

APPENDIX A

SEP-HCP PROJECT TEAM, ADVISORY
COMMITTEES, AND PROJECT TIMELINE

1.0 PROJECT SPONSORS

The SEP-HCP is an effort jointly sponsored by Bexar County and the City of San Antonio. Ms. Renée Green, County Engineer, and Mr. Andrew Winter, Environmental Engineer, from Bexar County's Infrastructure Services Department and Mr. Jesús Garza, Assistant Director, from the City of San Antonio's Planning and Community Development Department represented the project sponsors throughout the SEP-HCP development.

2.0 SEP-HCP CONSULTANT TEAM

Bexar County hired a team of environmental, financial, and real estate consultants to help prepare the SEP-HCP. Table 1 provides a list of the individuals integral to assisting in the development of the SEP-HCP as well as their major roles and expertise.

TABLE 1. SEP-HCP CONSULTANT TEAM.

Prime Environmental Consultant

Loomis Partners, Inc.

Clifton Ladd	Project Manager & Chief Scientist
Amanda Aurora	Assistant Project Manager & Primary HCP Author
Jennifer Blair	Staff Biologist
Laura Zebehazy	Staff Biologist

Wildlife biologists at Loomis Partners provided expertise in the conservation of the golden-cheeked warbler and black-capped vireo, as well as the development of regional habitat conservation plans in Texas. Loomis was primarily responsible for project management, authorship, and coordination of the SEP-HCP.

Core Team Consultant

Zara Environmental, LLC

Jean Krejca, PhD.	Chief Scientist & Karst Specialist
Rachel Barlow	Karst Biologist

Zara Environmental biologists provided scientific and technical expertise regarding the biology and conservation of karst and aquatic species.

Technical Consultants & Specialists

Ximenes & Associates

Sonia Jimenez	Facilitator
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Ximenes & Associates provided expertise in facilitating public meetings, identifying and resolving potential conflicts among stakeholder interests, and arriving at consensus.

Mr. Wendell Davis, AICP

Wendell Davis	Planner
Shelley Hauschild	GIS Planner
Dan Phillips	Research Associate

Mr. Davis and associates provided expertise in city and land planning, real estate market research, and feasibility analysis.

M. E. Allison & Co., Inc.

Christopher Allison	Chief Financial Officer
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TABLE 1. SEP-HCP CONSULTANT TEAM.

M. E. Allison provided expertise in municipal finance, economic impact analysis, and funding mechanisms.

3.0 BEXAR COUNTY INDEPENDENT LEGAL COUNSEL

Bexar County retained independent legal counsel to provide additional guidance during the SEP-HCP planning process. Mr. Jerry Webberman and Ms. Megan Bluntzer, with Jackson Walker, LLP, assisted Bexar County with legal matters associated with the preparation of the SEP-HCP.

4.0 SEP-HCP ADVISORY COMMITTEES

4.1 CITIZEN’S ADVISORY COMMITTEE MEMBERSHIP

Bexar County convened the Citizen’s Advisory Committee (CAC) to provide input on the direction and content of the SEP-HCP. The CAC was composed of 21 individuals representing a variety of stakeholder groups, including rural landowners, conservation interests, business/real estate interests, and government/utility provider interests (Table 2).

TABLE 2. SEP-HCP Citizen’s Advisory Committee Membership and Affiliations.

LANDOWNERS

NAME	AFFILIATION	ALTERNATE
Bebe Fenstermaker	Bexar County	Clark Terrell
Ann Dietert	Kerr County	
Dr. Bob Fitzgerald	Medina County	Lester Landrum
Delmar Cain	Kendall County	Chuck Janzow
Mary Bradshaw	Bexar County	Lottie Millsaps
Randy Johnson	Bexar County	Myfe Moore
Gary Schott	Bexar County	Madelyn Schott

CONSERVATION/ENVIRONMENTAL GROUPS

NAME	AFFILIATION	ALTERNATE
Annalisa Peace	Greater Edwards Aquifer Alliance	Paul Barwick
Kirby Brown, Co-Chair	Texas Wildlife Association	
Gerald McFarlen	Cibolo Nature Center	
Mary Fenstermaker	Hill Country Planning Association	

DEVELOPER/REAL ESTATE/ENGINEER

NAME	AFFILIATION	ALTERNATE
Ian Cude	Real Estate Council of San Antonio	
Frosty Forster	Professional Engineers in Private Practice	
Michael Moore	Greater San Antonio Builders Association	

TABLE 2. SEP-HCP Citizen's Advisory Committee Membership and Affiliations.

