

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, October 9, 2019
6400 Burleson Road
Bldg. 310, Suite 155
Austin, Texas 78744

Present (13)

Commissioner Gerald Daugherty, *Travis County*,

Chair

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

Mayor Jane Hughson, *City of San Marcos*,

Parliamentarian

Council Member Jimmy Flannigan, *City of Austin*

Judge Brett Bray, *Blanco County*

Commissioner Joe Don Dockery, *Burnet County*

Judge James Oakley, *Burnet County*

Council Member Mike Guevara, *City of Cedar Park*

Judge Joe Weber, *Fayette County*

Commissioner Maurice Pitts, *Lee County*

Judge Ron Cunningham, *Llano County*

Council Member Mike Heath, *City of Pflugerville*

Commissioner Brigid Shea, *Travis County*

Absent (15)

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

Mayor Monty Parker, *City of Bee Cave*

Mayor George Haehn, *City of Buda*

Judge Hoppy Haden, *Caldwell County*

Judge Ruben Becerra, *Hays County*

Commissioner Debbie Ingalsbe, *Hays County*

Council Member Christine Sederquist, *City of*

Leander

Mayor Lew White, *City of Lockhart*

Council Member Tammy Young, *City of Round Rock*

Council Member William Gordon, *City of Smithville*

Commissioner Russ Boles, *Williamson County*

Commissioner Cynthia Long, *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 10:05 a.m. and confirmed a quorum.

2. Consideration of Minutes for the September 11, 2019, Meeting

A motion was made by Judge Oakley to approve the September 11, 2019, meeting minutes and Commissioner Pitts seconded the motion. The motion passed unanimously and the minutes were adopted.

3. Consider Selection of a Depository for CAPCOG Funds

Sheila Jennings, Director of Administration

Lisa Byrd Bowman, Director of Finance

Ms. Jennings explained the process for soliciting a depository and Frost Bank was the only proposer. Frost Bank is our current bank depository, meets all requirements and has performed satisfactorily in providing banking services. Ms. Voights noted that CAPCOG must go through this process every two years because of unintended language in our Capital Area Emergency Communications District (CAECD) statute which ties us to a county requirement; we are fortunate that we can continue with the same banking institution because it is tedious and expensive to change banks every two years. Judge Pape suggested we revisit the issue if we think an amendment to the statute should be made.

A motion was made by Mayor Hughson to approve the Selection of a Depository for CAPCOG Funds and Judge Weber seconded the motion. The motion passed unanimously.

4. Review Annual Contracts and Recurring Monthly Expenditures for CAPCOG in FY 2020
Sheila Jennings, Director of Administration

Ms. Jennings explained this is a routine item brought before the Executive Committee at the beginning of each fiscal year in October. She reviewed the Annual Contracts Summary chart pointing out that there are four different categories; items that may not be competitively procured because they were purchased through a cooperative purchasing program; multi-year agreements which were procured and previously approved, include recurring expenditures such as CAPCOG's lease; Professional Agreements with CAPCOG's auditor, Whitley Penn, and CAPCOG's law firm, Hudson & O'Leary; and Vendor Agreements, which are for Area Agency on Aging services that annually exceed the \$25,000 threshold.

On the chart under Multi-year agreements, Ms. Jennings pointed out that under the "Texas Department of Information Resources" (DIR), it should state that it is for our internet connections services procured through DIR.

Ms. Voights announced that Hudson & O'Leary informed her that they will no longer practice law after December. In the meantime, she will be looking into obtaining new counsel and will have recommendations.

No action needed.

5. Adopt the Criminal Justice Advisory Committee Plan Year 2021 Policy Statement
Rachel Steele, Director of Planning and Economic Development
Matt Holderread, Criminal Justice Program Specialist

Mr. Matt Holderread began explaining the amendments to the CJAC policy referring to the document that had not been handed out. He began explaining why some amendments were made by the Office of the Governor and other amendments were made to align the language in the Policy Statement with language in the interlocal agreement. A technical review of the applications by CAPCOG staff was also included. Ms. Voights directed Matt to retrieve the handout before continuing his review. At this time, a motion was made by Mayor Hughson to table this item to later in the meeting and Commissioner Shea seconded the motion. The motion passed unanimously.

