

TEXAS COLORADO RIVER FLOODPLAIN COALITION (TCRFC)
 BOARD OF DIRECTORS MEETING MINUTES
 10/05/2012

The board meeting called to order by Executive Director Mickey Reynolds at 10:09 AM at the TFMA Office, 3813 Hidden Hills Drive #A-100, Dripping Springs, Texas 78620.

| TCRFC Board of Directors | | |
|--------------------------|--|----------|
| 1 | Domingo Montalvo –Chair, Mayor, City of Wharton | By Phone |
| 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 | Present |
| | Members Present = | 7 |
| | Yes, a quorum does exist | |
| Other Interested Parties | | |
| 9 | Mickey Reynolds, Executive Director, TCRFC | Present |
| 10 | Karen Baskin, Texas Floodplain Managers Association (TFMA) | Present |
| 11 | Wes Birdwell, Director of Water Resource Planning, Halff Associates, Inc | Absent |
| 12 | Cindy Engelhardt, Project Manager, Halff Associates, Inc | Present |
| 13 | Mike Moya, Halff Associates, Inc | Present |
| 14 | Jim Scott, TNRIS, Inc | Absent |
| 15 | Melinda Luna, TNRIS, Inc | Absent |
| 16 | Bill Jerram, LRCA Government Affairs Representative | Absent |
| | Other Interested Parties Present = | 4 |

Mickey Reynolds lead the discussion.

- Board to consider adoption of board meeting minutes of 04/20/2012.

Action: **A motion made by Monica Martin and seconded by Joe Mosier** to approve the minutes as presented from 04/20/2012. The motion passed unanimously.

- Board to receive a TCRFC Financial Report as of 10/01/2012.

Discussion: The Board reviewed the financial report with:

- Balance Sheet dated 08/31/2012 that showed assets of \$22,094.82, liabilities of \$0.00 and equity of \$22,094.82, and
- Profit/Loss Statement dated 08/31/2012 with a profit of \$3,359.37.

Action: **A motion made by Joe Mosier and seconded by Vickie Box** to approve the financial reports, subject to audit, through as of 10/01/2012. The motion passed unanimously.

- Board to receive Update of the 2012 TCRFC Strategic Plan

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Discussion: Ron Smith reviewed a 14-page MS-PowerPoint file with the Board. Ron indicated that he preserved the accomplishments to date and added new strategies to Goals 1,2 and 3. Goal 4 was eliminated.

Joe Mosier stated the regional training efforts are not working, that TFMA should take the training lead and our short term focus should be on the 2013 Texas Legislature. Ron Moore stated tat we need to do a better job in informing legislators. Vickie Box stated that members got Continuing Educational Units (CEUs) on elevation certificates. Monica Martin stated asked who pays for training. Karin Baskin asked if a one training could be made available at a TFMA conference. Joe Mosier asked if a link could be added to the TCRFC web site to FEMA sample forms, model permits and Ordinances with contact information. Cindy Engelhardt will check out.

Ron presented a 4-page draft copy in a MS-Word format for consideration. The Board indicated that they were happy with the results. More effort was need to fill in some missing data.

Action: The Board agreed to have each member review and send updates to Ron Smith by 11/01/2012. Ron would compile inputs into a comprehensive document to be shared with the board.

4. 2012 Annual Meeting Planning

Discussion: The Board considered several dates. It was suggested that a member questionnaire be sent to members to determine what members would like to learn.

Action: **A motion made by Vickie Box and seconded by Monica Martin** to set the annual meeting primary date of 04/12/2013 and a secondary date of 04/19/2013 to be held at the LCRA Riverside Center, 1405 Willow Street, Bastrop, Texas 78602. The motion passed unanimously. Vickie Box will obtain the availability of the LCRA Riverside Center and provide feedback. A Board of Directors Meeting is scheduled for 02/22/2013 to plan the detail of the 2013 Annual Meeting.

5. Need/Schedule TCRFC Newsletter or Press Releases

Discussion: The Board indicated that we have a couple of new members and another newsletter would be in order. Cindy Engelhardt indicated that she needs to get some information out to the members but will be on maternity leave in early November.

Action: Cindy Engelhardt to create and publish one newsletter to members by 11/01/2012.

6. 2012 TCRFC Handbook Update

Discussion: Cindy Engelhardt, Project Manager, Half Associates, Inc indicated that there were many items in the Handbook that are not being acted on and probably would not be acted upon. Cindy suggested removal of these items.

Action: Board to consider pursuit the 2012 TCRFC Handbook Update.

7. Discuss Grant Opportunities for Small Communities

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Discussion: Joe Mosier led the discussion and stated that members need to be aware of available grants through FEMA and the State of Texas. Sometimes these can be of lengthy duration and that members should be considering them now. Joe asked that the TCRFC web site have a page with links available for more information.. These links could be made available in the upcoming newsletter. Joe stated that <http://www.grants.gov/> is a very useful link.

Action: Cindy Engelhardt was assigned to create a TCRFC web page and newsletter with useful links published to members by 11/01/2012.

8. Halff Report on FEMA Grant and Floodplain Mapping

Discussion: Cindy Engelhardt, Project Manager, Halff Associates, Inc presented the San Bernard Watershed effort.

