

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
2210 EASTEX FREEWAY, BEAUMONT, TX 77703  
MAYOR HOMER E. NAGEL ROOM  
NOVEMBER 19, 2025, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, November 19, 2025. SETRPC President, Commissioner Johnny Trahan, Orange 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. SETRPC President, Judge Mark Allen, Jasper County, gave the Invocation followed by the Pledge of Allegiance, led by SETRPC Treasurer, 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  
Commissioner Willie Stark, Jasper County  
Commissioner Cary Erickson, Jefferson County  
Commissioner Kirk Roccaforte, Orange County  
Commissioner Johnny Trahan, Orange County  
Councilmember Chris Durio, City of Beaumont  
Mayor Clark McLane, City of Jasper  
Councilmember Angel McCroskey, City of Jasper  
Mayor Jeff Darby, City of Nederland  
Mayor Danny Reneau, City of Silsbee  
Mr. Billy Ted Smith, Commissioner, Jasper County Emergency Services District #1 (ESD #1)  
Mr. Joshua Allen, Sr., President, Jefferson County Drainage District #6 (DD6)  
Ms. Risa King, Information Specialist, Lower Neches Valley Authority (LNVA)  
Mr. Zach Johnson, Director of Government Affairs, Sabine River Authority

**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  
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  
Commissioner Brandon Willis, Jefferson County  
County Judge John Gothia, Orange County  
Commissioner Chris Sowell, 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 Aaron Roccaforte, 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 Frank George, City of Kirbyville  
Councilmember Amanda Gates, 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  
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 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  
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  
Mayor Randy Branch, City of West Orange  
Councilmember Jay Odom, City of West Orange  
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. Allen Sims, General Manager, Jefferson County Drainage District #7 (DD7)  
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. 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. 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**

Ms. Jennifer Harris, District Services, State Senator Robert Nichols

**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  
Ms. Debbie Garlington, Controller, SETRPC  
Ms. Madison Appling, Finance Analyst, 9-1-1 Emergency Network  
Mr. Dale Boyett, GIS Coordinator, 9-1-1 Emergency Network  
Mr. Jeff Wilmore, Program Specialist, 9-1-1 Emergency Network

**STAFF PRESENT, Continued**

Ms. Loan Nguyen, Operations Manager, Area Agency on Aging/2-1-1 (AAA/2-1-1)  
Ms. Kaylan Arendale, Director, Criminal Justice & Homeland Security Division (CJHSD)  
Ms. Sara Torres-Garcia, Director, Community Services Division (CSD)  
Ms. Stephanie Robertson, Fiscal Contract Manager, CSD  
Ms. Tyronna McKenzie, Director, Foster Grandparent Program (FGP)  
Ms. Hannah Klauss, Director, Golden Triangle RSVP Division (RSVP)  
Mr. Jeremy Robison, IT Director, SETRPC  
Mr. Bob Dickinson, Director, T&ER

**GUESTS PRESENT**

Mr. Jay Guerrero, Regional Director, U.S. Senator John Cornyn  
Mr. Kelly Waterman, Regional Director, U.S. Senator Ted Cruz  
Ms. Lanie Brown, Senior Field Director, U.S. Congressman Brian Babin  
Ms. Kena Clark, Administrative Assistant, City of Silsbee  
Mr. Beau Hansen, City Manager, City of Sour Lake  
Ms. Kaitlyn Addington, Resilience Fellow, SBP  
Ms. Rhonda Masters, Retired, Texas General Land Office  
Ms. Cydnye Robinson, Community Outreach Coordinator, Texas General Land Office  
Mr. Luke Kretschmer, Client Services Manager, Grant Works  
Ms. Natalie Roberts, Executive Assistant, Jefferson County Pct. #4

**25-073 APPROVAL OF OCTOBER 15, 2025, EXECUTIVE COMMITTEE MINUTES**

➤ Judge Mark Allen, Jasper County, made a motion to approve the October 15, 2025, Executive Committee Minutes. Commissioner Cary Erickson, Jefferson County, seconded the motion. The motion carried unanimously.

**25-074 APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2025**

➤ Mr. Billy Ted Smith, Jasper County ESD #1, made a motion to approve the Treasurer's Report for September 2025. Mayor Danny Reneau, City of Silsbee, seconded the motion. The motion carried unanimously.