6. Consider Approval of the FY 2020 Homeland Security Grant Program Regional Grant Process
Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented Homeland Security's Regional Grant Process highlighting changes in the grant process which now requires all applicants to file a National Cyber Security Review (NCSR). It is a simple process with a validation sheet that is anonymously uploaded to the NCR. Eligible applicants must now have a physical location within the ten-county CAPCOG region. Other changes Mr. Ritchey pointed out were removal of the section on "Interoperable Communications" from this particular program because it is handled through a different process, and removal of references to the Strategic Advisory Committee. Substantial changes were made to the dates which include the application period from January 13, 2020, to January 23, 2020. Applications will be reviewed after the application time frame closes. Mr. Ritchey asks that applicants submit a project worksheet in addition to the online application through eGrants to

have a clear narrative for stakeholders who rank the projects to review. After approval of this grant process, it will be published on CAPCOG's website and notification will go out to all the stakeholders.

Discussion continued focusing on outreach promotion for qualified non-profits for the Non-Profit Security Grant Program (NSGP). Mr. Ritchey explained that there is an extra pool of money, seven to ten grants of approximately \$100,000, approved for non-Urban Area Security Initiative (UASI) communities' non-profits within the region who have some type of risk, such as places of worship. CAPCOG will hold a workshop and invite the non-profits and provide assistance on how to prepare the application so they may access these funds.

A motion was made by Commissioner Shea to approve the FY 2020 Homeland Security Grant Program Regional Grant Process and Mayor Hughson seconded the motion. The motion passed unanimously.

7. Update on Radio Communications Interoperability Planning

Betty Voights, Executive Director

Martin Ritchey, Director of Homeland Security

Ms. Voights explained that the creation of a work group for the update of the Regional Interoperability Communications Plan, or RICP, is a follow up to a commitment she made earlier in the year to the board in conjunction with a discussion about interoperability problems in western counties. When the Long-term Interoperability Committee (LTI) was eliminated under the Homeland Security Task Force (HSTF) and the CAECD took over as potential funding source for these projects, there was no longer a committee to work on planning and training for operational issues so this work group will do that. Mr. Ritchey noted that the intent was to establish a core group that CAPCOG would depend on to guide the RICP update; however, participation by others interested in these issues would be welcomed.

No action needed.

8. Consider Approving Interlocal Agreement for Transportation Planning and Outreach with CAMPO

Betty Voights, Executive Director

Ms. Voights stated that she had been working with Mr. Ashby Johnson, Capital Area Metropolitan Planning Organization (CAMPO) Executive Director, on this Interlocal Agreement (ILA) for several weeks and noted Mr. Johnson was in attendance. She walked through the three tasks explaining that managing the Regional Transit Coordination Committee had previously been at CAPCOG and focused on transit issues primarily to support social services including senior and disabled. The second task would have CAPCOG helping CAMPO with outreach related to planning issues in the Metropolitan Planning Organization's (MPO's) rural counties as well as to connect issues between these and the non-MPO counties and gave access management as an area of work that would apply to any county. Judge Weber asked if Fayette County would be included and Ms. Voights responded it would. Mr. Johnson joined Ms. Voights at the table and said he believed any work CAPCOG did for MPO counties could benefit the non-MPO counties. The third task addresses Incident Management issues and Mr. Johnson clarified that this involves clearing roads to keep traffic moving when incidents occur. Judge Pape suggested that since it's intended to be a three-year contract, the deliverable date should say August 31 of each year versus 2020. He also noted that the total for Task 2 for three years needed to be amended; Ms. Voights noted that the ILA had been back and forth several times and she had been changing the dollar amounts. The total of \$355,000 should have Task 2 at \$95,000.

