



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, February 12, 2020

CAPCOG Lantana Room

6800 Burleson Rd.

Bldg. 310, Suite 155

Austin, Texas 78744

Present (21)

Mayor Jane Hughson, City of San Marcos, **Chair**
Judge Paul Pape, Bastrop County, **First Vice Chair**
Mayor Brandt Rydell, City of Taylor, **Second Vice Chair**
Judge James Oakley, Burnet County, **Secretary**
Judge Ron Cunningham, Llano County,
Parliamentarian
Council Member Jimmy Flannigan, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Andrea Willott, City of Bee Cave
Judge Brett Bray, Blanco County
Council Member Mike Guevara, City of Cedar Park
Judge Joe Weber, Fayette County

Commissioner Debbie Ingalsbe, Hays County
Mayor Sandy Cox, City of Lakeway
Council Member Christine Sederquist, City of Leander
Mayor Lew White, City of Lockhart
Council Member Mike Heath, City of Pflugerville
Council Member William Gordon, City of Smithville
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative Terry Wilson

Absent (7)

Commissioner Gerald Daugherty, Travis County,
Immediate Past Chair
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Commissioner Maurice Pitts, Lee County
Representative John Bucy III
Representative John Cyrier
Representative Celia Israel

1. Opening Remarks and Pledge of Allegiance by the Chair

Mayor Hughson called the meeting to order at approximately 10:02 a.m., confirmed the quorum, and led the committee in the pledge of allegiance.

2. Consider Approval of the January 8, 2020 Meeting Minutes

Mayor Hughson asked for a consideration of the minutes from the January 8, 2020 meeting. There were changes noted to the attendance indicating Commissioner Long was present, Judge Oakley was absent, and a correction to Mayor Hughson's last name under item five was noted. Judge Oakley made a motion to approve the minutes with the noted changes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. Consider Accepting the Quarterly Investment Report for the Capital Area Council of Government **Lisa Byrd Bowman, Director of Finance**

Ms. Bowman stated that this report is for the quarter ending December 31, 2019. All investments are in the TexPool fund. The total quarterly interest earnings were \$97,207.64. The approximate average yield was 1.75%, which was ahead of the U.S. Treasury Bill at the end of the period which was 1.568%. Ms. Bowman indicated that we have four funds in the TexPool – General Fund- operating fund, Solid Waste - TCEQ advances, Air Quality - Member contributions and CAECD 911 funds.

Ms. Bowman asked if there were any questions on the quarterly report. There were no questions.

A motion was made by Commissioner Long to accept the Quarterly Investment Report. Mayor Cox seconded the motion. The motion passed unanimously.

Ms. Bowman informed the committee that the auditors started field work on Monday. Ms. Bowman informed the committee that a brief questionnaire for FY 2019 would be emailed committee members who served on the committee that year. She noted there is now an option in the email to request a hard copy of the survey and to provide a preferred address to receive the survey by mail. Ms. Bowman also informed the committee Mayor Hughson would have the questionnaire forms available at next committee meeting in March.

**4. Consider Electing Replacement to Serve Remainder of Term for Council Member Tammy Young
Betty Voights, Executive Director**

Mayor Hughson announced this agenda item for discussion. A motion was made by Commissioner Long to appoint Council Member Matthew Baker to the vacant seat. Commissioner Boles seconded the motion. The motion passed unanimously.

Mayor Hughson welcomed Council Member Baker; he then took his seat at the committee table.

**5. Consider Approving FY 2020-2021 Regional Solid Waste Grants
Ken May, Regional Programs Coordinator**

Mr. May informed the committee the State Legislature extended and refunded the program this year with \$224,000 in pass through grants for local governments to put into responsible solid waste management planning practices. Referring to the list of applications, Mr. May indicated that one applicant did not score the minimum score of 70 noting that this will result in a remaining balance which will be addressed by the Solid Waste Advisory Committee at their next meeting.

Judge Oakley thanked the Legislature for funding including State Representative Terry Wilson, who was present at the meeting. Judge Oakley commented on the importance of the program to our counties and cities. Judge Oakley then moved to approve the FY 2020 -2021 solid waste grants. Mayor White seconded the motion.

Ms. Voights noted that in last September's meeting she asked the Executive Committee if they wanted to consider requiring matches for these grants; while discussing this it was noted that matches were already being provided. Ms. Voights explained that the application forms allow for cash or in-kind match but not require it; some of this year's applications offer match but not all. Since the SWAC scores projects with consideration to match provided, we will begin to require the match in the grant contract. She said she had advised the SWAC this would be done; the reasoning is that it's unfair for one application to score higher because of match than one without match so it's important that applicants make the match.

Mayor Hughson asked if this was a 100% match or a contribution. Ms. Voights responded that it is completely arbitrary how much they put in and that this is a part of the challenge. Bastrop County for example, is putting \$18,000 cash in as match into their project; Burnet County is not putting a cash match in, which is fine as they're not required to. But it would be unfair if Bastrop County got a higher score than Burnet County because they put a match in but then we didn't make them put the match in.

Council Member Heath asked Ms. Voights what suggestions she had for putting performance measures in place to be able to have that call back. Ms. Voights responded there won't need to be a performance metric, they finish the project and request a reimbursement and at that point we want to see a document that shows they either put in a cash match or they quantify the in-kind match. Ms. Voights also mentioned that if the entire grant was not used they would prorate down the match to be fair.

