



## Executive Committee | Summary Minutes

10:00 a.m., Wednesday, May 8, 2019  
CAPCOG Lantana Room  
6800 Burlleson Road, Building 310, Suite 155  
Austin, Texas 78744

### Present (22)

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

Council Member Andrea Navarrette, *City of Leander*, **First Vice Chair**

Judge Paul Pape, *Bastrop County*, **Second 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*

Mayor George Haehn, *City of Buda*

Commissioner Joe Don Dockery, *Burnet County*

Judge James Oakley, *Burnet County*

Judge Hoppy Haden, *Caldwell County*

Council Member Heather Jefts, *City of Cedar Park*

Judge Joe Weber, *Fayette County*

Commissioner Debbie Ingalsbe, *Hays County*

Commissioner Maurice Pitts, *Lee 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 Russ Boles, *Williamson County*

Commissioner Cynthia Long, *Williamson County*

### Absent (6)

Judge Brett Bray, *Blanco County*

Judge Ruben Becerra, *Hays County*

Judge Ron Cunningham, *Llano 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.

### **2. Consideration of Minutes for the April 10, 2019, Meeting**

A motion was made by Council Member Navarrette to approve the April 10, 2019, meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously and the April 10, 2019, minutes were adopted.

### **3. Accept the Quarterly Investment Report**

**Lisa Byrd, Director of Finance**

Ms. Byrd stated that this was the first quarter report ending March 31, 2019, for the 2019 calendar year. Total interest earnings for the quarter was over \$135,000 with an interest rate of approximately 2.36%. The weighted average maturity days were 27 days and the 6-month U.S. Treasury Bill rate at March 31<sup>st</sup> was 2.37%, which indicated CAPCOG performed a little better than the Treasury Bill rate. The book value and the market value are the same because TexPool tries to maintain a \$1.00 balance. The beginning book value was approximately \$22,900,000 and the ending book value was approximately \$23,400,000.

A motion was made by Council Member Navarrette to accept the Quarterly Investment Report and Mayor Parker seconded the motion. The motion passed unanimously.

**4. Accept the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2018**

**Lisa Byrd, Director of Finance**

**Lupe Garcia, CPA – Senior Manager of Whitley Penn, LLP**

Ms. Byrd introduced Mr. Lupe Garcia from the audit firm Whitley Penn, LLP, to present the audit report for the year ending September 30, 2018. Mr. Garcia met earlier with the Executive Committee Officers and answered any questions regarding the audit report. Mr. Garcia explained that the audit process started with a risk assessment followed by tests of internal controls. The strongest form of audit evidence was information confirmed with third parties. As external auditors, Whitley Penn can issue three different types or levels of audit evidence. The highest level of assurance, an unmodified opinion, is the best opinion Whitley Penn can issue and issued it to CAPCOG for the fiscal year 2018. The Whitley Penn accounting staff reviewed CAPCOG's accounting policies and determined that they were in-line with industry standards. Mr. Garcia explained that the largest and most significant account estimate was depreciation expense based on CAPCOG's estimate of the useful lives of its capital assets. The accounting staff's review found that the basis for CAPCOG's estimate to be in-line with CAPCOG's policy.

Mr. Garcia then highlighted the financial information in the Annual Financial Report. He reviewed CAPCOG's Statement of Net Position pointing out that CAPCOG's total net position was \$25.6 million on September 30, 2018. This amount represented the difference between CAPCOG's assets and liabilities. Total assets were \$26.9 million. He pointed out that the balances from 2017 to 2018 were comparable and that all the governmental funds for this audit period reported a positive ending fund balance. He did report that auditors did not find any material weaknesses or significant deficiencies in internal controls over financial report and did not identify any noncompliance that would be material to the financial statements. The auditors also issued a clean opinion on CAPCOG's compliance with the requirements that are applicable to its Federal Aging Cluster and State Aging and Regional Solid Waste Management programs.

A motion was made by Commissioner Pitts to accept the Annual Financial Report and Judge Haden seconded the motion. The motion passed unanimously.

