

**SOUTHEAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX 77703
MAYOR HOMER E. NAGEL ROOM
JULY 15, 2026, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, July 15, 2026. SETRPC President, Jasper County Judge Mark Allen, called the meeting to order at 12:02 pm. A roll call of Executive Committee members to establish a quorum was conducted by Ms. Suzanne Carver, Executive Assistant, SETRPC. SETRPC 3rd Vice-President, Councilmember Amanda Gates, City of Kirbyville, gave the Invocation followed by the Pledge of Allegiance, led by SETRPC Treasurer, Commissioner Ernie Koch, Hardin County.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

County Judge Wayne McDaniel, Hardin County
Commissioner Ernie Koch, Hardin County
County Judge Mark Allen, Jasper County
Commissioner Dennis Marks, Jasper County
Commissioner Kirk Roccaforte, Orange County
Mayor Aaron Roccaforte, City of Bridge City
Mayor Clark McLane, City of Jasper
Councilmember Bob Mayhar, City of Jasper
Councilmember Amanda Gates, City of Kirbyville
Mayor Glenn Matthews, City of Kountze
Councilmember Matt Chandler, City of Orange
Mr. Kelvin Knauf, Planning Director, City of Orange
Mayor Robert Arnold, City of Port Neches
Mayor Pro Tem William Bass, City of Silsbee
Mayor Michael Hendrix, City of Sour Lake
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. Joshua Allen, Sr., President, Jefferson County Drainage District #6 (DD6)
Mr. Zach Johnson, Director of Legislative 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 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 Cary Erickson, 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 Johnny Trahan, Orange County
Commissioner Robert Viator, Orange County
Mayor Roy West, City of Beaumont
Councilmember Chris Durio, City of Beaumont
Mayor Cheri Mitchell, City of Bevil Oaks
Councilmember Jim Wright, City of Bevil Oaks
Councilmember Gina Mannino, 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 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 Jeff Darby, City of Nederland
Councilmember Jeff Ortiz, City of Nederland
Mayor Kerry Abney, City of Nome
Councilmember (Vacant), City of Nome

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Councilmember (Vacant), City of Nome
Mayor Larry Spears, Jr., City of Orange
Mayor Pauline Brown, City of Pine Forest
Councilmember Deanna Smith, City of Pine Forest
Mayor Lee Hayes, City of Pinehurst
Councilmember Michael Shahan, City of Pinehurst
Mayor Charlotte Moses, City of Port Arthur
Councilmember (Vacant), City of Port Arthur
Councilmember Jeff Ortiz, 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 Danny Reneau, City of Silsbee
Councilmember (Vacant), City of Sour Lake
Mayor Phil Owens, City of Taylor Landing
Commissioner Tim Romero, City of Taylor Landing
Mayor Misty Songe Hart, 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. 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. 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)
Mr. Brad Haeggquist, General Manager, Mauriceville Municipal Utility District (MUD)
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. Risa King, Information Specialist, Lower Neches Valley Authority (LNVA)
Ms. Sheri Arnold, Commissioner, Sabine-Neches Navigation District
Mr. Rob Starr, Board Member, Southeast Texas Ground Water Conservation District
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, Texas State Representative Robert Nichols

STAFF PRESENT

Ms. Shanna Burke, Executive Director, Administration
Ms. Suzanne Carver, Executive Assistant, Administration
Mr. Jeff King, Finance Director, Administration
Ms. Tyronna McKenzie, Director, Foster Grandparent Program (FGP)
Ms. Glenda Lacy, Manager, Human Resources/Director, Disaster Recovery Division, (DRD)
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network
Ms. Sara Torres-Garcia, Director, Community Services Division (CSD)
Ms. Kaylan Arendale, Director, Criminal Justice & Homeland Security Division (CJHSD)
Ms. Halie Smith, Director, Area Agency on Aging/2-1-1 (AAA)
Ms. Hannah Klauss, Director, Golden Triangle RSVP (RSVP)
Ms. Debbie Garlington, Finance Controller, Administration