Mayor Hughson summarized the discussion stating that a match is not required but if you say you're going to match it then we want to see proof that you did. Ms. Voight confirmed with a yes.

Mayor Hughson asked for a vote on the motion. The motion passed unanimously.

6. Consider Accepting Solid Waste Advisory Committee's MSW Registration No. 40299 Type V Transfer Station, RECON Services, Inc., Municipal Solid Waste Conformance Review Recommendations
Ken May, Regional Programs Coordinator

Mr. May noted that our Texas Commission on Environmental Air Quality contract as well as the statute requires an applicant for an MSW application or registration for a permit to submit parts 1 & 2 of the application for the COG to make a land use compatibility determination. This is done based on the goals and objectives of our Regional Solid Waste Management Plan.

Mr. May told the committee that this applicant did not meet the local land use compatibility standard conformance based on non-conformance with the CAPCOG RSWMP; and requested recommendation for statement of non-conformance with the CAPCOG RSWMP and denial of the registration application.

A motion was made by Commissioner Shea for non-conformance and recommendation of denial of the permit. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

7. Consider Accepting Solid Waste Advisory Committee's MSW Registration No. 40306 Type V Transfer Station, Austin Community Landfill Transfer Station, Municipal Solid Waste Conformance Review Recommendation
Ken May, Regional Programs Coordinator

Mr. May asked that the committee table this item until next month as they have received additional information from the applicant. Mr. May stated we attended a public meeting recently on this and that the TCEQ has extended the public comment period noting this will allow for us to reform our subcommittee to review information. The SWAC can then make a recommendation to this committee other than it does not have enough information to make an informed decision.

A motion was made Council Member Heath to postpone this item. Judge Oakley seconded the motion. The motion passed unanimously.

8. Consider Adopting a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for Regional Planning by the Capital Area Council of Governments
Martin Ritchey, Director of Homeland Security

Mr. Ritchey stated items 8-15 are very similar in nature; each year the Executive Committee is asked to adopt resolutions for submitting grants to the office of the Governor. None of these resolutions make a financial commitment on behalf of this body, they are needed to proceed with the grant process. Next month the ranked list of projects that have gone through the subcommittees and the HSTF will be on the agenda for approval for the regional allocation.

Judge Pape asked Mr. Ritchey how he arrived at the amount requested in the project applications; Ms. Voights responded that the regional planning grant is the cost of that department at CAPCOG and the amount is based on the agency's budgeting process for salaries, rent, etc.

Judge Pape asked if all items could be addressed in one motion if the amount of the grant application is the only variability. He then made a motion to adopt resolution authorizing submittal of the Homeland Security grant

program applications for items 8 through 15. Commissioner Shea seconded the motion. The motion passed unanimously.

Item #8 Regional Planning by the Capital Area Council of Governments

Item #9 CAPCOG Public Warning and Information Website by the Capital Area Council of Governments

Item #10 Regional Training & Exercises by the Capital Area Council of Governments

Item #11 Tier II Reporting Project by the Capital Area Council of Governments

Item #12 CAPCOG WebEOC by the Capital Area Council of Governments

Item #13 CAPCOG UAV Robotics Interoperability Project by the Capital Area Council of Governments

Item #14 Recovery & Resiliency Project by the Capital Area Council of Governments

Item #15 CAPCOG Simulation Deck Training by the Capital Area Council of Governments

9. Consider Appointments to Advisory Committees

Betty Voights, Executive Director

Ms. Brea announced the following recommendation:

On the Criminal Justice Advisory Committee (CJAC), Bob Klett, has been recommended for the Hays County spot and was recommended made by Commissioner Ingalsbe.

Mayor Hughson asked that the Advisory Committee appointment member information forms also be provided electronically to the committee.

A motion was made by Commissioner Shea to appoint Bob Klett to the CJAC. Commissioner Shea seconded the motion. The motion passed unanimously.

10. Staff Updates

Betty Voights, Executive Director

Ms. Voights discussed the planning of CAPCOGs 50th Anniversary. The event will be held during the September General Assembly with an expanded invitation list to include past chairs, all committee members and routine invitation list with legislators and special guests.

She said other plans include obtaining a proclamation from the Governor and having a guest speaker.

Mayor Hughson asked for anyone who had recommendations for the guest speaker to direct those to Ms. Voights.

She also said they would like to order commemorative coins; samples were passed around and it was agreed they would use the photo of the coin for both the special logo and the coin. Ms. Voights also proposed a drink tumbler but there was insufficient support. It was agreed to proceed with the coins if staff could get the funding donated from sponsors.

Ms. Voights described the intent of the logo as well as her plans for a 50th anniversary presentation which she would be prepared to present beginning in April.

CDBG Entitlement Regional Review

Ms. Voights discussed the history of the Regional Review Committee and how the state's review of CDBG Non-entitlement grant projects would now be done by a state committee appointed by Texas Department

of Agriculture, the agency that manages these funds. She asked for a volunteer to represent the CAPCOG region on this and Council Member Heath recommended Mayor Cox. Staff noted that they would need to verify if Mayor Cox was eligible since Lakeway is in an Entitlement County. Judge Oakley volunteered to serve if she was unable.

11. Adjourn

Mayor Hughson adjourn meeting at approximately 11:04AM.



Judge James Oakley, Secretary
Executive Committee
Capital Area Council of Governments

5/19/20

Date