

TEXAS COLORADO RIVER FLOODPLAIN COALITION (TCRFC)  
 BOARD OF DIRECTORS MEETING MINUTES  
 02/22/2013

The board meeting called to order by Executive Director Mickey Reynolds at 10:12 AM at the TCRFC Office, 1511 Main Street, Cedar Park, Texas 78613.

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	Absent
4	Ron Smith- Secretary, Council Member, City of Lago Vista	Present
5	Monica Martin –Region I Rep, Floodplain Administrator, Wharton County	Absent
6	Vickie Box –Region II Rep, Floodplain Administrator, Bastrop County	Present
7	Ron Moore –Region III Rep, Floodplain Administrator, Llano County	Absent
8	Joe Mosier –Region IV Rep, Floodplain Administrator, City of Brady	Present
	Members Present =	3
	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	Absent
14	Jim Scott, TWDB/TNRIS, Inc	Absent
15	Melinda Luna, TWDB/TNRIS, Inc	Present
16	Meggan Georgas, TWDB/TNRIS, Inc	Present
17	Bill Jerram, LRCA Government Affairs Representative	Absent
	Other Interested Parties Present =	5

Mickey Reynolds led the discussion.

1. Board to consider adoption of board meeting minutes of 10/05/2012.

Action: **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.

2. Board to receive a TCRFC Financial Report as of 02/21/2012.

Discussion: The Board reviewed the financial report with:

- a) Balance Sheet - No Balance Sheet data was provided due to software changeover.
- b) Profit/Loss Statement dated 02/21/2013 with a profit of \$21,330.59.

Action: **A motion made by Vickie Box and seconded by Ron Smith** to approve the Profit/Loss Statement, subject to audit, through as of 02/21/2013. The motion passed unanimously.

3. Board to receive Update of the 2012 TCRFC Strategic Plan.

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Discussion: Ron Smith provided a revised 2012-2016 TCRFC Strategic Plan with inputs from board members incorporated in the 4-page document.

Action: **A motion was made by Joe Mosier and seconded by Vickie Box** to approve the 2012-2016 TCRFC Strategic Plan as written and will place the plan on the 2013 Annual Meeting agenda for approval by the general membership. The motion passed unanimously.

Outstanding Dues Status -- Dues collected to date is \$23,000 (45%) from an expected total of \$51,250. There was some member confusion about why we needed updated the Interlocal Agreement. Mickie explained that we needed to remove LCRA as the administrative agency. A Resolution was also provided an updated Resolution to remove dead people from the records. Vickie Box stated that the Bastrop County Engineer told her that an agreement between governmental agencies and non-profit organization should be a Memo of Understanding (MOU) instead of an Interlocal Agreement. TCRFC will accept either an Interlocal Agreement or a Memo of Understanding (MOU). Ron Smith suggested that we may need some banner or large print on a benefits page to explain that Hazard Mitigation Plan alone was worth the price of membership. Maybe we should consider adding benefits to the invoice. Ask members to get a Hazard Mitigation Plan quote from H2O and compare to TCRFC membership dues.

Associate Members -- Selina Mirza prepared a draft proposal with recommendations to create another revenue stream for TCRFC.

On the income side, this would be accomplished by adding an Associate Membership. The Board expressed their appreciation for Selena's good work. Ron Smith asked if the next step was to identify the target audience, i.e., sponsors or exhibitors at conferences or maybe use LCRA sponsors as a starting point.

On the expense side, maybe we create a special fund for small cities that might include grant matching capabilities or access to LiDAR grant monies.

Other thoughts were that Wharton benefitted from TCRFC being affiliated with the City of Austin and maybe we need a FAQ web page for common questions.

#### 4. Election of Officers

Discussion:

Current Chair Domingo Montalvo is not seeking another term as chairman.

Current Vice-Chair Clara Beckett is willing serve another term as Vice-Chair but current duties prevent her from serving as chair.

Stacey Scheffel is willing serve another term as Treasurer.

Ron Smith is willing serve another term as Secretary.

Vickie Box stated that Ted Bowers from the City of Bastrop was interested in a Board position. Vickie recommended him for TFMA a few days ago.

The Board discussed that a mailing asking for a "Call for Candidates" be issued in the next 7 days soliciting candidates for board positions. That mailing needs to instructions to return any interested

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individuals be sent to Joe Mosier and Vickie Box (Nominating Committee). At the 03/22/2013 meeting a slate will be determined for the Annual Meeting Notice.

Action: Karen to prepare and distribute a "Call for Candidates" form be issued in the next 7 days and with a return address to Joe Mosier and Vickie Box.

5. 2012 TCRFC Bylaws and TCRFC Handbook Changes

Discussion: At the 10/05/2012, Cindy Engelhardt, Project Manager, Halff 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. Effort is hourly rate per rate sheet, budget not to exceed \$2,000. Mickey Reynolds stated that this could be one task that he could do as Executive Director.

Action: No action was taken.

6. Executive Director Status

Discussion: Mickey Reynolds, TCRFC Executive Director, has been concerned about being Executive Director of TCRFC and being contracted with Halff Associates, Inc. Wes, Mike and I visited with our attorney. Mickey said it is a conflict of interest. Mickie believes that we have TCRFC going strong again. To keep going, we have a couple of alternatives:

1. Mickey Reynolds can resign and TCRFC can hire another Executive Director.
2. Mickey Reynolds can resign from Halff and work for TCRFC.

