

Executive Committee | Summary Minutes

10:00 a.m., Wednesday, March 11, 2020
CAPCOG Lantana Room
6800 Burleson Rd.
Bldg. 310, Suite 155
Austin, Texas 78744

Present (26)

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
Commissioner Gerald Daugherty, Travis County,
Immediate Past Chair
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
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell 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
Commissioner Maurice Pitts, Lee County
Mayor Lew White, City of Lockhart
Council Member Matthew Baker, City of Round Rock
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 (3)

Representative John Bucy III
Representative John Cyrier
Representative Celia Israel

Mayor Hughson thanked Commissioner Daugherty for his service and leadership as the previous Executive Committee Chair. He was then presented with a plaque.

Mayor Hughson recognized Representative Bucy III, who was in attendance at today's meeting.

1. Opening Remarks and Pledge of Allegiance by the Chair

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

2. Consider Approval of the February 12, 2020 Meeting Minutes

Mayor Hughson asked for a consideration of the minutes from the February 12, 2020 meeting. Commissioner Ingalsbe made a motion to approve the minutes. Judge Ron Cunningham seconded the motion. The motion passed unanimously.

3. Conduct Public Hearing to Receive Comments and Adopt the Regional Priorities for the Texas Department of Agriculture's Community Development Fund Non-Entitlement Communities

Ken May, Regional Programs Coordinator

Mr. May explained that the Executive Committee has been tasked with recommending the region's top three priorities for the Texas Department of Agriculture Community (TDAC) Development Fund for non-entitlement communities and referenced the TDAC list of eligible activities provided to the committee as a handout. Mr. May indicated there were a few changes noting that the single and multi-applicants is now a minimum of \$75,000 and a maximum of \$800,000. Previously, project application amounts were a minimum of \$300,000 and a maximum of \$500,000.

Mr. May reminded the committee that Mayor Cox serves as the CAPCOG's regional representative and that she will present the approved priorities to the state committee.

Ms. Voights asked the committee to discuss the process for public comments. Ms. Voights noted those who wanted to speak should fill out a card indicating their top three priorities for her to tally at the end of the comment period and added that those not wishing to speak could just hand in the card. Mayor Hughson clarified comments would be received from elected officials or staff of the non-entitlement communities.

The question was raised if notice of the public hearing was sent out. Ms. Voights responded that Mason Canales, Member Services Coordinator sent information to all the representatives of city or county non-entitlements.

Mayor Hughson opened the meeting for public comment at 10:05a.m. She then asked that cards be submitted and those wishing to provide comments step forward to the podium.

There were no comments from the audience. The following comments were provided by Executive Committee members.

Judge Bray, Blanco County, commented his county will submit an application focused on roads, bridges and water crossings. He stated this will be their emphasis and how he will vote.

Judge Pape, Bastrop County, commented that as a rural community they have benefited from the program for many years and encourage the committee to continue to focus on water, wastewater infrastructure, roads and bridges and essential transportation infrastructure.

Commissioner Pitts, Lee County, commented his county has benefited greatly over the years from the wastewater & sewer projects and that their county still needs these projects.

Commissioner Shea asked questions regarding the funding amounts and if historically many projects were denied. Mr. May explained that funding is distributed as thoroughly as possible; historically they have done five projects at \$300,000 per fiscal year and that this is a biannual program.

Mayor White, City of Lockhart, commented his community has greatly benefited from these types of grants. Their street work has benefited; however, there is still quite a bit of work to do. Drainage remains an issue for them; they have had the vision to seek out property for retention but funding the actual drainage to get it to the retention areas is still lacking. They have also benefited from the safe routes to schools' sidewalks systems. That money is drying up or has gotten so competitive they are not able to qualify for any further assistance. Their sidewalk program, while they have been able to build over four miles of sidewalks to connect existing school and parks, still has considerable gaps and they can use assistant to complete.

Judge Weber, Fayette County, stated his county has used this program and has a grant in process now. He noted that with the emphasis on rural counties - water, wastewater, the first-time service piece is extremely important for a county such as Fayette.

Judge Haden, Caldwell County, agreed projects like water, sewer, flood and drainage and street improvements are very important to his county being a small rural county.

The question was raised whether comments were received from the information that CAPCOG sent out. Ms. Voights stated we notified all the entitlement and non-entitlement. Mr. Canales confirmed the form was on the CAPCOG website and that no comments were received. He also stated some phone calls were received but those were grant specific on how to apply for the grant. The deadline for comments was that day.