STAFF PRESENT, Continued

Ms. Lila Junious, GIS Specialist, 9-1-1 Emergency Network

GUESTS PRESENT

Mr. Trent Ashby, Texas State Representative District 9
Mr. Mike Kunst, City Manager, City of Orange
Mr. Kelly Waterman, Regional Director, U.S. Senator Ted Cruz
Mr. Robert Jackson, Intern, Texas A&M, U.S. Senator Ted Cruz
Mr. Deacon Donahoo, Intern, University of Texas Austin, U.S. Senator Ted Cruz
Ms. Kena Clark, Administration, City of Silsbee
Mr. R.B. Maxwell, Executive Director, M&O, Beaumont Independent School District (BISD)
Captain Eric Payne, Sr., BISD Police
Ms. Kaitlyn Addington, Resilience Fellow, SBP
Dr. Brian Williams, Executive Director, Center for Resiliency, Lamar University
Ms. Teressa Robertson, Center for Resiliency, Lamar University
Ms. Jenna Williams, Intern, Center for Resiliency
Ms. Ana Perada, Executive Director of Workforce, Lamar Institute of Technology
Mr. Justin Meyer, Project Manager, Grant Management, Traylor & Associates
Ms. Cheryl Ray, Assistant Project Manager, Traylor & Associates
Ms. Amy Tanner, Client Services Manager, GrantWorks

26-043 APPROVAL OF MAY 20, 2026, EXECUTIVE COMMITTEE MINUTES

APPROVAL OF APRIL 15, 2026, EXECUTIVE COMMITTEE MINUTES (REVISED JULY 15, 2026)

➤ Commissioner Billy Ted Smith, Jasper County Emergency Services District #1 (ESD #1), made a motion to approve the May 20, 2026, Executive Committee Minutes. Mayor Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Shanna Burke, Executive Director, South East Texas Regional Planning Commission (SETRPC) presented revised April 15, 2026, Executive Committee Meeting Minutes for approval. When the April 15, 2026, Minutes were adopted in May, there were two (2) attachments that were inadvertently not included, although they were presented and approved at the April 15th meeting. They included Breakdown of STAN costs (Attachment C) and Criminal Justice Advisory Committee (CJAC) Funding Recommendations (Attachment D).

Commissioner Jim Philp, Hardin County ESD #2, made a motion to approve the April 15, 2026, Executive Committee Minutes - Revised July 15, 2026. Mayor Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

26-044 APPROVAL OF TREASURER'S REPORT FOR APRIL 2026

APPROVAL OF TREASURER'S REPORT FOR MAY 2026

➤ Commissioner Kirk Roccaforte, Orange County, made a motion to approve the Treasurer's Report for April 2026. County Judge Wayne McDaniel, Hardin County, seconded the motion. The motion carried unanimously.

➤ Next, County Judge Wayne McDaniel, Hardin County, made a motion to approve the Treasurer's Report for May 2026. Mayor Aaron Roccaforte, City of Bridge City, seconded the motion. The motion passed unanimously.

26-045 ADMINISTRATION

➤ First, Mr. Jeff King, Finance Director, SETRPC, presented the Proposed Budget and Indirect Cost Plan for FY 2027 for approval. He reported that the Budget Committee met on July 8th to review and discuss the FY 27 budget, and a draft copy of the budget was posted to the SETRPC website for review on July 8th. Mr. King then provided some highlights of the budget proposal as follows:

- No changes in dues and assessments. It remains at \$.12 per capita for general purpose governments, aligned to the 2020 population figures;
- The fixed fee for special purpose governments remains at \$150.00;
- Estimate for every \$1 of member dues & assessments there is a direct service return of \$50.31;
- Provides for 48 full-time and four (4) part-time positions;
- Reflects an organization wide salary increase of 3.46%;
- Allows for an Estimated Indirect Cost Rate of 33.8%, along with an estimated Fringe Benefit Rate of 58.7%; and ,
- Includes projected expenditures of approximately \$17.9 M, consistent compared to FY26.

As a special note, pages 29-64 have the program summaries which give a brief description of the services offered by each division and their estimated expenditures for the coming year.

Commissioner Billy Ted Smith, Jasper County ESD #1, made a motion to approve the Proposed SETRPC Budget and Indirect Cost Plan for FY 2027 as presented. Mayor Aaron Roccaforte, City of Bridge City, seconded the motion. The motion carried unanimously.