**5. Presentation of a Mid-Year Update to Budgeted Revenues for CAPCOG FY 2019**

**Sheila Jennings, Director of Administration**

Ms. Jennings presented a Mid-Year Report of the CAPCOG FY 2019 Budget. The General Assembly adopted the initial budget on September 12, 2018. Because some grants were not finalized when the budget was adopted, Ms. Jennings stated that at this time, we come back to the board to report on any changes in revenue. Ms. Jennings pointed out that there is a \$5,326,087 increase in the budget since the initial September adoption. The two major changes were Aging Services and Emergency Communications, which together represented more than 80% of the CAPCOG budget. Aging Services received revenue at the end of the fiscal year which accounted for \$2.6 million more in additional amounts to carry forward than anticipated in the initial budget. Aging staff are now adapting to make some changes in outreach and staffing to expend the carry over earlier in the year. Ms. Jennings then proceeded through each division in CAPCOG, noting smaller adjustments.

With regard to Emergency Communication, Ms. Jennings explained the \$3,426,387 difference between the initial budget and the adjusted 2019 budget in the Emergency Communications division was due to a rollover of projects from FY 2018 to FY 2019, approved in the April board meeting of the Capital Area Emergency Communications District Board of Managers (CAECD-BOM), including workstation

replacements and equipment installation that were delayed due to construction. Ms. Voights pointed out that CAPCOG has started budgeting \$10,000 per year for unanticipated facilities costs. By doing this, CAPCOG avoids allocating those costs to the grants.

No action is required.

**6. Consider Adopting a Resolution for Prioritized List of Criminal Justice Program Projects for Plan Year 2020 Funding Consideration Through the Office of the Governor, Criminal Justice Division**  
**Matt Holderread, Criminal Justice Program Specialist**

Mr. Holderread explained that the purpose of this request was to adopt a resolution allowing CAPCOG to submit a prioritized list of criminal justice programs to the Office of the Governor. There were 16 applications from 10 organizations that requested approximately \$1 million. The Criminal Justice Advisory Council (CJAC) held scoring meetings on April 10, 2019, where they heard presentations from the applicants and were able to ask questions about their presentations. CJAC used a scoring sheet based on criteria that the Office of the Governor required and criteria from the Criminal Justice Plan (adopted by the board in December). CJAC will provide its recommendations to the Criminal Justice Division (CJD) of the Office of the Governor and they will make the final funding decision.

A motion was made by Commissioner Shea to adopt the Resolution and Council Member Young seconded the motion. The motion passed unanimously.

**7. Consider Adopting a Resolution for Prioritized List of Violence Against Women Justice and Training Program Projects for Plan Year 2020 Funding Consideration Through the Office of the Governor, Criminal Justice Division**  
**Matt Holderread, Criminal Justice Program Specialist**

For this category, Mr. Holderread reported that there were five applications from five different organizations requesting \$234,583 which was approximately \$158,000 less than the estimated budget for this grant program of \$392,782. The scoring meeting for this recommendation by CJAC was held on April 9, 2019. CJAC will provide its recommendations to the CJD of the Office of the Governor and they will make the final funding decision. A short discussion followed about what happens to the unspent grant money (approximately \$158,000) which is typically distributed throughout the state. Mr. Holderread explained that organizations must apply for the grant money in order to have an opportunity to receive the money and there is a 29% match requirement for this program. Commissioner Shea asked Mr. Holderread to prepare a brief description of this grant and e-mail it to her, Commissioner Daugherty and anyone else who would be interested. Mayor Hughson requested that an e-mail be sent to the board members notifying them of the grants and deadlines.

A motion was made by Judge Pape to adopt the Resolution and Council Member Young seconded the motion. The motion passed unanimously.

**8. Consider Adopting a Resolution for Prioritized List of General Victim Assistance Direct Services Program Projects for Plan Year 2020 Funding Consideration Through the Office of the Governor, Criminal Justice Division**

**Matt Holderread, Criminal Justice Program Specialist**

For these projects, Mr. Holderread indicated there were 18 applications from 18 different organizations requesting almost \$10 million which was approximately \$3 million over the estimated budget for this

program of \$6,954,511. CJAC's recommendations which were a result of the scoring meeting held on April 9, 2019, will be provided to the CJD of the Office of the Governor and they will make the final funding decision.

A motion was made by Mayor Hughson to adopt the Resolution and Commissioner Pitts seconded the motion. The motion passed unanimously.

**9. Consider Adopting a Resolution for Prioritized List of Juvenile Justice Grant Program Projects for Plan Year 2020 Funding Consideration Through the Office of the Governor, Criminal Justice Division**  
**Matt Holderread, Criminal Justice Program Specialist**

For this category, Mr. Holderread reported that there were 15 applications from 15 different organizations requesting just over \$1 million, twice the budgeted amount of \$452,539. The recommendation process for this program was the same as the previous programs. CJAC will provide its recommendations to the CJD for final approval. Ms. Voights pointed out that if other regions receive less applications than the budgeted amount, our region could get funded out of those programs.