Mayor Hughson closed the meeting to public comments at 10:27a.m.

Mayor Hughson then asked Ms. Voights to provide a recap on recommended priorities. Ms. Voights listed the priorities she had heard discussed during the meeting as streets, road, bridges and water crossings; wastewater and sewer; water and wastewater; streets, drainage and sidewalks; flooding, drainage, water and sewer; flooding and drainage; water, sewer and street improvement. Ms. Voights then stated for the four comment cards received, those represented multiple communities with the following priorities. Flooding, drainage, water, sewer and housing rehab.

Judge Pape made a motion to approve priorities for this region in the following order:

1. 3J- Water /Sewer Improvements
2. 3K- Street Improvement
3. 3I - Drainage

Judge Cunningham seconded the motion. Mayor Cox asked that the motion be amended to include a fourth priority as 3L, sidewalks.

Judge Pape stated he agreed to the addition. He then restated his motion to the priorities as:

1. 3J- Water /Sewer Improvements
2. 3K- Street Improvement
3. 3I- Drainage
4. 3L- Sidewalks

Judge Weber seconded the motion. The motion passed unanimously.

Ms. Voights commented the expectation was to submit three priorities. There was no change to the motion.

**4. Consider 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 explained that this item was postponed last month as the TCEQ had extended the public comment period. And the applicant had submitted a completed performance review check list. The SWAC subcommittee meet and presented its recommendation to the SWAC. The SWAC voted unanimously to

support Travis County's citing of the Solid Waste city ordinance chapter 312, which would preclude further activity at the facility processing or disposal beyond that which the TCEQ has already permitted.

Mr. May then stated the recommendation of the SWAC is to make a statement of nonconformance and a recommendation of denial of the registration.

Commissioner Ingalsbe made a motion to accept the recommendation for statement of non-conformation and recommendation for denial of the registration. Commissioner Shea seconded the motion. The motion passed with one opposed vote by Mayor Cox.

Commissioner Ingalsbe thanked Mr. May for his work on this project, commenting he did an excellent job.

5. Consider Adopting a Resolution Recognizing National Telecommunicator Week
Richard Morales Jr., Director of Emergency Communications

Mr. Morales stated that the second full week in April is designated as National Telecommunicator Week to honor all Public Safety Telecommunicators across the nation. This year, National Telecommunicator Week is April 12-18, 2020. To express recognition, appreciation and support of all Public Safety Telecommunicators in the region, staff recommends adoption of this resolution.

Judge Oakley made a motion to adopt the Resolution Recognizing National Telecommunicator Week. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

Mayor Hughson asked that the resolutions be sent in Word format to the General Assembly members so that we can get it out across our region.

6. Consider Approving Projects to be Funded from FY 2020 Homeland Security Grant Program
Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented a prioritized list of annual grants project applications for consideration. He explained that CAPCOG goes through a rigorous process on all the applications submitted to CAPCOG to solicit and score project applications from eligible jurisdictions. The Homeland Security Task Force's subcommittees of subject matter experts (SME) rank the projections and submits them to the HSTF which reviews and recommends to the Executive Committee. This updated list was provided as a handout.

Ms. Voights asked Mr. Ritchey to explain LEPTA. Mr. Ritchey explained that LEPTA is the Law Enforcement set aside for terroristic activities. He further explained, there is a 25% requirement that projects must be LEPTA; this year there is a new process that 20% of the projects had to meet, in 5% increments, one of four categories- intelligence, cyber security for elections, soft targets and new technology that might be used for terroristic activities, such drones.

Mr. Ritchey stated that the options we have in terms of our funding opportunities are slowly being reduced. He cited the Austin-ARIC/ Regional Fusion Center, which is budgeted \$450,000 as an example, noting this is a requirement and cannot be excluded; therefore, a large portion of the funds are already set aside before we even take a look at the first round of grants.

There was discussion surrounding the Regional Fusion Center and if they would be for regional use.

Ms. Voights stated when we look at these projects, we ask that any piece of equipment that is given to a city or county be used for regional response. Ms. Voights recommended that this be included in the motion.