A motion was made by Judge Pape to approve the Interlocal Agreement for Transportation Planning and Outreach with CAMPO as amended and Commissioner Shea seconded the motion. The motion passed unanimously.

9. Consider Appointment to Advisory Committees

Betty Voights, Executive Director
Cathy Avila, Administrative Coordinator

Ms. Avila announced Judge Becerra recommended Mr. John O'Brien to the Aging Advisory Council for Hays County. A motion was made by Commissioner Shea to approve the appointment and Judge Oakley seconded the motion. The motion passed unanimously.

10. Updates from Staff

Betty Voights, Executive Director

- Ms. Voights referred to an updated memo she provided in August and asked Mayor Hughson to present a follow-up to the Regional Issues Committee. Mayor Hughson acknowledged the Executive Committee members who participated were Council Member Gordon, Commissioner Long, Commissioner Dockery, Judge Oakley, and Judge Pape. There were a total of 11 recommendations presented from the June board workshop and she briefly recapped the recommendations regarding whether staff should pursue a project or the project was not part of the core work done by CAPCOG. Issues that will be pursued include broadband, a housing supply/growth analysis, coordinating emergency response assets, flood mitigation planning, transportation planning, continued work on regional water planning, and county land use analysis at some point.
- Ms. Voights provided a chart identifying the schedule of grants and funding opportunities for FY 2020 and then announced that CAPCOG will be holding a Cyber defense workshop the first week in December. This workshop is mainly directed toward IT staff.
- Ms. Voights announced the Volkswagen (VW) settlement that will have funding available to replace garbage trucks. In response to Commissioner Shea's question on whether any of the VW settlement will include funding for electric vehicle charging stations, Mr. Andrew Hoekzema, Director of Regional Planning & Services, explained that the Texas Commission on Environmental Quality (TCEQ) has not yet announced their plans for making the roughly \$31 million for electric charging stations, which will be available statewide. There is also a separate TCEQ grant program called the Alternative Fueling Facilities Program that can also fund electric charging stations that might be available sooner than the VW funds, but not all counties are eligible.
- Ms. Voights informed the board that Ms. Rachel Steele was promoted to Director of Communications & Economic Development Division and has taken the lead on the Economic Development Administration (EDA) and the Community Development Block Grant (CDBG) disaster money. Criminal Justice and Solid Waste fall under her division. In addition, Mr. Hoekzema will keep the Regional Planning & Services Division with the GIS Shop, Air Quality, and Water Initiatives under that division.

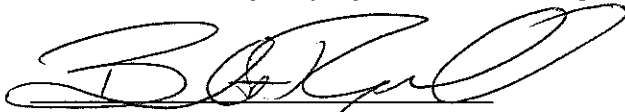
A motion was made by Mayor Hughson to remove agenda item 5 from the Table and Commissioner Shea seconded the motion. Vote was then taken on Mayor Hughson's motion to remove Agenda Item 5 from the Table and the motion passed unanimously. Mayor Hughson stated there was formatting and wording in the document that needed to be cleaned. Several members asked why some sections

had been red-lined out; Mr. Holderread responded these represented changes made by the Criminal Justice Department (CJD) which include deleting an exception under the Criminal Justice Program requirements that required recommending the Regional Law Enforcement Academy's (RLEA) application for full funding for RLEA that no longer comes from the Criminal Justice Program. CAPCOG's priority to fund one-time equipment purchases was also removed because CJD is trying to move away from funding equipment-only projects. Section C was added under Fund Source Information to allow funding to reach quality projects from more applications. Section D was added under CAPCOG Technical Assistance and Review requiring applicants to submit their application for CAPCOG to review at least one week before the deadline to submit applications to PSO/CJD.

A motion was made by Mayor Hughson to adopt the Criminal Justice Advisory Committee Plan Year 2021 Policy Statement with amendments and Commissioner Shea seconded the motion. The motion passed unanimously.

11. Adjourn

Commissioner Daugherty adjourned the meeting at 11:24 a.m.



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

11/26/19
Date