The FEMA schedule was:

- Discovery: January 2012 through July 2012, FEMA approved in September 2012.
 - Cindy shared an Executive Summary, Watershed Selection, Discovery Effort, Watershed Findings/Options and Potential Projects
- Topography and Base Map: June 2012 through July 2012; estimated completion date is 12/31/2012.
- H&H and Mapping: July 2012 through December 2012; estimated completion date is 06/30/2013.

Future FEMA Grants through TCRFC were:

- Year 1 Mapping Activity Statement (MAS) - San Bernard HUC
- Year 2 Mapping Activity Statement (MAS) - Colorado-Cummins HUC

Future FEMA Grants through FEMA were:

- Austin-Travis HUC
- San Gabriel HUC

Action: Cindy Engelhardt to continue to work San Bernard Watershed effort.

9. Consider Contract with Halff for 2012 TCRFC Handbook Update.

a. Hazard Mitigation Grant Program (HMGP) Grant Reimbursement

Discussion: Cindy Engelhardt indicated that TCRFC had requested an extension of the grant due to the number of participants involved. On 05/27/2012 TCRFC was granted an additional period of performance extension by the Texas Division of Emergency Management's (DEM) operation of the Hazard Mitigation Grant Program. TCRFC must complete all reimbursement requests before the final close-out date of 12/31/2012.

Upon further correspondence with DEM, it was discovered that there is \$59,971 in the grant for reimbursement that may be obtained by documenting in-kind costs incurred by TCRFC members between 03/19/2008 and 03/19/2011.

Action Step #1: Prepare and submit two Texas Mitigation Quarterly Progress Reports. Quarterly reports are due in October and December.

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Action Step #2: Prepare and submit In-Kind Reports for each TCRFC member that attend TCRFC Hazard Mitigation Planning Meetings. These forms will document time and travel expenses incurred in conjunction with the development of the TCRFC Hazard Mitigation Plan.

Action: **A motion made by Ron Moore and seconded by Joe Mosier** to approve pursuit of HMGP Grant Reimbursement in two action steps above. Effort is hourly rate per rate sheet, with budget not to exceed \$10,000. The motion passed unanimously.

b. Website / Webmap Hosting and Maintenance

Discussion: Discussed budget at a fixed rate of \$3000 per year.

Action: None.

c. Map Needs Assessment (MNA) and 5-year Plan Annual Update

Discussion: Effort at an hourly rate per rate sheet, budget not to exceed \$6,000.

Action: None.

d. Newsletter

Discussion: Budget at a fixed rate of \$500 per newsletter.

Action: None.

e. 2012 TCRFC Handbook Update

Discussion: Effort is hourly rate per rate sheet, budget not to exceed \$2,000.

Action: None.

f. Community Updates

Discussion: Cost to be estimated upon request..

Action: None.

g. Potential HMGP Expansion for new members (Bee Caves, Georgetown, etc)

Discussion: Cost to be estimated upon request..

Action: None.

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10. Hazard Mitigation Grant Program (HMGP) Grant Reimbursement Forms

Discussion: Cindy Engelhardt passed out Hazard Mitigation Grant Program (HMGP) Grant Reimbursement Forms. Cindy indicated that she needed dates and rates. This is for any time and expense associated with HMGP by TCRFC Board Member between 2008-2011. Cindy reviewed all TCRFC Board Meeting Minutes in the 2008-2011 timeframe and prepared reimbursement forms for each board member. There were several dates that required further investigation of eligible costs for reimbursement. Monica indicated that she had the missing information. Cindy provided Monica with the forms with dates and data needed. Monica will provide Cindy with the missing data.

Action: Cindy will need signed forms by TCRFC board members when the forms are completed.

11. TCRFC New Business

a. New TCRFC Member – Jackson County

Discussion: Mickie Reynolds informed the Board of new TCRFC Member – Jackson County. The City of Edna is considering joining TCFRC.

Action: None.

b. Move bank account to Wells Fargo.

Discussion: Mickie Reynolds asked that the banking be moved back to Wells Fargo.

Action: **A motion made by Joe Mosier and seconded by Vickie Box** to approve the TCRFC bank accounts be moved to Wells Fargo. The motion passed unanimously.

c. Renew/Revise contract with TFMA (includes rental charge of \$200/month).

Discussion: Mickie Reynolds asked the board approve renewing the TFMA contract for the period of 11/1/2012 through 11/1/2013. Contract includes administrative support services, general financial support for TCRFC Treasurer and additional items which may be requested by the Board. The cost of these services is not to exceed \$30,000 per year starting October 2012.

Action: **A motion made by Ron Smith and seconded by Joe Mosier** to approve the TFMA contract for the period of 11/1/2012 through 11/1/2013 with cost of these services is not to exceed \$30,000 per year starting October 2012. The motion passed unanimously.

d. Set Board Meeting dates

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Action: **A motion made by Vickie Box and seconded by Monica Martin** to set the next TCRFC Board meeting date of 02/22/2013. The motion passed unanimously. There may be a Board teleconference before 02/22/2013.

Board of Directors Meeting adjourned at 12:38 PM.

Ron Smith, Secretary
TCRFC Board of Directors

On 02/22/2013 a motion was made by **Joe Mosier and seconded by Vickie Box** to approve the minutes as presented from 10/05/2012. The motion passed unanimously.