➤ Second, Ms. Shanna Burke, Executive Director, South East Texas Regional Planning Commission (SETRPC) presented for discussion and approval the Texas Community Development Block Grant (TxCDBG) Community Development (CD) Fund Project Priorities. Ms. Burke reported that on Wednesday, July 1st, a public meeting was held to discuss and make recommendations for project priorities and scoring values for Southeast Texas for the TxCDBG program. This is done biannually, and these will be used in conjunction with criteria established by the Texas Department of Agriculture (TDA) and the TDA Scoring Committee for non-entitlement, non-disaster TxCDBG funds for the upcoming year.

Ms. Burke then provided details on the overall scoring process for applications, Regional Project Priority Scoring Element, that are submitted to TDA for CDBG. (*See Attachment A.*)

- Applications can be assigned up to 200 points, 50 points come from regional priorities that are set locally;
- 130 points are assigned by the statewide unified scoring committee, which will be discussed and decided upon at a meeting on September 2, 2026, in Abilene, TX.
- 20 points come from TDA staff and are usually made up of scores that are comprised of past performance and their Texas CDBG priorities.

Next, Ms. Burke provided factors on the Project Priority Tier, which were discussed. First Tier projects, or primary projects, automatically receive the maximum of 50 points. Second-tier projects would be assigned 40 points and third-tier projects would receive 20 points.

Ms. Burke reported that after that meeting a comment was submitted by someone who was at the meeting requesting that parks and recreational facilities be upgraded from a priority two or second to a first-tier project, as there is someone interested in applying for funds that is looking to expand some green space that would be made available to the community for use. These priorities, as listed, are presented for approval along with 03F Parks and Recreations being upgraded to level one (1).

Commissioner Dennis Marks, Jasper County, made a motion to approve the Texas Community Development Block Grant (TxCDBG) Community Development (CD) Fund Projects Priorities as recommended and presented, including the upgrade to some green space that would be made available to the community for use as 03F Parks and Recreations being upgraded to one (1). Commissioner Ernie Koch, Hardin County, seconded the motion. The motion carried unanimously.

➤ Next, Ms. Burke presented for discussion and approval the Texas Community Development Block Grant (TxCDBG) SETRPC Unified Scoring Committee Representative. The Texas Department of Agriculture (TDA) has set a meeting of the Unified Scoring Committee (USC), that will determine criteria for the statewide scoring portion of applications submitted for regular Community Development Block Grant (CDBG) funds. This committee is comprised of twenty-four (24) representatives, one from each Council of Government (COG)/state planning region, to set scoring criteria for TxCDBG projects throughout the State of Texas.

By rule, the governing body for each region is responsible for this nomination and submission of it. Each nominee must meet the following criteria:

- Currently serve as an elected or appointed official of a non-entitlement community;
- Able to pass a basic background check; and,
- Available to travel to the Unified Scoring Committee meeting and related training that's to be held in Abilene, TX, on September 2, 2026.

Hardin County Judge Wayne McDaniel has served as the SETRPC representative on the USC in the past and is familiar with the process operated by TDA. He meets all requirements above and is familiar with the needs and concerns of the region.

Mr. Zach Johnson, Government Affairs, Sabine River Authority (SRA), made a motion that Hardin County Judge Wayne McDaniel serve as the SETRPC representative on the USC. Commissioner Dennis Marks, Jasper County, seconded the motion. The motion carried unanimously.

➤ In conclusion, Ms. Burke presented for discussion and approval a request for the SETRPC to create a private non-profit charitable organization, organized as a 501c(3), in the form of a Foundation. She explained that the creation of this entity will allow for the provision of programs and services to improve the health, education, safety, housing, environment, and general welfare of the citizens of Southeast Texas via funding sources that are traditionally only available to non-profit organizations.

Ms. Burke reported that she and Mr. Jeff King, Finance Director, SETRPC, have been meeting with other Councils of Governments (COG's), specifically South Plains Association of Government and the West Central Texas Council of Government, who have formed foundations within their regions. She explained that with federal and state funding becoming more scarce, the SETRPC is looking for ways to tap into funding sources that are available for projects and be able to bring more funding within the region to address existing concerns. They have also consulted with SETRPC legal counsel who is working with the SETRPC to create the potential entity. Ms. Burke explained that everything would still come before the SETRPC board for approval, though the nonprofit would have its own board while operating under the SETRPC umbrella.

