

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
2210 EASTEX FREEWAY, BEAUMONT, TX 77703
MAYOR HOMER E. NAGEL ROOM
MAY 15, 2024, 12:00 PM**

The South East Texas Regional Planning Commission (SETRPC) Executive Committee met on Wednesday, May 15, 2024. SETRPC President Judge Wayne McDaniel, Hardin 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 2nd Vice-President Judge Mark Allen, Jasper County, gave the Invocation followed by the Pledge of Allegiance, led by SETRPC 4th Vice-President Councilmember Kimberly Cline, City of Lumberton.

EXECUTIVE COMMITTEE REPRESENTATIVES PRESENT

Judge Wayne McDaniel, Hardin County
Judge Mark Allen, Jasper County
Commissioner Dennis Marks, Jasper County
Commissioner Seth Martindale, Jasper County
Commissioner Cary Erickson, Jefferson County
Commissioner Kirk Roccaforte, Orange County
Mayor Anderson Land, Jr., City of Jasper
Councilmember Angel McCroskey, City of Jasper
Councilmember Barbara Greer, City of Kountze
Councilmember Kimberly Cline, City of Lumberton
Councilmember Sylvia Root, City of Nederland
Mayor Cathy Nagel, City of Pine Forest
Mayor Glenn Johnson, City of Port Neches
Mr. Billy T. 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

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT

Commissioner L.W. Cooper, Jr., Hardin County
Commissioner Chris Kirkendall, Hardin County
Commissioner Ernie Koch, Hardin County
Commissioner Amanda Young, Hardin County
Commissioner Kevin Holloway, Jasper County
Commissioner Willie Stark, Jasper County
Judge Jeff Branick, Jefferson County
Mr. Fred Jackson, Representative for Judge Jeff Branick, Jefferson County
Commissioner Everette "Bo" Alfred, Jefferson County
Commissioner Eddie Arnold, Jefferson County
Commissioner Michael Shane Sinegal, Jefferson County
Judge John Gothia, Orange County
Commissioner Johnny Trahan, Orange County
Commissioner Chris Sowell, 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
Mayor David Rutledge, City of Bridge City
Councilmember Terri Gauthier, 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
Mayor Don Surratt, City of Lumberton
Mayor Don Albanese, City of Nederland
Mayor Kerry Abney, City of Nome
Councilmember (Vacant), City of Nome
Mayor Larry Spears, Jr., City of Orange
Councilmember David C. Bailey, Representative for Mayor Larry Spears, Jr., City of Orange
Councilmember Brad Childs, City of Orange
Councilmember James McCullar, City of Pine Forest

EXECUTIVE COMMITTEE REPRESENTATIVES NOT PRESENT, Continued

Mayor Sarah McClendon, City of Pinehurst
Councilmember Michael Shahan, City of Pinehurst
Mayor Thurman "Bill" Bartie, City of Port Arthur
Councilmember (Vacant), City of Port Arthur
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
Mayor Danny Reneau, City of Silsbee
Mayor Pro Tem Mark Muckleroy, Representative for Mayor Danny Reneau, City of Silsbee
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
Vacant, 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 Utility District
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)
Mr. Leroy McCall, Jr., Commissioner, Jefferson County Drainage District #3 (DD3)
Mr. Richard Beaumont, Commissioner, Jefferson County Drainage District #7 (DD7)
Mr. Don Carona, General Manager, Orange County Drainage District
Mr. Fritz Erbeling, President, Hardin County Emergency Services District #2
Mr. Steve Hyden, Commissioner (President), Representative for Billy Ted Smith, Jasper County ESD #1
Mr. Sam Job, Commissioner, Jasper County Emergency Services District #4
Chief Chris Gonzales, Jefferson County Emergency Services District #1
Mr. Daniel J. Diaz, Administrator, Jefferson County Emergency Services District #3
Vacant, Orange County Emergency Services District #3
Ms. Laura Moore, Director, Jasper County Hospital District
Ms. Lorrie Taylor, Port Director & CEO, Orange County Navigation & Port District
Ms. Georgine Guillory, President, Port of Beaumont
Mr. John Comeaux, Commissioner, Port of Port Arthur
Mr. Ken Duhon, Commissioner, Sabine-Neches Navigation District
Ms. Holly Smith, Chief Financial Officer/Water Resources Mgr., Sabine River Authority
Mr. Rob Starr, Board Member, Southeast Texas Ground Water Conservation District
Dr. Shannon Allen, Superintendent, 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, Director, Disaster Recovery Division (DRD) / HR Manager, SETRPC
Mr. Jim Borel, Director of Finance, SETRPC
Mr. Jeff King, Deputy Director of Finance, SETRPC
Ms. Kaylan Arendale, Regional Planner, CJHSD
Mr. Bob Dickinson, Director, Transportation & Environmental Resources Division (T&ER)
Mr. James Moore, T&ER, Senior Transportation GIS Analyst
Ms. Rachael Robinson, Transportation Planner, T&ER
Ms. Kim Mottu, Administrative Assistant, Area Agency on Aging Division
Mr. Pete De La Cruz, Director, 9-1-1 Emergency Network Division