Susan Wright	Real Estate Council of San Antonio	
George Peck	CEC Engineering	Floating
Bob Liesman	MBC Engineering	Floating

GOVERNMENT/UTILITIES/BUSINESS

NAME	AFFILIATION	ALTERNATE
Commissioner Jonathan Letz, Co-Chair	Kerr County	
Councilperson Jennifer Nottingham	City of Grey Forest	Mayor Jeff Waldrop
Sandy Jenkins	City of San Antonio	Eric Lautzenheiser
Tom Hornseth	Comal County	
Jenna V. Terrez	Utilities	Kim Stoker
Deirdre Hisler	Texas Parks and Wildlife Department	Nic Maloukis

4.1.1 CAC COMMITTEE CHARGE

The CAC adopted their committee charge on March 1, 2010, and it included the following the language:

Bexar County proposes to charge the Citizens Advisory Committee (CAC) of the Southern Edwards Plateau Habitat Conservation Plan (SEP-HCP) with the following tasks:

- Recommend the overall vision, goals, and objectives of the SEP-HCP, including assistance with the recovery of threatened and endangered species; and reducing the associated pressures on Camp Bullis and aid in maintaining its training mission.
- Recommend a preferred alternative for each of the SEP-HCP major framing issues, including:
 - Boundaries of the Plan Area
 - Species to be Covered for Incidental Take
 - Activities to be Covered for Incidental Take
 - Conservation Strategy, and
 - Funding Strategy.
- Recommend the form and level of mitigation required of plan participants, and the methods for determining such requirements.
- Recommend a plan for consideration by Bexar County and the City of San Antonio prior to its submittal to the U.S. Fish and Wildlife Service as the basis for a permit application.
- The landowner members of the CAC will appoint one member of the Biological Advisory Team.

4.1.2 CAC OPERATIONAL RULES

The CAC also adopted their operational rules on March 1, 2010, and the rules included the following language:

Actions of the CAC

- A quorum of 11 CAC members must be present to deliberate or take action.
- Due to the provisions of the Texas Open Meetings Act, unappointed alternates or proxies for appointed CAC members will not be recognized.
- A motion and second from the CAC is required before action is taken on an issue.
- The CAC will follow Roberts Rules of Order (abbreviated).

- Any CAC member can call for a roll-call vote.
- The CAC will strive for consensus, but a super-majority of 65% of the CAC members present for a vote is sufficient to carry a motion.
- Dissenting opinions may be submitted for the record, at the discretion of the dissenter.
- Bexar County and the City of San Antonio will be informed of the vote count for CAC actions.

Minutes and Records

- The consultant team will take notes at meetings and prepare draft minutes for CAC consideration, amendment (if necessary), and approval at the subsequent meeting.
- Approved minutes will be posted on the SEP-HCP website.
- An audio recording of CAC meetings will be captured and archived for the record.
- All materials will be distributed to the CAC for consideration via email or the SEP-HCP website.

Public Comments

- Each CAC meeting will include an opportunity for public comment identified on the agenda.
- Individuals will be limited to 3 minutes of speaking time per meeting during dedicated public comment agenda items. Citizens will be asked to sign a sign-in sheet.
- The CAC will not engage in discussion during the public comment agenda item.
- At the Chairs's discretion, the public can be recognized to speak on any item under discussion during the meeting.
- The public may provide written comments to the CAC at any time via info@sephcp.com, and all comments will be posted on the web site.

Communications

- Less than a quorum of CAC members may discuss SEP-HCP business outside of a posted meeting, provided that they have not been delegated decision-making authority and further provided that they are not meeting with an intent to circumvent the Texas Open Meetings Act.
- Email to and among CAC members will only be used to disseminate information.