Commissioner Ernie Koch, Hardin County, made a motion to approve the request for the SETRPC to create a private non-profit charitable organization, organized as a 501c3 in the form of a foundation. Mayor Aaron Roccaforte, City of Bridge City, seconded the motion. This was followed by a very brief discussion in which Ms. Burke replied that as of now primarily veterans’ programs are being funded in the other COG’s. The motion carried unanimously.

26-046. COMMUNITY SERVICES DIVISION

Ms. Sara Torres-Garcia, Director, Community Services Division, CSD, presented for approval the updated “Succession Plan: Process for Hiring/Replacing the Executive Director.” Ms. Torres-Garcia stated that although a succession plan was adopted on October 18, 2023, new guidance has been received from the Texas Department of Housing and Community Affairs (TDHCA). Organization Standards require each agency to establish and follow policies and procedures regarding Community Services Block Grant Maximum Feasible Participation, Vision & Direction, and Operations & Accountability.”

The *Vision and Direction* portion of the Org Standards reflects organization and leadership and reads, “The organization has a written succession plan in place for the CEO/ED, approved by the board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.” According to organizational standards, documentation must be submitted to show the CSD is meeting those standards.

Ms. Torres-Garcia stated that she and Mrs. Shanna Burke, Executive Director, reviewed the October 18, 2023 version of the Succession Plan and made revisions which included breaking it into a temporary replacement of the SETRPC Executive Director, a second portion describing how the process would work and what it would look like. To ensure compliance with Organizational Standard 4.5, Ms. Torres-Garcia, on behalf of the SETRPC CSD, respectfully requested the Executive Committee’s review and approval of the updated “Succession Plan: Process for Hiring/Replacing the Executive Director” as presented. (*See Attachment B.*)

Mayor Aaron Roccaforte, City of Bridge City, made a motion to approve the Updated Succession Plan; Process for Hiring /Replacing the Executive Director. President Josh Allen, Sr., Beaumont Drainage District 6 (DD6) seconded the motion. The motion carried unanimously.

26-047. CRIMINAL JUSTICE & HOMELAND SECURITY DIVISION

Ms. Kaylan Arendale, Criminal Justice & Homeland Security Division (CJHSD), presented an overview of the Leadership Southeast (LSET) and information on admissions which are open for the Class of 2027. LSET began in 1992 and has been in operation for more than 33 years. There are six (6) classes that participants can go through, and it is an excellent organization that promotes both leadership and Southeast Texas and is an excellent networking program. She then provided key admission information and what is expected of participants

Key Admission Information

- Application deadline: July 31, 2026
- Candidates will be notified of selection status before August 1, 2026
- Tuition: \$1,200 per participant
- Participants must be employed within LSET’s nine-county service area: Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Tyler, and Bolivar Peninsula of Galveston County.

Participants in the Class of 2027 are Expected to:

- Attend at least five (5) of six (6) day-long leadership sessions;
- Engage with regional leaders and subject matter experts;
- Explore key issues impacting Southeast Texas, including economic development, infrastructure, education, healthcare, workforce development, and quality of life; and,
- Complete a county-based community service project designed to create a lasting regional impact.

Ms. Arendale encouraged all who may have a candidate in mind to please have them submit an application or they may apply on behalf of that person or may nominate candidates. Acceptance letters will be sent out soon, and everyone should be notified by August 1st.

Ms. Jennifer Harris, District Services, Texas State Representative Robert Nichols, added that since this LSET class will be in the legislative cycle, in the past, they have had participants come to Austin during the session. There was a panel where they got to meet legislators and have a question-and-answer session.

26-048. AREA AGENCY ON AGING / 2-1-1 TEXAS DIVISION

➤ Next, Ms. Halie Smith, Director, Area Agency on Aging (AAA) / 2-1-1 Texas Division reported that the SETRPC 2-1-1 Area Information Center (AIC) will cease operations on August 31, 2026, as it is the end of the five-year contract period. The Texas Information and Referral Network (TIRN) division of the Health and Human Services Commission (HHSC) has been working with the SETRPC and staff on a transition plan.

Statewide, six (6) 2-1-1 programs have been absorbed by other programs with the State. Coverage for Southeast

Texas will now be provided by the Deep East Texas Council of Governments (DETCOG). Information has been received that these consolidations are not the only ones expected going forward, particularly as funding for the program has seen cuts.

