilmember Deanna Smith, City of Pine Forest
Mayor Sarah McClendon, City of Pinehurst
Councilmember Michael Shahan, City of Pinehurst
Mayor Charlotte Moses, City of Port Arthur
Councilmember (Vacant), City of Port Arthur
Mayor (Vacant), City of Port Neches
Councilmember Robert Arnold, City of Port Neches
Mayor Tony Wilcoxson, City of Rose City
Mayor David Lang, City of Rose Hill Acres
Mayor Pro Tem Cindy Mason, City of Rose Hill Acres
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
Ms. Risa King, Information Specialist, Lower Neches Valley Authority (LNVA)
Mr. Nicholas Carter, President, Lumberton Municipal Utility District (MUD)
Mr. Brad Haeggquist, General Manager, Mauriceville 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)
Ms. Laura Moore, Director, Jasper Hospital District
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. Jim Philp, Commissioner, Hardin County Emergency Services District #2 (ESD #2)
Mr. Billy Ted Smith, Commissioner, Jasper County Emergency Services District #1 (ESD #1)
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, Commissioner, Port of Beaumont
Mr. John Comeaux, Commissioner, Port of Port Arthur
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
Mr. Joe Evans, Board Trustee, 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
Ms. Glenda Lacy, HR Manager, SETRPC/Director, Disaster Recovery Division (DRD)
Mr. Jeff King, Finance Director, SETRPC
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network
Ms. Halie Smith, Director, Area Agency on Aging (AAA)/2-1-1 Texas
Ms. Gwen Young, Call Technician, 2-1-1 Texas
Ms. Kaylan Arendale, Director, Criminal Justice & Homeland Security Division (CJHSD)
Ms. Sara Torres-Garcia, Director, Community Services Division (CSD)
Ms. Tyronna McKenzie, Director, Foster Grandparent Program (FGP)
Ms. Hannah Klauss, Director, Golden Triangle RSVP Division (RSVP)

STAFF PRESENT, Continued

Mr. Jeremy Robison, Director, Information Technology (IT)
Ms. Janeal White, SETCH Coordinator, SETRPC
Mr. Bob Dickinson, Director, T&ER
Mr. James Moore, Senior Transportation Analyst, T&ER

GUESTS PRESENT

Mr. Blake Hopper, Deputy District Director, Representative Randy Weber
Mr. Toby Davis, Assistant Manager, Jefferson County Drainage District #7 (DD7)
Mr. Robert Grimm, Emergency Management, Jefferson County
Ms. Victoria Nation Tropp, APM, LJA Engineering
Dr. Brian Williams, Executive Director, Lamar University Center for Resiliency
Ms. Nina Gjoci, Director of Research, Lamar University
Ms. Kaitlyn Addington, Resilience Fellow, SBP
Mr. Bart Standley, Vice-President, Tetra Tech, Inc.
Ms. Brittany Eck, Director of Communications, Texas General Land Office
Ms. Rhonda Masters, Community Outreach Coordinator, Texas General Land Office
Ms. Cydnye Robinson, Community Outreach Coordinator, Texas General Land Office
Ms. Kalyn Scott, Director Development Planning Ops. Support, Texas General Land Office
Mr. Chris Sallese, RBFS East Region Program Manager, GFT for the Texas General Land Office

25-064 APPROVAL OF SEPTEMBER 17, 2025, EXECUTIVE COMMITTEE MINUTES

➤ Commissioner Cary Erickson, Jefferson County, made a motion to approve the September 17, 2025, Executive Committee Minutes. Mayor Jeff Darby, City of Nederland, seconded the motion. The motion carried unanimously.

**25-065 APPROVAL OF INVESTMENT REPORT FOR QUARTER ENDED SEPTEMBER 30, 2025
APPROVAL OF TREASURER'S REPORT FOR AUGUST 2025**

➤ Mr. Josh Allen, President, Jefferson County Drainage District #6 (DD6), made a motion to approve the Investment Report for Quarter Ended September 30, 2025 and the Treasurer's Report for August 2025. Mayor Jeff Darby, City of Nederland, seconded the motion. The motion carried unanimously.

25-066 ADMINISTRATION

➤ Ms. Shanna Burke, Executive Director, SETRPC, invited the Texas General Land Office (GLO) to demonstrate the Texas Disaster Information Systems (TDIS) Flood Computer Modeling Application. Ms. Kalyn Scott, Director of Planning Studies, GLO, shared information on the TDIS and how it is going to showcase river basin flood study models and how to access that information and use the application in real time to benefit communities.