- Written comments, suggestions, and other written communications from CAC members regarding SEP-HCP business outside of a posted meeting should be sent to the Bexar County or City of San Antonio SEP-HCP representatives, or the consultant team.

4.2 BIOLOGICAL ADVISORY TEAM

Bexar County also convened a Biological Advisory Team (BAT) to provide input on the direction and content of the SEP-HCP. Members of the BAT were appointed by the Project Sponsors, Texas Parks and Wildlife, and the landowner members of the CAC. The BAT provided guidance on scientific aspects of the Plan, and was composed of professional biologists with expertise ranging from species biology to general land management (Table 3).

TABLE 3. SEP-HCP Biological Advisory Team Membership and Affiliations.

<u>NAME</u>	<u>AFFILIATION</u>
Richard Heilbrun, BAT Chairperson	Texas Parks and Wildlife Department
Valerie Collins	Pape-Dawson Engineers
Dr. Andy Gluesenkamp	Texas Parks and Wildlife Department
Julie Groce	Texas A&M University
Dr. Tom Hayes	Greater Edwards Aquifer Alliance
Jayne Neal	City of San Antonio
Jackie Poole	Texas Parks and Wildlife Department
Justin Dreibelbis	Texas Wildlife Association

4.2.1 BAT COMMITTEE CHARGE

The BAT adopted their committee charge on February 8, 2010, and it included the following the language:

The Biological Advisory Team (BAT) for the Southern Edwards Plateau Habitat Conservation Plan (SEP-HCP) is charged with the following tasks:

- Provide input to the plan participants, including the Citizens' Advisory Committee (CAC), on biological matters in connection with the development of the SEP-HCP, including critical reviews of any aspect of the SEP-HCP directly or indirectly affecting the biological integrity of the plan.
- As required by Chapter 83 of the Texas Parks and Wildlife Code (83.015c), the BAT will also assist in the:
 - Calculation of harm to the endangered species, and
 - The sizing and configuring of the habitat preserves.
- Comments and recommendations from the BAT will be based on the best available science.

4.2.2 BAT OPERATIONAL RULES

The BAT adopted their operational rules on February 22, 2010, and the rules included the following language:

Actions of the BAT

- A quorum of 5 BAT members must be present to deliberate or take action.
- Alternates or proxies for appointed BAT members will not be recognized.
- A motion and second from the BAT is required before action is taken on an issue.
- The BAT will strive for consensus, but if there is more than one dissenting vote then the motion does not carry.
- Dissenting opinions may be submitted for the record, at the discretion of the dissenter. The CAC will be informed of the vote count.

Minutes and Records

- The consultant team will take notes at meetings and prepare draft minutes for BAT consideration, amendment (if necessary), and approval at the subsequent meeting.
- Approved minutes will be posted on the SEP-HCP website.
- All materials will be distributed to the BAT for consideration via email or the SEP-HCP website.

Public Comments

- Each BAT meeting will include an opportunity for public comment identified on the agenda.
- Individuals will be limited to 3 minutes of speaking time per meeting during each public comment period. Citizens will be asked to sign a sign-in sheet.
- At the Chairs's discretion, the public can be recognized to speak on any item under discussion during the meeting.
- The BAT will not engage in discussion during the public comment agenda item.
- The public may provide written comments to the BAT at any time via info@sephcp.com.

Communications

- Less than a quorum of BAT members may discuss SEP-HCP business outside of a posted meeting, provided that they have not been delegated decision-making authority and further provided that they are not meeting with intent to circumvent the Open Meetings Act.
- Email to and among BAT members will only be used to disseminate information.
- Comments, suggestions, and other communications from BAT members regarding SEP-HCP business outside of a posted meeting should be sent to the BAT Chair, Bexar County SEP-HCP representative, and/or the consultant team (cc Chair).

4.3 AGENCY OVERSIGHT GROUP

An Agency Oversight Group (AOG) was also created to facilitate coordination between project sponsors and the regulatory agencies. Table 4 lists the group members and their affiliations.

TABLE 4. SEP-HCP Agency Oversight Group Membership and Affiliation.