STAFF PRESENT, Continued

Ms. Lori Correa, Administrative Assistant, 9-1-1 Emergency Network Division
Ms. Sara Torres-Garcia, Director, Community Services Division
Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program Division (FGP)
Ms. Hannah Klauss, Director, Golden Triangle RSVP Division

GUESTS PRESENT

Mr. Kelly Waterman, Southeast Texas Regional Director, U.S. Senator Ted Cruz
Mr. Jonathon Youngblood, Intern, U.S. Senator Ted Cruz
Mr. Blake Hopper, Deputy District Director, U.S. Representative Randy Weber
Mr. Kelvin Knauf, Planning Director, City of Orange
Ms. Michelle Bobo, Client Services Manager, GrantWorks
Ms. Barbara Nitis, Public Information Officer, Small Business Administration
Mr. Mitchell Fontenote, Auditor, Mitchell T. Fontenote, CPA
Ms. Christa Wofford, Auditor, Mitchell T. Fontenote, CPA
Ms. Sandy Erickson, Guest of Commissioner Cary Erickson

24-037 APPROVAL OF APRIL 17, 2024 EXECUTIVE COMMITTEE MINUTES

➤ Judge Mark Allen, Jasper County, made a motion to approve the April 17, 2024, Executive Committee Minutes. Mr. Josh Allen, Sr., Jefferson County Drainage District #6 (DD6), seconded the motion. The motion carried unanimously.

**24-038 APPROVAL OF INVESTMENT REPORT FOR QUARTER ENDED MARCH 31, 2024
APPROVAL OF TREASURER'S REPORT FOR MARCH 2024**

➤ Mayor Anderson Land, Jr., City of Jasper, made a motion to approve the Investment Report for the Quarter Ended March 31, 2024 and the Treasurer's Report for March 2024. Commissioner Billy "Ted" Smith, Jasper County Emergency Services District #1 (ESD #1), seconded the motion. The motion carried unanimously.

24-039 ADMINISTRATION

➤ Judge Wayne McDaniel, Hardin County, presented for approval the nomination of Commissioner Cary Erickson, Jefferson County, as South East Texas Regional Planning Commission (SETRPC) Secretary. The office of Secretary had been vacant due to the recent unexpected passing of Commissioner Vernon Pierce.

Judge Wayne McDaniel, Hardin County, made a motion to approve the nomination of Commissioner Cary Erickson as Secretary of the SETRPC Executive Committee. Judge Mark Allen, Jasper County, seconded the motion. The motion passed unanimously.

Judge Wayne McDaniel, Hardin County, then administered the Oath of Office to Commissioner Cary Erickson, Jefferson County, SETRPC Secretary.

➤ Next, Mr. Jeff King, Deputy Finance Director, SETRPC, presented for approval the FY2023 Annual Comprehensive Financial Report (ACFR). As per the SETRPC bylaws, the SETRPC is required to conduct an audit of financial statements annually. This year's audit was conducted by Mitchell T. Fontenote CPA and Associates. A copy of the report was posted for review on the SETRPC website at www.setrpc.org on Friday, May 3, 2024.