Ms. Scott introduced Ms. Brittany Eck, Director of Communications, GLO, who provided some highlights of the program, and Mr. Chris Sallese, East Region Project Manager with GFT, a contractor for the GLO, who, on behalf of GLO Commissioner Buckingham, provided a slide presentation overview of the different phases of the study. He stated that the river basin study was conducted under contract and has been in the works for 4-1/2 years. Mr. Sallese introduced Ms. Victoria Nation Tropp, LJA Engineering, who demonstrated the TDIS tool.

Ms. Burke extended her gratitude to the GLO for putting the presentation together and believes it is going to be a very helpful tool moving forward. More information may be obtained by contacting the GLO at GLOfloodstudies.east@recovery.texas.gov.

➤ Second, SETRPC 1st Vice-President, County Judge Mark Allen, Jasper County, on behalf of SETRPC President, Commissioner Johnny Trahan, Orange County, announced the names of those appointed to the Nominating Committee for 2026 SETRPC Officers.

- Chairperson – Former Mayor Pro Tem Mary Adams, City of Kountze
- Former Mayor Rebecca Ford, City of Bevil Oaks
- Judge John Gothia, Orange County
- Commissioner Dennis Marks, Jasper County

➤ Third, Ms. Glenda Lacy, HR Manager, SETRPC/Director, Disaster Recovery Division (DRD), presented the 2026 SETRPC Holiday Schedule for approval. (*See Attachment A.*)

Mayor Jeff Darby, City of Nederland, made a motion to approve the 2026 SETRPC Holiday Schedule. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ Fourth, Ms. Burke presented an update on the Federal Government shutdown and the SETRPC. Ms. Burke stated that the SETRPC's cash management position right now is good, and the issue will continue to be monitored. The SETRPC does have programs that are linked directly to federal grants that will be watched very closely including Volunteer Programs, Community Services, Aging, and Homeland Security in particular.

➤ Lastly, Ms. Shanna Burke shared information on the Southeast Texas Alerting Network (STAN), which is currently fully funded through a FEMA Port Securities Grant and a local contribution from the Southeast Texas Plant Managers Forum for October 1, 2025 – September 30, 2026. Earlier this year, the SETRPC reapplied through the same funding source for a three-year full operational grant and was only funded \$44,000 for program advertisements for a one-year period due to recent changes in funding priorities. The current cost to operate the STAN program is approximately \$175,000. Based on this funding shortfall, the SETRPC is compiling applicable system data usage and will be setting up meetings to include local elected officials, emergency management professionals and industry representatives to examine the needs of our communities and industry and to determine best steps forward regarding a funding solution.

25-067 AREA AGENCY ON AGING / 2-1-1

➤ Ms. Halie Smith, Director, Area Agency on Aging / 2-1-1 Texas (AAA), presented for approval Data User Agreement Policies and Procedures for the Area Agency on Aging of Southeast Texas and the South East Texas Area Information Center. On September 2, 2025, the SETRPC and the AAA received notification from the Health and Human Services Commission (HHS) indicating that AAAs would be required to complete and submit two (2) new documents for the Fiscal Year 2026 contract starting October 1, 2025. Those documents were:

1. Texas Ethics Commission – Certificate of Interested Parties
2. HHS Security and Privacy Initial Inquiry.

While both documents were completed and submitted by the given deadline of September 9, 2025, there were several specific statements within the Security and Privacy Initial Inquiry document pertaining to the Data User Agreement included in the HHS contract. Based on the information in the Security and Privacy Inquiry document, Policies and Procedures compliant with the Data User Agreement were developed for the AAA of Southeast Texas and the Southeast Texas Area Information Center. The policy updates were brought before the Regional Council on Aging and Disabilities (RCoAD) –via a virtual vote. The updates were voted on and approved. *(A copy of the updates may be obtained by contacting the SETRPC AAA Division.)*

Commissioner Cary Erickson, Jefferson County, made a motion to approve the Data User Agreement Policies and Procedures for the Area Agency on Aging of Southeast Texas and the South East Texas Area Information Center as recommended and presented. Councilmember Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

25-068 TRANSPORTATION AND ENVIRONMENTAL RESOURCES DIVISION

➤ Mr. Bob Dickinson, Director, Transportation and Environmental Resources Division (T&ER), presented for approval a request to subcontract with Nutrition and Services for Seniors (NSS) in the amount of \$380,000.00 to provide transportation services for seniors 65 or over and persons with disabilities living in Nederland, Port Neches, and Groves. These funds are from the Federal Transit Administration (FTA) 5310 program and TxDOT Public Transportation Division State Funds to continue the South East Texas Transit (SETT) services, a program of the SETRPC. The SETRPC administers SETT through NSS, a subcontractor who operates this service. SETT is a demand response transit service that transports residents who live in the service region from their homes to any type of destination within Mid-County, Port Arthur, and Beaumont which includes school, work, shopping, public services, health care facilities, grocery stores, places for entertainment, and more. A copy of the contract may be obtained by contacting Mr. Bob Dickinson at 409-899-8444 ext. 7520.

