



## Executive Committee | Summary Minutes

10:00 a.m., Wednesday, January 9, 2019  
CAPCOG Lantana Room  
6800 Burleson Road, Building 310, Suite 155  
Austin, Texas 78741

### Present (23)

Commissioner Gerald Daugherty, *Travis County*,  
**Chair**

Council Member Andrea Navarrette, *City of Leander*, **1st Vice Chair**

Judge Paul Pape, *Bastrop County*, **2nd Vice Chair**

Mayor Brandt Rydell, *City of Taylor*, **Secretary**

Mayor Jane Hughson, *City of San Marcos*,

**Parliamentarian**

Council Member Jimmy Flannigan, *City of Austin*

Mayor Monty Parker, *City of Bee Cave*

Judge Brett Bray, *Blanco County*

Mayor George Haehn, *City of Buda*

Commissioner Joe Don Dockery, *Burnet County*

Judge James Oakley, *Burnet County*

Judge Hoppy Haden, *Caldwell County*

Judge Joe Weber, *Fayette County*

Judge Ruben Becerra, *Hays County*

Commissioner Debbie Ingalsbe, *Hays County*

Commissioner Maurice Pitts, *Lee County*

Judge Ron Cunningham, *Llano County*

Mayor Lew White, *City of Lockhart*

Council Member Mike Heath, *City of Pflugerville*

Council Member Tammy Young, *City of Round Rock*

Council Member William Gordon, *City of Smithville*

Commissioner Brigid Shea, *Travis County*

Commissioner Cynthia Long, *Williamson County*

### Absent (5)

Mayor Corbin Van Arsdale, *City of Cedar Park*,

**Immediate Past Chair**

Commissioner Russ Boles, *Williamson County*

State Representative John Cyrier

State Representative Celia Israel

State Representative Terry Wilson

### **1. Opening Remarks and Pledge of Allegiance by the Chair**

Commissioner Daugherty called the meeting to order at 10:00 a.m. and confirmed a quorum. Before leading the Pledge of Allegiance, Commissioner Daugherty had all the Executive Committee members introduce themselves since there were several new members.

### **2. Consideration of Minutes for the December 12, 2018 Meeting**

A motion was made by Judge Oakley to approve the December 12, 2018, meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously and the December 12, 2018, minutes were adopted.

### **3. Elect Executive Committee Officers for 2019**

**Betty Voights, Executive Director**

Ms. Voights stated that at the September General Assembly meeting, a Nominating Committee was elected. The Nominating Committee has two primary duties – (1) recommend a slate of members for the Executive Committee (which was voted on at the December General Assembly meeting); and (2) recommend Executive Committee Officers, which are voted on at this meeting. Their recommendation for the 2019 Executive Committee Officers are as follows:

Chair – Travis County Commissioner Gerald Daugherty

First Vice Chair – City of Leander Council Member Andrea Navarrette

Second Vice Chair – Bastrop County Judge Paul Pape

Secretary – City of Taylor Mayor Brandt Rydell

Parliamentarian – City of San Marcos Mayor Jane Hughson  
Immediate Past Chair – City of Cedar Park Council Member Corbin Van Arsdale

A motion was made by Commissioner Ingalsbe to accept the recommendations for the 2019 Executive Committee officers and Commissioner Pitts seconded the motion. The motion passed unanimously.

**4. Adopt a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments**

**Lisa Byrd, Director of Finance**

Ms. Byrd stated this is an annual agenda item that updates the signature authority with CAPCOG's financial institution when the officers of the Executive Committee change. The Resolution authorizes five signatures: the new Chair and Secretary, Executive Director, Ms. Betty Voights, Director of Administration, Ms. Sheila Jennings, and Director of Finance, Ms. Lisa Byrd, to hold signature authority for signing and countersigning disbursements of CAPCOG funds. CAPCOG's internal control policies state that any check greater than \$5,000 must have two original signatures. Generally, the Finance Director and the Executive Director sign those checks. In case of CAPCOG's Business Continuity Plan, if the above signors are all out of the office and unavailable, CAPCOG's financial institution will accept an email from a board member that has signatory authority should CAPCOG need to issue a payment.