**25-075 ADMINISTRATION**

➤ Ms. Shanna Burke, Executive Director, SETRPC, presented the 2026 SETRPC Officers for review and approval. On Tuesday, October 21<sup>st</sup> the SETRPC Nominating Committee met to discuss recommendations for Executive Committee Officers for 2026. Former Mayor Pro Tem Mary Adams, City of Kountze, Commissioner Dennis Marks, Jasper County, Former Mayor Becky Ford, City of Bevil Oaks, and County Judge John Gothia, Orange County, served on the nominating committee and recommended the following:

- President - Judge Mark Allen, Jasper County
- 1<sup>st</sup> Vice-President - Councilmember Chris Durio, City of Beaumont
- 2<sup>nd</sup> Vice-President - Mayor Danny Reneau, City of Silsbee
- 3<sup>rd</sup> Vice-President - Councilmember Amanda Gates, City of Kirbyville
- 4<sup>th</sup> Vice-President - Mayor Randy Branch, City of West Orange
- 5<sup>th</sup> Vice-President - Commissioner Cary Erickson, Jefferson County
- Treasurer - Commissioner Ernie Koch, Hardin County
- Secretary - Commissioner Kirk Roccaforte, Orange County

Judge Wayne McDaniel, Hardin County, made a motion to approve the SETRPC 2026 officers as recommended by the nominating committee. Mr. Josh Allen, Sr., President, Jefferson County DD6, seconded the motion. The motion carried unanimously.

➤ Second, Mr. Jeff King, Director, Finance, presented updates to the SETRPC Procurement Policy to align more closely with the current Federal Uniform Guidance 2 CFR 200 and the Texas Grant Management Standards for approval as follows:

- 1.) Change Uniform Grants Management Standards to Texas Grant Management Standards. (Page 4)
- 2.) Change requirements for Purchase Orders from \$3,500 to \$10,000. (Page 8)
- 3.) Update wording for Non-competitive procurements (no requirement for competitive bids) to read Micro-Purchases. (Page 9)
- 4.) Change newly worded Micro-Purchases threshold amounts from \$3,500 to \$10,000. (Page 9)
- 5.) Update the language in the procurement policy to add the word "Simplified Acquisition" when referencing our informal procurements. (Page 9)

- 6.) Change newly worded Simplified Acquisition Informal – Telephone/Facsimile/Electronic Mail threshold amount from \$3,501 to \$10,001. (Page 9)

As of 10/1/25, the current Micro-Purchase threshold amount in the Federal Uniform Guidance 2 CFR 200 is \$15,000 and in the Texas Grant Management Standards the amount is \$10,000. The increase in our Micro-Purchase threshold amount will allow us to more closely align with both the Federal and State guidelines and result in administrative cost savings and efficiencies. *(A copy of the SETRPC Procurement Policy may be obtained by contacting Mr. Jeff King at 409-924-6044 or jking@setrpc.org.)*

Commissioner Cary Erickson, Jefferson County, made a motion to approve the SETRPC Procurement Policy updates to align with the Federal Uniform Guidance 2 CFR 200 and the Texas Grant Management Standards as recommended and presented. Commissioner Ernie Koch, Hardin County, seconded the motion. The motion carried unanimously.

➤ Third, Ms. Shanna Burke, Executive Director, introduced Ms. Kaitlyn Addington, SBP Resilience Fellow, who then gave an overview of the SBP program. The SBP program serves Jefferson, Orange, Hardin and Jasper Counties, and is dedicated to helping small and medium sized communities strengthen ties both before and during disaster recovery by building/rebuilding homes, increasing preparedness and resilience, and improving systems and marketing. This is done through bolstering resilience and streamlining recovery process, identifying access and mobile resources to mitigate suffering and loss from hazards and disasters, and increasing local capacity for small and medium size communities. Specifically, SBP works across the disaster cycle with five (5) interventions: building homes, preparing best practices, preparing home and business owners, advising decision makers, and advocating. Ms. Addington then gave some examples of how SBP Fellows have helped communities. Fellows do this by working with jurisdictions and local nonprofits to identify, develop, fund and implement projects. Ms. Addington stated that SBP will be available to assist with upcoming CDBG-R funding.

**25-076 TRANSPORTATION & ENVIRONMENTAL RESOURCES DIVISION**

➤ Mr. Bob Dickinson, Director, Transportation and Environmental Resources Division (T&ER), presented FY 2026 Solid Waste Implementation Projects for approval. In accordance with the Texas Commission on Environmental Quality (TCEQ) rules, the Solid Waste Advisory Committee (SWAC) of the South East Texas Regional Planning Commission (SETRPC) issued a call for Solid Waste Implementation Projects in the Jasper, Jefferson, Orange, and Hardin County area on Friday, October 3, 2025. County government entities, local government entities, municipalities, and public schools were encouraged to submit eligible projects.