Mayor Jeff Darby, City of Nederland, made a motion to approve subcontracting with NSS in the amount of \$380,000.00 to continue the SETT services as presented. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

➤ Next, Mr. Dickinson presented for approval a request to subcontract with Orange County Transportation in the amount of \$1,043,676.40 and Nutrition and Services for Seniors (NSS) in the amount of \$ 561,979.60 to provide public transportation services in rural Orange, Hardin and rural Western Jefferson County. These funds are from the Federal Transit Administration (FTA) 5311 program and TxDOT Public Transportation Division State Funds to continue the South East Texas Transit (SETT) services, which is a curb-to-curb service providing public transportation to residents of Hardin County, rural Orange County, and rural Western Jefferson County. SETT is

available for residents living in portions of Hardin County to destinations within the county and to the City of Beaumont. Residents in portions of rural Western Jefferson County can use SETT to travel to destinations within Western Jefferson County and to Beaumont. The services are also available for all residents in Orange County for trips within Orange County, to Beaumont, or Port Arthur, and are available to residents within the service region, regardless of age or income. All vehicles are wheelchair accessible. A copy of the contract may be obtained by contacting Mr. Bob Dickinson at 409-899-8444 ext. 7520.

Commissioner Kirk Roccaforte, Orange County, made a motion to approve the subcontract with Orange County Transportation in the amount of \$1,043,676.40 and NSS in the amount of \$561,979.60 to provide public transportation services in rural Orange, Hardin, and rural Western Jefferson county as presented. Councilmember Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

➤ Lastly, Mr. Dickinson requested approval of the recommended architectural engineer for Orange County Transit Facility Improvement Project. In 2009, the SETRPC, in collaboration with Orange County, constructed the Orange County Transit Facility at 10928 FM 1442, Orange, Texas, to support the operations and maintenance of SETT's rural transit service for Orange County residents. The facility's infrastructure has aged and no longer fully meets the needs of SETT's rural transit operations. As service demands have evolved, challenges related to safety, efficiency, and capacity have become more evident. The need for improvements is driven by:

- Aging infrastructure affecting daily operations.
- Employee health and safety concerns.
- Current and future operational and maintenance requirements.

To address these challenges, targeted upgrades are proposed to enhance employee safety, improve efficiency, and ensure the facility can support long-term rural transit service delivery. Proposed improvements to the facility include:

- Installation of a new bus wash system.
- Maintenance bay upgrades to improve safety and functionality.
- Site improvements to enhance facility access and vehicle circulation.
- Facility upgrades for emergency operations, including restroom and shower conversions, washer/dryer installation, and related utility improvements.

The SETRPC's T&ER Division issued a Request For Qualifications (RFQ) on the SETRPC website seeking architectural engineering services to assist in completing this improvement project. The advertisement was also placed in the local newspaper, the *Beaumont Enterprise*. Interested firms were provided with approximately four (4) weeks to submit a proposal. One consulting firm submitted a proposal – PBK. This firm was invited to make a presentation to explain, in greater detail, their method of approach to the work task and their qualifications to accomplish the project. This meeting was held on September 22, 2025. Upon the completion of the evaluation process, PBK was a qualified candidate because:

1. PBK provided a thorough understanding and approach to the project and offered details of experience with similar projects.
2. PBK presented a cohesive and organized team to work as a collaborative partner to the T&ER staff. The project manager expressed a sincere understanding of the project and demonstrated ability to direct consultant staff to meet the objectives and requirements of this project.
3. PBK offered the schedule to ensure completion as required by TxDOT; and
4. PBK has done successful projects for Lamar Institute of Technology (LIT) AND Lamar State College Orange (LSCO).

The following documents are available for your review and are located in the SETRPC – Transportation and Environmental Resources Division office file.

1. Request for Qualification – “Orange County Transit Facility Improvement Project”
2. Copies of the Proposal

Mayor Randy Branch, City of West Orange, made a motion to approve negotiating a contract with PBK for architect and engineering services to assist T&ER staff in completing the Orange County Transit Facility Improvement Project as presented and recommended. Councilmember Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

25-069 COMMUNITY SERVICES DIVISION

➤ Ms. Sara Torres-Garcia, Director, Community Services Division (CSD), presented for approval the acceptance of the Texas Department of Housing and Community Affairs (TDHCA) 2025 Community Services Block Grant (CSBG) monitoring report. On June 25, 2025, SETRPC received correspondence from Mr. Robert Moore, TDHCA Compliance Monitor, regarding a desk monitoring for CSBG Discretionary contract number 61240004257 that would take place in the coming weeks. Mr. Moore requested that specific programmatic, financial, and case file documentation be submitted to him via a secure document transfer portal. CSD submitted all CSBG documentation as requested.