A motion was made by Judge Pape to approve the Resolution for Providing Signature Authority and Council Member Heath seconded the motion. The motion passed unanimously.

**5. Review CAPCOG Advisory Committees' Membership and Criteria and Appoint Executive Committee Liaisons for the Calendar Year 2019**

**Sheila Jennings, Director of Administration**

Ms. Jennings presented an overview of CAPCOG's advisory committees. She also pointed out that the Executive Committee Attendance Report and the Advisory Committees Attendance Reports will be provided to the Executive Committee members via email from this date forward. CAPCOG has seven advisory committees that are appointed by the Executive Committee:

- Aging Advisory Council (AAC)
- Criminal Justice Advisory Committee (CJAC)
- Geographic Information Systems Planning Council (GISPC)
- Homeland Security Task Force (HSTF)
- Law Enforcement Education Committee (LEEC)
- Solid Waste Advisory Committee (SWAC)
- Strategic Advisory Committee of the Capital Area Emergency Communications District (9-1-1) – appointed by the CAECD Board of Managers (CAECD-SAC)

Ms. Jennings pointed out that there are other committees that are not appointed by the Executive Committee – Capital Area Regional Transportation Planning Organization (CARTPO), Clean Air Coalition (CAC), Regional Environmental Task Force (RETF), and Capital Area Economic Development District (CAEDD). Included in this action is the designation of a non-voting Board liaison to each committee with a vacancy. Ms. Jennings reminded everyone that the current Board Liaison for the CJAC and the GISPC is Mayor Hughson, however, Mayor Hughson decided to relinquish the CJAC liaison position due to her new duties as Mayor. The current Board Liaison for the HSTF is Commissioner Dockery. Commissioner Pitts is

the current Board Liaison for SWAC and expressed that he wanted to remain on that committee. Commissioner Long is the current Board Liaison for CAECD-SAC and indicated she wanted to continue in that role.

Council Member Young volunteered to be the Executive Committee Liaison for the AAC, Judge Becerra volunteered to be the Executive Committee Liaison for the LEEC, and Judge Cunningham volunteered to be the Executive Committee Liaison for the CJAC.

A motion was made by Commissioner Long to approve the 2019 Executive Committee Liaisons and Council Member Navarrette seconded the motion. The motion passed unanimously.

**6. Ratify the 2019 Capital Area Economic Development District Board Membership**  
**Chris Schreck, Director of Regional Planning and Services**

Mr. Schreck stated this is an annual agenda item and the Executive Committee is asked to ratify the Capital Area Economic Development District (CAEDD) Board membership. CAPCOG receives a grant from the Economic Development Administration (EDA) to coordinate and help support economic development activities across the region. Part of the scope of work of the grant is to convene a body of stakeholders from across the region who are broadly representative of the regional economic development interests across the region.

A motion was made by Commissioner Ingalsbe to ratify the 2019 CAECDD Board membership and Council Member Young seconded the motion. The motion passed unanimously.

**7. Award 2019 Air Quality Monitoring Contract**  
**Andrew Hoekzema, Assistant Director of Regional Planning and Services**

Mr. Hoekzema explained that the air quality monitoring contract covers ozone monitoring for eight monitoring stations. The contract will be funded with local funds raised by the Clean Air Coalition (CAC) members. The Texas Commission on Environmental Quality (TCEQ) operates two ozone monitors, the minimum number of ozone monitors for the region. CAPCOG manages supplemental air quality monitoring that goes beyond the monitoring stations that TCEQ operates. These regional monitors assist the region in understanding ozone better since the Environmental Protection Agency (EPA) has to go through a process of identifying which areas are in compliance or not. CAPCOG's monitors and TCEQ's monitors ensure our region is well covered. The amount requested for the contract is up to \$155,000 which will cover routine operating costs, maintenance costs and tasks that are associated with setting up some new sites. The contract also has two one-year options to renew for 2020 and again in 2021. There were two proposals for this contract with Weston Solutions scoring higher than the other vendor. Weston Solutions was recommended for this contract.