The funding available is \$100,000 in FY 2026 implementation funds and 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 T&ER Division of the SETRPC by 3:00 p.m. Monday, November 3, 2025. The SWAC reviewed and scored the applications received on Thursday, November 6, 2025. The applications for the following implementation projects were received, discussed in detail, and the SWAC voted unanimously to make the following recommendations:

SETRPC-HHW AND Scrap Tire Collection Event...\$ 100,000  
Total Funds Requested and Recommended: \$ 100,000

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

SETRPC-HHW AND Scrap Tire Collection Event...\$ 100,000  
Total Funds Requested and Recommended: \$ 100,000

Commissioner Kirk Roccaforte, Orange County, made a motion to approve the FY2026 Solid Waste Implementation Projects as presented and recommended. Mayor Jeff Darby, City of Nederland, seconded the motion. The motion carried unanimously.

**25-077 CRIMINAL JUSTICE & HOMELAND SECURITY DIVISION**

➤ Ms. Kaylan Arendale, Director, Criminal Justice & Homeland Security Division (CJHSD), presented the Emergency Management Planning Advisory Committee (EMPAC) Member 2026 Voting Designee List for approval. This list includes primary and alternate voting members selected by the jurisdiction’s chief elected official to serve as an EMPAC member. *(See Attachment A.)*

Judge Mark Allen, Jasper County, made a motion to approve the 2026 EMPAC voting designee list as presented and recommended. Commissioner Cary Erickson, Jefferson County, seconded the motion. Mayor Jeff Darby, City of Nederland, made a motion to amend the EMPAC list to reflect the addition of Police Chief Rod Carroll for the City of Nederland, after which Mayor Darby withdrew his motion for amendment. The original motion carried unanimously.

#### **25-078 9-1-1 EMERGENCY NETWORK**

➤ Mr. Jeff Wilmore, Program Specialist, 9-1-1 Emergency Network, asked for approval to Issue a Purchase Order for AT&T 9-1-1 Call Handling Equipment not to Exceed the Amount of \$2,720,776.64. The SETRPC 9-1-1 Emergency Network will be replacing 9-1-1 call handling equipment at all 13 public safety answering points and the 9-1-1 training room which serves as the region's back up public safety answering point. The call handling equipment is on a 3-year life cycle for the front room equipment and a 6-year life cycle for the backroom equipment. The project will be replacing both front and backroom equipment which satisfies guidelines contained in CSEC Program Policy Statement 028: Equipment Replacement, Exhibit A. The project will begin in Quarter 1 of 2026 and will be installed by AT&T and Motorola technicians. The installation portion of the project is expected to take four (4) weeks. The purchase will be through the H-GAC Buy Program.

Mayor Jeff Darby, City of Nederland, made a motion to approve issuing the purchase order for AT&T 9-1-1 call handling equipment not to exceed \$2,720,776.64 as presented and recommended. Judge Mark Allen, Jasper County, seconded the motion. The motion carried unanimously.

#### **25-079 FUTURE CALENDAR**

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, announced the SETRPC Offices will be closed Thursday, November 27<sup>th</sup> and 28<sup>th</sup> in observance of Thanksgiving and again on December 24<sup>th</sup> through 26<sup>th</sup> in observance of Christmas. The next executive committee meeting is scheduled for Wednesday December 17<sup>th</sup>. Next, Ms. Carver noted the "Save the Date" flyer for the Annual Meeting and Installation of Officers which will be held on Thursday January 15, 2026, 6:30 pm, at the Beaumont Event Centre. Also presented were the Southeast Texas Stand Down calendar for 2026 and the 2026 Executive Committee Meeting schedule.

In closing, Ms. Carver announced that the 2026 SETRPC Executive Committee Officers will be meeting with Ms. Shanna Burke, Executive Director, SETRPC, in the Transportation Conference room on February 18<sup>th</sup>, following the Executive Committee Meeting. Lastly, Ms. Carver reviewed the news articles for posting deadlines and the 2030 census which were in the *County Magazine*.

#### **25-080 OTHER, OLD, & UNFINISHED BUSINESS**

➤ Tell Me Something Good:

First, Ms. Shanna Burke, Executive Director, SETRPC, wished Judge Mark Allen a Happy Birthday.