NAME	AFFILIATION
Andrew Winter	Bexar County Infrastructure Services Department
Jesús Garza	City of San Antonio Planning and Development Services
Allison Arnold	U.S. Fish and Wildlife Service
Richard Heilbrun, BAT Chair	Texas Parks and Wildlife Department
Kirby Brown, CAC Co-Chair	Texas Wildlife Association
Commissioner Jonathan Letz, CAC Co-Chair	Kerr County

4.3.1 AOG COMMITTEE CHARGE

The AOG adopted their committee charge on March 12, 2010, and it included the following the language:

To provide logistical support, as needed to the Citizens Advisory Committee (CAC), Biological Advisory Team (BAT), and ultimately the Southern Edwards Plateau Regional Habitat Conservation Plan (SEP-HCP) applicants, in order to meet deadlines, stay on budget, and provide a framework within which to facilitate communication between regulatory agencies and the Grant applicants. The AOG is not a decision-making body and will not deliberate on Plan decisions, development of, or implementation of the Regional Habitat Conservation Plan.

4.3.2 AOG GROUND RULES

The AOG established ground rules for their group, and the rules included the following language:

Our attitude and culture

- We treat each other with respect.
- We intend to develop personal relationships to enhance trust and open communication.
- We value constructive feedback. We will avoid being defensive and give feedback in a constructive manner.
- We treat contractors, subcontractors, and team members in the same way.
- We strive to recognize and celebrate individual and team accomplishments.
- As team members, we will pitch in to help where necessary to help solve problems and work together to keep the process moving.

Team meetings

- Additional meetings can be scheduled to discuss critical issues or tabled items upon discussion and agreement with the team.
- All team members are expected to attend team meetings unless they are out of town, on vacation or sick. If a team member is unavailable, he or she should have a designated, empowered representative (another team member, a representative from their functional organization, etc.) attend in their place.
- The team can cancel or reschedule a team meeting if sufficient team members are unavailable or there is insufficient subject matter to meet about.

- The team will publish and distribute an agenda by email no later than one week prior to the meeting. Team members are responsible for contacting the team or leaving a voice message or email with any agenda items they want to include no later than one week prior to the meeting. Agenda items can be added at the meeting with the concurrence of the team.
- Meetings will start promptly on time. All members are expected to be on-time. If, for extenuating circumstances a member is late, he/she must catch-up on their own.
- An action item list with responsibilities will be maintained, reviewed in meetings, and distributed with the meeting minutes.
- No responsibilities will be assigned unless the person being assigned the responsibility accepts it. If a person to be given a responsibility is not at the meeting, the team must review that assignment or action item with the person before the responsibility is designated.
- Meeting minutes will be distributed within three days after the meeting.
- We will stick to a timetable set by the agenda for each agenda item. Should the need arise to discuss and resolve a particular issue, we will emphasize full discussion and resolution of the issue vs. sticking to a timetable for that specific occurrence and only with the concurrence of a majority of the team members.

Communication and Decision-Making

- One person talks at a time; there are no side discussions
- Each person is given a chance to speak their mind while at the same time respecting the group's time and the meeting timetables. We will be brief and focus on facts, not opinions.
- We emphasize open and honest communication - there are no hidden agendas.
- We de-personalize discussion of issues - no attacks on people.
- We will listen, be non-judgmental and keep an open mind on issues until it is time to decide.
- We emphasize balanced participation of all team members.
- We will emphasize collaboration and use consensus for important decisions and issues. For less important issues, we will rely on the subject matter expert with input from others.

Planning and Management

- We will mutually commit to our team's objectives as stated in the charge or negotiate until we can make this mutual commitment.
- We accept the responsibility and accountability along with the ability to administer given to us.
- We will maintain the team work plan and schedule each month.
- If a team member believes they are being asked to do a task outside the scope of the team's charge, he/she will bring this to the attention of the team for resolution.
- We will maintain awareness of applicant-contractor roles while being responsive to applicant representative needs. Any suggestions or direction we believe will constitute a scope change will be handled through proper channels. We will avoid a constructive change without proper documentation and authorization.
- When we pose an issue or a problem, we will also try to present a solution.
- Team commitments shouldn't be made lightly, but we will keep those that we do.

Other

- We will focus sufficient time on team process and conduct process checks when one member believes we are deviating from our ground rules.

5.0 PROJECT TIMELINE

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