A motion was made by Commissioner Long to approve a contract with Weston Solutions, Inc., and Council Member Heath seconded the motion. The motion passed unanimously.

**8. Consider Authorizing the Interlocal Agreement Template for RNS System**  
**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained that the Interlocal Agreement Template for the RNS System is being presented as a follow-up from the November 2018 meeting. At that meeting there were concerns about some of the language in the agreement, specifically, the "Hold Harmless Clause" and after a brief discussion, it was

decided to bring this item back. During the interim, CAPCOG worked with Bastrop County counsel and found that the language was acceptable.

A motion was made by Judge Pape to approve the Interlocal Agreement template and Council Member Navarrette seconded the motion. The motion passed unanimously.

**9. Consider Appointments to Advisory Committees**  
**Betty Voights, Executive Director**

Commissioner Long recommended Mr. Michael Cooper to replace Mr. Pete Correa for Williamson County on the Solid Waste Advisory Committee (SWAC). A motion was made by Commissioner Long to approve the recommendation and Commissioner Shea seconded. The motion passed unanimously.

**10. Staff Updates**  
**Betty Voights, Executive Director**

- Ms. Voights explained that the Texas Association of Regional Councils (TARC) is the state association for all 24 councils of governments. TARC meets three times annually in Austin. Since the TARC representative has a four-year term limit, currently Judge James Oakley, she is seeking a volunteer to be CAPCOG's representative on the TARC board. The representative is also eligible to serve on any of TARC's committees. Judge Oakley recommended Judge Paul Pape and he accepted the recommendation. A motion was made by Council Member Navarrette to approve Judge Pape as the new TARC representative and Commissioner Shea seconded. The motion passed unanimously.
- Mr. Hoekzema informed the Committee that the Environmental Protection Agency (EPA) has issued a request for grant applications for their Diesel Emissions Reduction Act (DERA) grant. This grant is available for vehicle replacement programs. CAPCOG is anticipating submitting either a regional application or multiple applications. The limit is three applications per entity. CAPCOG is looking to see if any of the counties or cities have interest in applying for this funding either through CAPCOG or in partnership with CAPCOG. For example, if the city or county has older diesel vehicles, older diesel non-road equipment like construction equipment, and are looking for funding to replace the equipment, this funding may allow for up to 25% of the cost of a replacement vehicle or piece of equipment powered by diesel. The deadline for applications is March 6<sup>th</sup>.
- Mr. Ritchey stated that CAPCOG's reporting on the RNS users is going to be improved greatly now that "de-duplication" has been managed. There ended up being approximately 92,000 to 93,000 duplicates resulting in approximately 105,000 to 110,000 registrants for the entire system. This past month an additional 1,600 people registered which is approximately a 50% increase month over month since November. CAPCOG will be looking for partnerships and other ways to increase participation with Warn Central Texas. Now that the duplicates are gone, reports can be run by city and zip code, but not by county and CAPCOG will be looking into a way to do that. Commissioner Daugherty suggested that Commissioner Shea chair a small committee regarding the registration issue and she accepted. Judge Oakley recommended Commissioner Dockery for the committee and Commissioner Ingalsbe volunteered to be on the committee. It was agreed that the committee will report back in 90 days. In addition, Mr. Ritchey reported that CAPCOG has the technology to notify every cell phone that's in our area through a system called IPAWS (Integrated Public Alert and Warning System). It has much more limitations to the number of characters and it pings off cell towers versus off cell phone location.

**11. Adjourn**

Commissioner Daugherty adjourned the meeting at 11:30 a.m.



Handwritten signature of Mayor Brandt Rydell in blue ink, written over a horizontal line.

Mayor Brandt Rydell, Secretary  
Executive Committee  
Capital Area Council of Governments

2/13/19

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Date