In conclusion, Ms. Smith stated the SETRPC will continue to work with TIRN regarding a contract completion plan and are diligently working to find placement for the three (3) full-time employees who are being displaced. She reported that she has met with the director of the DETCOG 2-1-1 call center who is still looking for hiring purposes because this had added four (4) additional counties to the 11-county area that they already service. The director is considering the possibility of taking on one (1) of the SETRPC full-time 2-1-1 employees.

26-049 FUTURE CALENDAR

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, noted the next Executive Committee meeting is scheduled for Wednesday, August 19, 2026, 12:00 pm, in the SETRPC Mayor Homer E. Nagel Room. Also, the next Southeast Texas Stand Down is scheduled in Jasper on August 7, 2026.

26-050 OTHER, OLD, & UNFINISHED BUSINESS

➤ Tell Me Something Good:

First, Ms. Shanna Burke, Executive Director, SETRPC, shared that the Criminal Justice & Homeleand Security Division submitted the Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) and were reviewed. Feedback from the SPR submission was that the SETRPC is a gold standard. Ms. Burke congratulated Ms. Kaylan Arendale, Director, CJHSD, for her great work.

Second, Ms. Burke reported that the Golden Triangle RSVP was given an award by the Southeast Texas food Bank for contributing 366.24 hours of service from January 2025 – December 2025. RSVP volunteers were recognized as one of the top contributors in the area. Ms. Burke thanked Ms. Hannah Klauss, Director, RSVP, and staff for their work with the Food Bank and with the volunteers.

Third, Ms. Burke stated that at the end of May, the Transportation and Environmental Resources Division (T&ER) held the latest Household Hazardous Waste (HHW) Event in Buna, and it was a great success. Good feedback was received, and it was highly promoted in Jasper County.

Last, Ms. Burke congratulated Ms. Sara Torres-Garcia, Director, Community Services Division (CSD), on recently receiving the certification of Certified Community Action Professional (CCAP), of which Ms. Torres-Garcia invested 168 hours.

➤ Announcements and/or Articles:

Ms. Burke reminded all that Cybersecurity and AI training have to be done by August 31st. Per the Texas government code 2063.103, all state and local government employees and officials are required to complete a DIR certified cybersecurity training program. Per the government code 2054.5191, state employees using computers for 25% or more of their duties and local government employees with access to a local government computer system/database using computers for 25% or more of their duties must complete a DIR certified AI awareness training program. If anyone is in need of that, Ms. Burke can help you get in contact with DIR and TAC, and we can provide some of that training for you at no charge.

The first article that Ms. Burke pointed out was in *The Orange Leader* regarding the survey that the SETRPC is conducting to assist in identifying broadband needs in Southeast Texas. It is still available for use, and the QR code may be scanned in order to complete a questionnaire.

Second, Ms. Burke referred to an article regarding Commissioner Buckingham attending County to celebrate the groundbreaking Tiger Creek detention pond.

Third, Ms. Burke highlighted information in an article issued by the Texas General Land (GLO) Office regarding *Homeowner Assistance and Reimbursement Programs Available in 27 Counties*, which in our region includes both Jasper and Hardin Counties.

Fourth, Ms. Burke pointed out an email from Texas Municipal League Intergovernmental Risk Pool, regarding security awareness, unexpected visitors and access requests, and discussion of physical security.

Last, Ms. Burke reviewed a KFDM News article regarding a first responder team in Jasper who helped get juvenile kayakers off the water during a storm. Ms. Burke commended the Beach Grove Volunteer Fire Department and the Sheriff's Office dispatchers for aiding in this rescue.

➤ There being no other, old, and unfinished business, Commissioner Billy Ted Smith, Jasper County ESD #1, made a motion to adjourn. Commissioner Kirk Roccaforte, Orange County, seconded the motion. The motion carried unanimously, and the meeting adjourned at 12:38 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Kirk Roccaforte', is written above the printed name.

Commissioner Kirk Roccaforte, Orange County
SETRPC
Secretary

Attachment A

Regional Project Priority Scoring Element:

Region:	South East Texas - 1500	Date Adopted:	July , 2026
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TxCDBG Community Development Fund (CDV) Project Priority points are awarded based on tiers of prioritized activities. Assign between 5 and 45 points to the Second and Third tiers.

