

TEXAS COLORADO RIVER FLOODPLAIN COLALITION (TCRFC)
 BOARD OF DIRECTORS MEETING MINUTES
 07/08/2011

The board meeting called to order by Executive Director Mickey Reynolds at 10:00 AM at the LCRA Rosebud Center (Room 108), 3601 Lake Austin Blvd, Austin, Texas 78703.

TCRFC Board of Directors		
1	Domingo Montalvo –Chair, Mayor, City of Wharton	Absent
2	Clara Beckett –Vice-Chair, Commissioner, Bastrop County	Absent
3	Stacey Scheffel –Treasurer, Floodplain Administrator, Travis County	Present
4	Ron Smith- Secretary, Council Member, City of Lago Vista	Present
5	Monica Martin –Region I Rep, Floodplain Administrator, Wharton County	Present
6	Vickie Box –Region II Rep, Floodplain Administrator, Bastrop County	Present
7	Ron Moore –Region III Rep, Floodplain Administrator, Llano County	Present
8	Joe Mosier –Region IV Rep, Floodplain Administrator, City of Brady	Absent
	Members Present =	5
	Yes, a quorum does exist	
Other Interested Parties		
9	Mickey Reynolds, Executive Director, TCRFC	Present
10	Wes Birdwell, Director of Water Resource Planning, Halff Associates, Inc	Present
11	Eric Scheibe, Project Manager, Halff Associates, Inc	Present
12	Larisa Tate, TCRFC Newsletter Editor	Present
13	Markie Casebier, Texas Floodplain Managers Association (TFMA)	Present
14	Debi O’Donnell, Texas Floodplain Managers Association (TFMA)	Present
15	Leah Manning, LRCA	Present
	Other Interested Parties Present =	7

Mickey Reynolds lead the discussion.

1. Board to consider adoption of previous board meeting minutes.

Action: **A motion by Vickie Box and seconded by Ron Moore** to approve the minutes from 04/14/2011. The motion passed unanimously.

Action: **A motion by Stacey Scheffel and seconded by Monica Martin** to approve the minutes from 04/28/2011 and 05/20/2011. The motion passed unanimously.

2. Halff to present an Update to the TCRFC Website.

Presentation and Discussion: Eric Scheibe demonstrated the new re-hosted and redesigned TCRFC website. Among some of the areas shown were: a new calendar, press release section, new “Contact Us” section, a new Member Resources section, and a new “Flood Pictures” section.

Eric Scheibe stated that the new web site is located under <http://preview.tcrfc.org/>.

Ron Smith asked if attachments could be made to a calendar item so that when someone clicked on an event item that all relevant documents could be accessed from that location. Eric Scheibe indicated

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that he would have to verify that capability. Ron Smith asked if the Governing Documents were on the web site. Eric Scheibe stated they were but not any revised documents.

Action: Web demonstration is planned for the Annual Meeting.

3. Board to consider providing direction on remaining updates to Website.

Discussion: Stacey Scheffel asked about the contract extension only to the 2011 Annual Meeting. Stacey indicated that TCRFC had paid for the old web site (Lake Jackson servers and other related costs) through 2012. Stacey wanted to attempt to get a refund on the unused portion. TCRFC spends over \$1000 per year in costs. Last payment to QuickIT was \$879.78 on 01/04/2011.

Action: Stacey Scheffel will pursue a refund on the unused portion of old web site.

Wes Birdwell reminded the group that the TCRFC website from LCRA to someone was required and Roy Sedwick, TFMA, could not support the TCRFC website. Also, Halff offered Ron Smith to comment with Halff technical staff if interested.

Monica Martin questioned any extension of funds beyond the 2011 Annual Meeting based on the current set of bylaws and seeking membership approval for continuation. (Reference: TCRFC Board of Directors Meeting Minutes 05/20/2011, Agenda Item #12). Stacey Scheffel indicated that membership was concerned about competitive bidding and wanted membership direction.

Action: **A motion by Stacey Scheffel and seconded by Monica Martin** to reconsider contract extension from 12/31/2011 back to the 08/12/2011 Annual Meeting and do not move forward with any new contract actions by Halff until membership approval at the 08/12/2011 Annual Meeting. The motion passed unanimously.

More discussion on contracts:

- a) Markie Casebier, TFMA, would like to obtain the contract that Domingo Montalvo signed for the new website.

Action: Stacey Scheffel would provide new website contract to Markie Casebier, TFMA.

- b) Markie Casebier, TFMA, has a contract with Halff for mapping. TFMA has two unpaid invoices.

Action: Wes Birdwell stated that Halff will reimburse TFMA for the two invoices.

- c) Mickey Reynolds stated that TFMA does not have the money to be a bank. Wes Birdwell stated the \$4000 for Mickey's travel and other associated costs are part of the \$30,000 contract that ended May 31. Markie Casebier has invoices of \$3000 from Mickey Reynolds. The process for Mickey's invoices states with Mickey Reynolds filing with TFMA then TFMA forwards to TCRFC, then TCRFC approves invoice and forwards to TFMA with a check, then TFMA pays Mickey Reynolds.
- d) Stacey Scheffel indicated that she has had difficulty with IBC bank. Domingo Montalvo and Stacey Scheffel are authorized signatures on the signature cards but TCRFC needs to change

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the signature card and will need minutes to authorize that change. Stacey indicates that this has been very frustrating.

Action: Stacey Scheffel will use the 2011 Annual Meeting Minutes from 08/12/2011 to clear up signature cards with IBC Bank.