On August 20, 2025, Mr. Moore contacted the agency and requested expenditure documentation for specific selected samples. The CSD and accounting worked together to gather the additional documentation requested and submitted by the deadline given. On September 4, 2025, the agency received a letter from Mr. Moore regarding the monitoring stating that no findings were identified. However, it is the SETRPC's responsibility to "maintain compliance throughout the contract and affordability period, as applicable." Ms. Torres-Garcia stated that the CSBG Advisory Committee reviewed and discussed the monitoring during their September 24th meeting.

Mayor Danny Reneau, City of Silsbee, made a motion to accept the reviewed TDHCA CSBG monitoring report. Mayor Randy Branch, City of West Orange, seconded the motion. The motion carried unanimously.

25-070 9-1-1 EMERGENCY NETWORK

➤ Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network, shared an update on the Jasper County Microwave Tower Project. The SETRPC 9-1-1 Emergency Network is continuing construction of a 9-1-1 Jasper County Microwave Tower. The tower will allow Jasper County Sheriff's Office 9-1-1 PSAP to have a microwave back-up to the existing 9-1-1 Fiber Network. Coordination meetings have been held with the Jasper County Sheriff's Office (JCSO) and other parties involved in the project. The location of the tower has been selected to be built on JCSO property behind the Communication/Dispatch Center in Jasper. The site survey and core sampling are complete.

- Milestone 1: 25% of the contract price was paid upon the contract execution. Motorola received a check in August of 2025 for \$397,202.75.
- Milestone 2: The next payment will be 60% of the contract price due on delivery of the steel for the project. The expenditure will be a payment of \$953,286.60 in the 1st quarter of 2026.

25-071 FUTURE CALENDAR

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, announced the SETRPC Offices will be closed Tuesday, November 11th, in observance of Veterans Day and again on November 27th and 28th in observance of Thanksgiving. The next Executive Meeting will be on November 19th in the Mayor Homer E. Nagel room. Next, Ms. Carver referred to the Save the Date Annual Meeting and Installation of Officers flyer, which will be held on January 16, 2026, 6:30 pm, at the Beaumont Event Centre. Lastly, Ms. Carver referred to the flyers for the 2026 Executive Meetings schedule and the 2026 Southeast Texas Stand Down Event schedule.

25-072 OTHER, OLD, & UNFINISHED BUSINESS

➤ Tell Me Something Good:

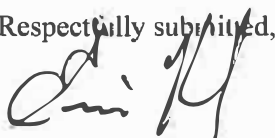
First, Ms. Shanna Burke, Executive Director, SETRPC, mentioned the Southeast Texas Stand Down that was held in Beaumont last week which had a good turnout. Ms. Bonnie Brooks, Community Outreach Coordinator, CSD "is a driving force behind that for our agency" as she works with the Veterans for Veterans (V4V) team that hosts the events. "These events continue to grow and are a huge collaborative event." Ms. Burke urges people to attend. She remarked, "This is definitely something good and definitely makes you feel good."

Second, Ms. Burke reflected on Mayor Glenn Johnson's, City of Port Neches, passing. She noted that he always had a smile that he shared freely, was always ready to jump in and help, let you know where he stood, was always open for lively debate, loved to hear what you had to say, and could always be taken for his word. She recognized his love for Port Neches and observed that he believed in regionalism and southeast Texas. "He will be greatly missed."

Lastly, Ms. Burke spoke on the Executive Committee and how they bring value to everything that is done at the SETRPC and the help that is day to day. She then thanked everyone for their willingness to serve and to do good, all with grace. All are greatly appreciated.

➤ There being no other, old, and unfinished business, the meeting adjourned at 1:10 pm.

Respectfully submitted,



Commissioner Ernie Koch, Hardin County
Secretary

2026 SETRPC HOLIDAY SCHEDULE

DATE	DAY	HOLIDAY
January 1, 2026	Thursday	New Year's Day
January 19, 2026	Monday	Martin Luther King, Jr.
February 16, 2026	Monday	Presidents' Day
April 3, 2026	Friday	Good Friday
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	Juneteenth
July 3, 2026	Friday	Independence Day
September 7, 2026	Monday	Labor Day
November 11, 2026	Wednesday	Veterans Day
November 26-27, 2026	Thursday/Friday	Thanksgiving
December 24-25, 2026	Thursday/Friday	Christmas
January 1, 2027	Friday	New Year's Day