Next, Ms. Burke shared the news that Ms. Rhonda Masters, Community Outreach Coordinator, Texas General Land Office (GLO), retired from the GLO, effective November 7, 2025. Ms. Masters served 32 years with the State of Texas of which 29 of those years were with the GLO where she served as community outreach coordinator for Jefferson County for seven (7) of those years. Ms. Burke then introduced Ms. Cydnye Robinson, Community Outreach Coordinator, GLO, who presented Ms. Masters with a challenge coin, along with a resolution, from Texas GLO Commissioner Dawn Buckingham. Ms. Robinson shared her thoughts and love for Ms. Masters, who in turn expressed her fond thoughts on the years and the counties in which she served.

➤ There being no other, old, and unfinished business, the meeting adjourned at 12:33 pm.

Respectfully submitted,



Commissioner Ernie Koch, Hardin County  
Secretary



## EMPAC Committee Designees 2026

<u>Jurisdictions</u>	<u>Designee/Alternate(s)</u>
Hardin County	Aaron Tupper – EMC
	Wayne McDaniel – County Judge
Jasper County	Billy Smith – EMC
	Mark Allen – County Judge
Jefferson County	Robert Grimm – EMC
	Jeffry Phillips – Deputy EMC
Orange County	Joel Ardoin – EMC
	Leon George – Deputy EMC
Beaumont, City of	Tim Ocnaschek – Police Chief
	Sky Kolan – Grants Coordinator
	Shaqueena Nobles - EMC
Bevil Oaks, City of	Sabreena Crain – City Clerk
	Barbara Emmons – Mayor
Bridge City, City of	Tod McDowell – Police Chief/EMC
	David Rutledge – Mayor
	Robert Bergeron – Asst. Police Chief
China, City of	Matt Lopez - Mayor
	Whitney Gray – Mayor Pro Tem
Groves, City of	Lance Billeaud – Fire Chief
	Christopher Robin – City Marhsall
	Robert “Tony” Phillips – Chief Deputy
Kountze, City of	George T. Drake – Public Works Director/EMC
	Brent Slaughter – Police Chief
Lumberton, City of	Danny Sullins – Police Chief
	Steve Clark – City Manager
Nederland, City of	Terry Morton – Fire Chief
	<del>Robert Woods – Public Works</del>
Nome, City of	Kerry Abney – Mayor
Orange, City of	Mike Zeto – CIS Manager
	Payton Smith – Deputy Fire Chief/EMC
	John Bilbo – Fire Chief

President – Johnny Trahan, Orange County | 1<sup>st</sup> VP – Mark Allen, Jasper County | 2<sup>nd</sup> VP – Vacant  
3<sup>rd</sup> VP – Danny Reneau, Silsbee | 4<sup>th</sup> VP – Amanda Gates, Kirbyville | 5<sup>th</sup> VP – Randy Branch, West Orange  
Treasurer – Cary Erickson, Jefferson County | Secretary – Ernie Koch, Hardin County

Executive Director – Shanna Burke

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Pine Forest, City of	Cathy Nagel – Mayor
	James McCullar – Mayor Pro Tem
	Michelle Josey – City Secretary
	Lacey Tuner
Pinehurst, City of	Stephen Stroud – Police Chief/EMC
	Adam Good – Captain/Asst. EMC
Port Arthur, City of	Robert “Louie” Havens – Deputy Fire Chief/Deputy EMC
	Jermey Houston – Deputy Police Chief/ EMC
	John Boleyn – Coordinator of Support Services
	Antonio Mitchell – Interim Deputy Fire Chief
Port Neches, City of	Eloy Vega – Fire Chief/EMC
	Cheri Griffith – Police Chief
	David Reeves – Asst. Police Chief
Rose City, City of	Tony Wilcoxson – Mayor
	Dora Tarbox – City Secretary
Rose Hill Acres, City of	Rick Thomisee – Municipal Judge
	David Lang – Mayor
Silsbee, City of	Shawn Blackwell – Police Chief
	DeeAnn Zimmerman – Asst EMC/City Manager
	Danny Reneau - Mayor
	Robert Peden – Asst. Police Chief
Sour Lake, City of	Beau Hansen – City Manager
	Aaron Burleson – Police Chief
	Michael Hendrix – Mayor
Taylor Landing	John Durkay – Mayor
Vidor, City of	Rodney Johnson – Police Captain/EMC
	<del>Red Carroll – Police Chief</del>
West Orange, City of	Michael Stelly – Police Chief
	Matt Frederick – Lieutenant
	Jessie Romero – Asst. Police Chief
	Tod McDowell – Bridge City Police Chief