Mr. King provided highlights as follows:

- Unmodified Opinion (The statements are fairly presented.)
- Amount of overall Net Position at 9/30/23 was a little over \$5.988M
- Of this \$5.9M, unrestricted net assets were approximately \$1.6M, which is typically used to meet ongoing financial obligations.
- The remaining \$4.3M represents net investment in capital assets.
- The General Fund balance had an increase of approximately \$15K and reports a fund balance over \$1M (\$1,026,039). These monies are used to support programs of a region wide significance including covering disbursements prior to reimbursement from grantor agencies.
- Agency-wide expenditures were \$16M which is down by \$3.6M compared to the previous year. This decrease is primarily related to the close out in the prior year of rental assistance program for services provided to COVID inflicted residents of Jefferson County.
- And, finally, the overall financial condition of the Planning Commission is Strong.

Mr. King then introduced Mr. Mitchell T. Fontenote and Ms. Christa Wofford, both partners of Mitchell T. Fontenote CPA firm. Ms. Fontenote remarked that anytime they needed something from the SETRPC, a quick

response was received and that was greatly appreciated. Mr. Fontenote then highlighted some of the steps of the audit.

Mayor Glenn Johnson, City of Port Neches, made a motion to approve the FY2023 Annual Comprehensive Financial Report as recommended and presented. Mayor Anderson Land, Jr., seconded the motion. The motion carried unanimously.

➤ Lastly, Ms. Shanna Burke, Executive Director, SETRPC, presented for approval a request to enter into an Interlocal Agreement with Jasper County to administer Community Development Block Grant (CDBG) State Urgent Need (SUN) Funds for debris removal in Hardin, Jasper, and Jefferson Counties. The SETRPC has been working with the Texas Department of Agriculture (TDA) to apply for funding through the SUN fund for removal of unstable or dead trees and underbrush in the county right of ways that could potentially cause health and safety issues for citizens and first responders. For that project, only three (3) of our four (4) counties are eligible to apply as funding is being tied back to the early April 2024 Severe Weather Disaster Declaration issued by Governor Abbott, thus Orange County is not included.

Only cities and counties can apply, and Jasper County has initiated the application for funding of \$1,000,000 through the TDA. The recommendation is to divide the funds as follows: Hardin County and Jefferson County each \$333,333 and Jasper County \$333,334 due to being the lead applicant. The SETRPC will request \$20,000 from each county allocation in order to administer the project, leaving Hardin and Jefferson Counties each an allocation of \$313,333, and Jasper County an allocation of \$313,334.

Interlocal agreements are required to be entered into between Jasper County and Hardin and Jefferson Counties and the SETRPC. Approval to enter into an Interlocal Agreement with Jasper County for the administration of this project was requested. This was followed by a brief discussion.

Judge Wayne McDaniel, Hardin County, made a motion to approve entering into an Interlocal Agreement with Jasper County to Administer Community Development (CDBG) State Urgent Need (SUN) Funds for Debris Removal in Hardin, Jasper and Jefferson Counties as presented and recommended. Mayor Anderson Land, Jr., City of Jasper, seconded the motion. The motion carried unanimously.

24-040 COMMUNITY SERVICES DIVISION

➤ Ms. Sara Torres-Garcia, Director, Community Services Division (CSD), presented the Community Block Grant (CSBG) 2024 Community Needs Assessment (CNA) for approval. The federal Community Services Block Grant (CSBG) Act and the Texas Department of Community Affairs (TDHCA) require that all sub-recipients of CSBG funds conduct a community action plan, and that includes a CNA. Every three (3) years, a CNA must be conducted to collect current poverty data and its prevalence as related to gender, age, and race/ethnicity. It must include both qualitative and quantitative data on its service area and include key findings on the causes and conditions of poverty and the associated top five (5) needs. This information will be utilized in composing the agency's Strategic Plan, which will provide a road map for addressing the identified needs. Ms. Torres-Garcia reported that along with the top five (5) needs being identified in Hardin, Jefferson and Orange Counties, the top five (5) needs were also identified in Jasper in case the SETRPC CSD does get funding for the county in the future.