Project Priority Tier	Number of Points Assigned
First Tier	50
Second Tier	40
Third Tier	20
No Tier – Not Prioritized	0

Assign a Project Priority Tier (1, 2, 3, or 0) to each activity category.

Activity Code	Activity Name	Priority Tier
03A	Senior Centers	2
03B	Facility for Persons with Disabilities	3
03C	Homeless Facilities	3
003D	Youth Centers	2
03E	Neighborhood Facilities	2
03F	Parks, Recreational Facilities	2
03G	Parking Facilities	3
03H	Solid Waste Disposal Improvements	0
03I	Flood Drainage Improvements	1
03J	Water/Sewer Improvements	1
03K	Street Improvements	1
03L	Sidewalks	1
03M	Child Care Centers	3
03O	Fire Station/Equipment	2
03P	Health Facilities	3
03Z	Other Eligible CDBG Public Improvements	0
004	Clearance and Demolition	1
005	Public Services	0
120	Construction of New Housing (via community development organizations)	0
140	Rehab; Single-Unit Residential	0
14A	Rehab; Single-Unit Residential, Utility Connections	1
14B	Rehab; Multi-Unit Residential	0
14C	Public Housing Modernization	0
14Z	Other Housing Rehab, Relocation, and/or Homeownership Services	0
150	Code Enforcement	0
16A	Residential Historic Preservation	0
16B	Non-Residential Historic Preservation	0
170	Economic Development – Assistance to Not-for-Profit Organizations	3
18A	Economic Development – Assistance to For-Profits	3
18C	Micro-Enterprise Assistance	0
020	Planning	2

Regional Project Priority Scoring, Cont.:

Persons participating in priority selection:

- ☒ All members of regional planning organization (open meeting)
- ☒ All members of regional planning organization’s executive committee
- ☒ Executive Director
- ☐ Other standing committee: _____
- ☐ Special Committee, with members listed below:

Name	Title

Approved and submitted to TDA:

Executive Director

July 15, 2026
Date



**SUCCESSION PLAN: PROCESS FOR HIRING/REPLACING THE SOUTH EAST TEXAS REGIONAL PLANNING
COMMISSION EXECUTIVE DIRECTOR
(Updated/Effective July 15, 2026)**

Temporary Replacement for SETRPC Executive Director

In the case of an emergency/unplanned, short-term absence of 3 months or less of the South East Texas Regional Planning Commission (SETRPC) Executive Director (ED), the Officers of the SETRPC Executive Committee (President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, 5th Vice-President, Treasurer, and Secretary) will meet to discuss a temporary or interim replacement. This replacement will then be recommended to the full Executive Committee membership for review and approval at a special-called meeting by the SETRPC President or the highest-ranking officer in the absence of a President or at the next regularly scheduled meeting of the SETRPC Executive Committee.

Permanent Replacement for SETRPC Executive Director

In the case of a permanent vacancy of the SETRPC ED position, a temporary or interim ED may be named, as described above. At the same meeting or a subsequently set meeting, a search committee will be established and approved by the Executive Committee. This search committee will be comprised of currently serving SETRPC Officers (President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, 5th Vice-President, Treasurer, and Secretary). The Chair of this committee will be the SETRPC President or the highest-ranking officer in the absence of a President.

The search committee will then begin the process of seeking and vetting viable candidates and recommending a permanent replacement. A formal job announcement, including application instructions, will be released. The announcement may be posted internally and/or externally, as determined by search committee members. The search committee will review applications, evaluate candidate qualifications, and conduct interviews. Upon completion of the selection process, the search committee will submit its recommendation for the permanent Executive Director to the Executive Committee for review and final approval.

Administrative Staff of the SETRPC will serve as support staff for the group.

This plan was presented and approved by the SETRPC Executive Committee on this 15th day of July, 2026.

President – Mark Allen, Jasper County | 1st VP – Chris Durio, Beaumont | 2nd VP – Danny Reneau, Silsbee
3rd VP – Amanda Gates, Kirbyville | 4th VP – Randy Branch, West Orange | 5th VP – Cary Erickson, Jefferson County
Treasurer – Ernie Koch, Hardin County | Secretary – Kirk Roccaforte, Orange County

Executive Director – Shanna Burke

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