Monica Martin and Joe Mosier wants Mickie. Ron Moore and Stacey Scheffel does not want Mickie. Vickie Box and Ron Smith wanted to review more options. An alternative candidate Terry Colgan expressed interested in the Executive Director position. The Board was not comfortable making a decision at this meeting.

Action: The Board called another Board Meeting for 03/22/2013 to discuss this matter in an Executive Session. This item would be placed last to allow maximum time to discuss.

7. Executive Director Report

Discussion: The Board looked at a draft budget for 2013 and 2014. Year 2013 appears to funded but Year 2014 appears to have an income problem. The TCRFC is fragile at the moment and care needs to be exercised going forward. The Board and Coalition will experience lean times and the focus will be on selling the Coalitions' benefits and grow the membership. The Board may wish to consider adoption of other river basins.

Action: None.

8. San Bernard MAS Update -- Halff Report on FEMA Grant and Floodplain Mapping

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

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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 (was July 2012; now November 2012); estimated completion date is 12/31/2012.
- H&H and Mapping: (was July 2012 through December 2012; now February 2013 through June 2013); estimated completion date (was 06/30/2013; now 12/31/2013).
- Consensus of affected communities may take another year or 12/31/2014.

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

9. FEMA/TWDB Update (Colorado-Cummins, Austin-Travis, San Gabriel)

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:

San Gabriel HUC

Austin-Travis Lakes HUC (NOW IN WORK by FEMA / URS Ramp)

- Leverage about \$1M
  - LiDAR and Bastrop studies
- Proposed MAS budget ~ \$500K
  - Discovery
  - Mapping of Bastrop Studies and Remap of Colorado River on LiDAR
- FEMA is going through a Discovery Process by gathering documentation of what needs to be done next of federal or State monies become available. Halff put forward a proposal for the Austin-Travis Lakes HUC Discovery Effort. It consisted of: 1) requesting and gathering the data packages from members, 2) preparing documentation of the collected data for FEMA submission and 3) attending two Discovery meetings as a TCRFC representative set for 03/06/2013 at Marble Falls and 03/07/2013 at Austin for a not-to-exceed value of \$2500.

Action: A motion was made by Joe Mosier and seconded by Vickie Box to approve Halff to represent the 18 impacted TCRFC communities in the Austin-Travis HUC for the Discovery Effort for a not-to-exceed value of \$2500. The motion passed unanimously.

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

Discussion: Cindy Engelhardt of Halff submitted the required Hazard Mitigation Grant Program (HMGP) Grant Reimbursement Forms before the final close-out date of 12/31/2012. Cindy Engelhardt prepared and submitted In-Kind Reports for each TCRFC member that attend TCRFC Hazard Mitigation Planning Meetings. These forms documented time and travel expenses incurred in conjunction with the development of the TCRFC Hazard Mitigation Plan. This effort was performed with an hourly rate per rate sheet, with budget not to exceed \$10,000. This effort was completed on-time. TCRFC would like to thank those members that cooperated. We were able to document and

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submit 58,060 of In-Kind costs. DEM is currently auditing the final project costs and will soon determine the final distribution.

Action: No action taken. The Board thanked Cindy Engelhardt for her dedicated effort.

11. Resiliency Grant Status

Discussion: Halff processed a Resiliency Grant Application on behalf of TCRFC. Halff believes the best option is to apply for one TCRFC grant with the goal of Improved Risk Awareness and Outreach. We are applied for \$34,5000 with the full grant amount being \$35,000.

Action: As of 02/22/2013, we are still awaiting status of our application status. There were more than 2000 agencies that had applied for the Hazard Mitigation Grant Program (HMGP) Grant Reimbursement program. The group handling our request is still taking applications.

12. Need/Schedule TCRFC Newsletter and Web Site

Discussion: Cindy Engelhardt created and present the 1Q2013 Newsletter for free. The Board indicated that we were need a quarterly newsletter for calendar 2013. Newsletters were budgeted at a fixed rate of \$500 per newsletter. With three quarters remaining, the Board felt that we should approve this future spending.

Action: **A motion was made by Ron Smith and seconded by Joe Mosier** to approve a Halff proposal for three newsletters for \$1,500 for 2Q2013, 3Q2013 and 4Q2013. The motion passed unanimously.

Discussion: The Board discussed website and Webmap hosting proposal from Halff at a fixed rate of \$3000 per year.

Action: **A motion was made by Ron Smith and seconded by Vickie Box** to approve a Halff proposal for website and Webmap hosting proposal from Halff at a fixed rate of \$3000 per year. The motion passed unanimously.

13. Set date, place, time for 2103 Annual Meeting

Discussion: Vickie Box reported that 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 are not available. Cola Vista near Smithville and LCRA/Redbud Center were also mentioned.

The Board settled on 05/03/2013 with an alternative date of 05/10/2013. The facilities priority was 1) Bastrop Civic Center, 2) Texas Disposal Systems at Creedmoor and 3) Wildflower Center.

Action: A consensus was reached to set the annual meeting primary date of 05/03/2013 and a secondary date of 05/10/2013 with the location TBD. Vickie Box will obtain the availability of the priority location above and be prepared to discuss at the 03/22/2013 Board Meeting.

14. TCRFC New Business

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Action: None.

Board of Directors Meeting adjourned at 12:55 PM.

Ron Smith, Secretary  
TCRFC Board of Directors

On 06/21/2013 a motion was made by **Ron Moore and seconded by Vickie Box** to approve the minutes as presented from 02/22/2012. The motion passed unanimously.