A motion was made by Judge Oakley to approve projects recommended by FY 2020 Homeland Security Grant Program Funding and any equipment granted would be available throughout the CAPCOG region. Commission Shea Seconded the motion. The motion passed unanimously

7. Consider Approving Regional Project for Funding Application to FY 2020 – 2021 State Interoperability Communications Grant Program

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained the Texas Legislature passed HR 2952 in the last biennium creating the Interoperable Communications Grant Program. The purpose of the program is to improve or expand systems that provide communications interoperability. Grants of a regional nature or connecting systems are given priority. Local jurisdictions are not eligible to submit a grant in this program. CAPCOG Homeland Security solicited Interoperable Communications Grant (ICG) project worksheets from jurisdictions and have asked subject matter experts to conduct a preliminary review and discipline-based ranking. The HSTF reviewed and ranked the list with the recommendation to expansion of our inoperability capabilities into Blanco and Bastrop County.

A motion was made by Commissioner Dockery to approve submission of the CAPCOG Interoperable Communications for the Stonewall site – Blanco County and Site 5 – Bastrop County. Judge Pape seconded the motion. The motion passed unanimously.

8. Consider Adopting Resolution Authorizing Submittal of the Interoperability Communications Grant Application by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that this is a follow up item and is required to submit the application for funding of the regional interoperable communication project selected in the previous agenda item.

Judge Oakley made a motion to Adopt Resolution Authorizing Submittal of the Interoperability Communications Grant Application by the Capital Area Council of Governments. Mayor White seconded the motion. The motion passed unanimously.

9. Consider Approval of FY 2021-2022 AAACAP Area Plan for submission to the Texas Health and Human Services

Patty Bordie, Aging Services Director

Ms. Bordie explained that the Older American Act of 1965 (OAA) established authority for grants to states for community planning and social services for older adults. The OAA requires Area Agencies on Aging to submit an Area Plan, which directs the activities of the area agency on aging in planning and providing services to meet the needs of older persons, their family members and caregivers.

An Executive Summary highlighting the content of the 2020-2021 Area Plan was included in the agenda packet.

Ms. Bordie presented a PowerPoint presentation of key aspects of the draft Area Plan noting the significant demographic changes in senior population and the likely impact on services in the future.

Mayor Hughson asked that a copy of the Area Plan be emailed to the Executive Committee.

A motion was made by Judge Oakley to approve the FY 2021-2022 AAACAP Area Plan for submission to the Texas Health and Human Services. Commissioner Shea seconded the motion. The motion passed unanimously.

10. Consider Appointments to Advisory Committees

Betty Voights, Executive Director
Deborah Brea, Executive Assistant

Ms. Brea announced the Advisory Committee recommendation as follows.

Homeland Security Task Force (HSTF)

Hector Rangel was recommended as the new Chief EMC by Judge Hoppy

Criminal Justice Advisory Committee (CJAC) for Round Rock (At-Large)

Gloria Terri recommended Claire Sudolsky as her designated alternate

Aging Advisory Council (AAC)

Lindsay McClune was recommended by Commissioner Ingalsbe

A motion was made by Judge Oakley to approve the recommendations as presented. Commissioner Shea seconded the motion. The motion passed unanimously.

11. Staff Updates

Betty Voights, Executive Director

Gas Skimmer

Ms. Voights stated CAPCOG is soliciting applications for gas skimmer surveillance grants. The criteria will be based on the number of incidents a community has. The local government must commit to four weeks of surveillance at least three days per week for 4 hours per day. Applications are due by March 25.

CDGBD

Ms. Voights stated that TDA has also asked for the region to have an alternate non-voting member and asked for a volunteer to serve as alternate behind Mayor Cox on the Unified Scoring Committee (USC). There were no volunteers. Ms. Voights stated that the purpose of the alternate was to stay abreast of the USC's process, she would attend the meetings and keep the committee informed.

FY 2019 Auditor Board Survey

Ms. Voights informed the committee survey forms were in the handout folder for those who had not completed the survey. She asked that completed surveys be given to Mayor Hughson.

COVID 19

Ms. Voights stated CAPCOG has a COVID 19 plan which includes the ability to telework; CAPCOG is in the process of setting up a phone tree and laptops are being ordered for the few staff who do not already them.

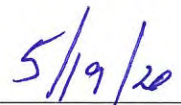
Ms. Voights noted the Executive Committee meeting may need to be conducted via conference call or some type of virtual technology.

12. Adjourn

Mayor Hughson asked for a motion to adjourn the meeting at 11:45a.m. Judge Cunningham made a motion to adjourn the meeting. Commissioner Shea seconded the motion. The motion passed unanimously.



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



Date