Ms. Torres-Garcia reported that on May 8, 2024, the CSBG advisory council reviewed, discussed, and approved the CNA. She then provided an overview of the CNA and provided the page numbers where specific information could be found.

Commissioner Cary Erickson, Jefferson County, made a motion to approve the Community Services Block Grant (CSBG) 2024 Community Needs Assessment as presented and recommended. Judge Mark Allen, Jasper County, seconded the motion. This was followed by a brief discussion regarding Jasper County CSBG funding. After no further discussion, the motion carried unanimously.

24-041 FUTURE CALENDAR

➤ Ms. Suzanne Carver, Executive Assistant, SETRPC, noted that the next Southeast Texas Standdown will be held on May 17, 2024, at the Orange County Expo Center. Also, the SETRPC offices will be closed Monday, May 27, 2024, in observance of Memorial Day. Ms. Carver then introduced Ms. Tyronna McKenzie, Director, SETX Foster Grandparent Program (FGP), to discuss the FGP Advisory Council sponsored fundraiser on June 25, 2024. It will be held at the Texas Roadhouse (Port Arthur location only), which will be donating 10% of the total food purchases to the FGP. Ms. McKenzie urged everyone to come out and support the fundraiser. In conclusion, Ms. Carver reminded all that the next Executive Committee Meeting will be held on Tuesday, June 18, 2024, rather than on Wednesday June 19, 2024, as the SETRPC offices will be closed in observance of Juneteenth on the 19th.

24-042 OTHER, OLD, AND UNFINISHED BUSINESS

➤ Tell Me Something Good:

Ms. Burke, Executive Director, introduced Ms. Barbara Nitis, Public Information Officer, U.S. Small Business Administration (SBA). Ms. Burke stated that the SBA, due to the storms that occurred in our area April 8th through April 26th, has opened up a loan outreach center in three (3) counties. She pointed out that in attendees' packets, an email from Ms. Nitis, along with an SBA news release handout (in both English and Spanish) regarding federal disaster loans was provided.

Ms. Nitis shared information about the loan outreach programs the SBA has opened. On April 30, 2024, Governor Abbott issued a disaster declaration from the storms for Jasper County and the surrounding areas of Angelina, Hardin, Newton, Orange, Sabine, San Augustine, and Tyler Counties. The SBA is offering low interest loans for homeowners, renters, businesses, and non-profit organizations, including places of worship, for recovery. She explained the details of the loans and stated the application deadlines are July 1, 2024, for physical damage and January 30, 2025, for economic injury. She also provided details on the locations and hours for the outreach centers. This, and further information, was provided on the flyer. Information may also be obtained at www.lending.sba.gov or by calling 1-800-659-2955.

➤ Next, Ms. Burke announced the SETRPC's new partnership with Leadership Southeast Texas (LSET). The SETRPC was approached by LSET with the idea of combining the SETRPC's expertise and resources with LSET's well established leadership program to collaborate and boost sustainable regional leadership development and community engagement across the region. Ms. Rachael Robinson, Planner, SETRPC's Transportation & Environmental Resources Division, who will serve as the administrator of the program, and the LSET team will begin working next month to put information together for the Class of 2025. Applications for the class may be found on www.lsetx.org and are due by June 7, 2024. As an LSET graduate, Ms. Burke ensures that LSET is worth the time and money spent on the program.

➤ In conclusion, Ms. Burke mentioned the upcoming Standdown events that will take place in Orange County on May 17th, Jasper on August 2nd, and the Beaumont Civic Center on September 20th. Ms. Bonnie Brooks, Community Outreach Coordinator, SETRPC Community Services Division, and Ms. Burke are working to get an event set up for Hardin County, as well.

➤ There being no other, old, and unfinished business, the meeting adjourned at 12:35 pm.

Respectfully submitted,



Commissioner Cary Erickson, Jefferson County
Secretary