A motion was made by Council Member Navarrette to adopt the Resolution and Council Member Heath seconded the motion. The motion passed unanimously.

**10. Consider Solid Waste Advisory Committee's MSW Permit No. 1841B Type IV Travis County Municipal Solid Waste Landfill Conformance Review Recommendation**  
**Ken May, Regional Program Coordinator**

Mr. May explained the reason this item was before the board was due to statutory requirements through the Regional Solid Waste Grants Program. This application was submitted on behalf of Waste Connections for the Travis County Landfill Type IV landfill expansion located at 9600 FM 812. This application extends the life of this facility by approximately 13 years. Its initial permit was issued in 1980 and it started accepting disposal in 2000. Mr. May noted that this is the only Type IV facility in central Texas. Parts one and two of the Solid Waste grant application, reviewed by a subcommittee of the Solid Waste Advisory Committee (SWAC), was found in conformance and recommended for approval of the application.

A motion was made by Commissioner Pitts to approve SWAC's Solid Waste Landfill Conformance Review Recommendation and Council Member Navarrette seconded the motion. The motion passed unanimously.

**11. Consider Approving a Marketing Contract for Commute Solutions and Air Quality Programs**  
**Andrew Hoekzema, Assistant Director of Regional Planning and Services**

Mr. Hoekzema explained that the proposal by Emmis Communications was reviewed and scored by a scoring committee which consisted of staff from City of Austin, City of Round Rock, Central Texas Regional Mobility Authority (CTRMA), Capital Area Rural Transit System (CARTS) and the Texas Department of Transportation (TxDOT) and he recommended approval of the contract based on an amount up to \$162,500. He also noted that the actual amount that might be spent could be scaled down given the uncertain future of Commute Solutions funding. The Air Quality and Commute Solutions funding in this year's budget for outreach activities determined this amount. Commissioner Long noted that it would be important to measure the impact achieved by outreach that is done; Mr. Hoekzema agreed and explained that CAPCOG's scope of work with TxDOT includes a regional survey to conduct this type of analysis which

would be handled through a separate contract. Discussion followed about methods for capturing results of marketing campaigns and the impact.

A motion was made by Council Member Navarrette to approve the marketing contract for Commute Solutions and Air Quality Programs and Mayor Hughson seconded the motion. The motion passed unanimously.

**12. Consider Appointments to Advisory Committees**

**Betty Voights, Executive Director**  
**Cathy Avila, Administrative Coordinator**

Ms. Avila announced that Judge Bray nominated Ms. Sophie Johnson to the Aging Advisory Council. A motion was made by Council Member Navarrette to approve the appointment and Commissioner Shea seconded the motion. The motion passed unanimously.

**13. Updates from Staff**

**Betty Voights, Executive Director**

- Ms. Voights reminded the committee that September is General Assembly and offered location options for the meeting.
- Ms. Angela Hahn, Assistant Director of Homeland Security, reported that Mr. Martin Ritchey, Director of Homeland Security, has been in discussion with Austin Energy and the City of Austin to obtain more active links for WarnCentral Texas. They are in the middle of a rebuild on their websites so any results may not be visible immediately. Ms. Hahn attended the Wildfire Symposium held on Friday, May 3, 2019, and worked with the City of Austin to distribute WarnCentral Texas material. Approximately 100,000 people attended the event. Signups for April were just under 2,000.

Mr. Mason Canales, Member Services Coordinator, added that the WarnCentral Texas website had an increase in traffic of about 2,000 visitors on the day the tornados occurred in the area. All those using the site were new users. WarnCentral Texas is planning a media conference for May 15<sup>th</sup> with some local Firewise communities.

Commissioner Shea reported that legislation has passed the House and has been referred to the Senate Intergovernmental Relations (IGR) that would essentially allow the utilization of motor vehicle registration databases for importing data into the WarnCentral Texas system. In the last committee conference call, there was discussion about doing campaigns in each of the respective governmental entities to encourage employees to register with WarnCentral Texas. Also discussed was the capability of importing the databases within each of the local jurisdictions to the WarnCentral Texas system.

- Ms. Voights closed the *Updates* with a reminder of the June workshop in lieu of the regular Executive Committee meeting and the topics for the meeting. The officers will be leaders in the four subject areas of the workshop.

**14. Adjourn**

Commissioner Daugherty adjourned the meeting at 11:31 a.m.

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

8/14/19  
Date