4. Board to consider Update on 5 Year Mapping Plan
 - a. Mapping Plan Update
 - b. TWDB/FEMA Year 1 MAS
 - c. TWDB/TCRFC MOA
 - d. TCRFC/Community Interlocal Agreement

Discussion: The Board reviewed items a, b, c, d above. Mickey Reynolds stated that Mark Jordan, in his LCRA capacity, handled these legal document matters for TCRFC previously. Mark Jordan no longer works from LCRA so his ability to provide legal help is not available anymore. The Board may need future legal help and that would now become a future costs. Wes Birdwell stated that he has an invoice from Mark Jordan for those document revision services.

Ron Smith asked if a one-page process flow chart could be provided for understanding. Apparently there is one process for handling mapping and a different process for administrative changes.

Action: Eric Scheibe would provide mapping and administrative process chart.

5. Board to consider any updates on Aug. 12th Agenda.

Discussion: Ron Smith asked about who handled Roll Call, who credentials the members for ballots, and who has the current list of paid cities and counties. Mickey Reynolds stated that the Secretary handles the Roll Call. Any credentialing or proxy/ballot processing is handled by TFMA and Mickey has the current list of paid cities and counties which is being constantly updated up to the Annual Meeting. Mickey Reynolds passed out the current list of paid cities and counties.

6. Board to determine precise wording for Aug. 12th Agenda, regarding approval of the 5 Year Mapping Plan.

Action: At the 2011 Annual Meeting needs specific language in the adoption motion for FEMA acceptance. Language provided was *“Coalition officially adopts the 5-Year Mapping Plan and recommends it be forwarded to FEMA (with attached copy of Annual meeting minutes) as a final report.”* Ron Smith stated it would even better if the City of Johnson City and Wharton County attends the meeting and makes the motion. Adoption of the 5-Year plan is for approval and not for funding.

Action: Board to recommend and seek approval of the 5 Year Mapping Plan at the Annual Meeting with the specific language above used.

7. Board to consider any updates on TCRFC By-Laws.

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Discussion: Monica Martin questioned the Bylaws Article 6, Section 4 as it appeared that the April 2009 Bylaws did not map directly to the revised Bylaws and though there might be a missing revision that was not considered or carried forward.

Action: Mickey Reynolds and TFMA to verify Bylaws update string.

Action: Board to recommend and seek approval on TCRFC By-Laws changes at the Annual Meeting.

8. Board to consider any updates on TCRFC Handbook.

Discussion: The Board reviewed the TCRFC Handbook Updates. No further discussion.

Action: Board to recommend and seek approval on TCRFC Handbook changes at the Annual Meeting.

9. Board to consider any updates on IRS Issues.

Discussion: There is one 2005 I990-N form not signed but obtaining signature to file late. One \$2200 IRS invoice was found and not paid. Mickey Reynolds will meet with Accounting and Legal for disposition on Tuesday 05/24/2011. TRFC is an IRS Section 501(c) (3) organization. It was concluded that the board members are made up of governmental employees, therefore does not need to file a IRS 990 form.

Action: Board to provide IRS update to membership. No action required by membership.

10. Board to consider any updates on Annual TCRFC Budget (2011 & 2012).

Discussion: Reviewed a PowerPoint slide of a simple budget versus actual through July 2011 and projected revenue and expenditures for August 2011 through May 2012. There is only \$357 remaining by May 2012. Dues are based on calendar year.

Other issues considered were:

- a) LRCA funding is becoming less involved,
- b) TCRFC budget are getting tighter,
- c) Board may need to consider additional funds through TWDB and FEMA.
- d) Ron Moore stated that budget cost pressures are more of a problem for smaller cities. If TCRFC is focused on mapping, then what does TCRFC offer non-mapping cities?
 - a. Response was TCRFC provides Hazard Mitigation Plans required by FEMA.
 - b. Stacey Scheffel suggested that TCRFC consider a web ring capability through Google or E-mail Discussion group especially for the Technical members. One topic suggested was septic issues.

Action: Board to recommend and seek approval on TCRFC Budget 2011-12 at the Annual Meeting.

11. Board to consider any updates on Dues.

Discussion: Mickey has the current list of paid cities and counties which is being constantly updated up to the Annual Meeting. Mickey Reynolds passed out the current list of paid cities and counties.

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Action: Board to use the latest list of paid cities and counties for the Roll Call at the Annual Meeting.

12. Board to consider any updates on Newsletter.

Discussion: Reviewed latest Newsletter. The Board was pleased with the newsletters and thanked Larisa Tate for her efforts.

Action: Continue with monthly newsletters.

13. Board to consider any items from the Chair.

Discussion: Several items were brought up below.

a) TCRFC is now 11 years old.

Action: None.

b) TCRFC used to make Annual Meeting Awards; i.e. Emergency Manager Award, Floodplain Manager Award and Member of the Year.

Action: None.

c) Markie Casebier, TFMA, stated has TFMA has a new Flood Simulator and Markie is certified on the Flood Simulator.

Action: Board to remove H2O Work Session #1 and replace with Flood Simulator demonstration at the Annual Meeting.

Board of Directors Meeting adjourned at 1:11 PM.

Ron Smith, Secretary
TCRFC Board of Directors

On 12/09/2011 a motion made by **Monica Martin** and seconded by **Stacey Scheffel** to approve the corrected minutes from 07/08/2011. The motion passed unanimously.