

Executive Committee | Summary Minutes

10:00a.m., Wednesday, January 10, 2018
CAPCOG Lantana Room
6800 Burseson Road, Building 310, Suite 155
Austin, TX 78741

Present (22)

Council Member Corbin Van Arsdale, *City of Cedar Park*, **Chair**

Commissioner Gerald Daugherty, *Travis County*,

First Vice Chair

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

Judge Paul Pape, *Bastrop County*, **Secretary**

Commissioner Cynthia Long, *Williamson County*,

Parliamentarian

Council Member Ellen Troxclair, *City of Austin*

Mayor Caroline Murphy, *City of Bee Cave*

Council Member Wiley Hopkins, *City of Buda*

Commissioner Joe Don Dockery, *Burnet County*

Judge James Oakley, *Burnet County*

Judge Ken Schawe, *Caldwell County*

Judge Ed Janecka, *Fayette County*

Commissioner Debbie Ingalsbe, *Hays County*

Commissioner Maurice Pitts, *Lee County*

Judge Mary Cunningham, *Llano County*

Mayor Lew White, *City of Lockhart*

Council Member Mike Heath, *City of Pflugerville*

Mayor Brandt Rydell, *City of Taylor*

Commissioner Brigid Shea, *Travis County*

Judge Dan A. Gattis, *Williamson County*

State Representative Celia Israel

State Representative Paul Workman

Absent (7)

Judge Bert Cobb, *Hays County*, **Immediate Past Chair**

Judge Brett Bray, *Blanco County*

Council Member Frank Leffingwell, *City of Round Rock*

Council Member Jane Hughson, *City of San Marcos*

Council Member William Gordon, *City of San Marcos*

State Representative John Cyrier

State Representative Jason Isaac

1. Opening Remarks and Pledge of Allegiance by the Chair

Council Member Van Arsdale called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance. He welcomed and thanked everyone for attending. He asked new board members Council Member Hopkins and Commissioner Ingalsbe to introduce themselves.

2. Consideration of Minutes for the December 13, 2017 Meeting

Council Member Van Arsdale asked for a motion to approve the December 13, 2017 minutes as written. Commissioner Long motioned to approve the minutes as written and Judge Gattis seconded the motion. The motion passed unanimously.

3. Elect Executive Committee Officers for 2018

Betty Voights, Executive Director

Ms. Voights stated that the Nominating Committee along with recommending the Executive Committee members must also recommend the officers for the upcoming year. Their recommendation for the 2018 Executive Committee Officers are as follows:

Chair – Cedar Park Council Member Corbin Van Arsdale

First Vice Chair – Travis County Commissioner Gerald Daugherty

Second Vice Chair – Leander Council Member Andrea Navarrette
Secretary – Bastrop County Judge Paul Pape
Immediate Past Chair – Hays County Judge Bert Cobb
Parliamentarian – Williamson County Commissioner Cynthia Long

Commissioner Pitts motioned to elect the recommended Executive Committee Officers and Judge Oakley 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. Jennings 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 the new Chair and Secretary as well as the CAPCOG Executive Director, Director of Administration, and Director of Finance to hold signature authority for signing and countersigning disbursements of CAPCOG funds.

Judge Gattis motioned to adopt the resolution providing signature authority to individuals for the Capital Area Council of Governments and Commissioner Daugherty seconded the motion. The motion passed unanimously.

5. Appoint CAPCOG Advisory Committees and Designate Board Liaisons

Sheila Jennings, Director of Administration

Ms. Jennings stated the Bylaws specify that an Advisory Committee member's appointment term begins on the date of appointment by the Executive Committee and ends on December 31 of odd numbered years. Every two years at this time, the Executive Committee must appoint or reappoint the Advisory Committee's membership. Included in this action is the designation of a non-voting Board liaison to each Committee. Current memberships for the Advisory Committees are listed in each agenda packet:

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)

Ms. Jennings stated the recommendations to the HSTF are Mr. Blake Clampffer for the Travis County spot; Mr. Joe Morris for the Small Fire Department spot; Ms. Stacy Moore-Guajardo for the LCRA spot; and Mr. Bradley Ellis for the Bastrop County spot.

Mayor Murphy volunteered to be the Executive Committee Liaison for the AAC. Commissioner Ingalsbe recommended herself to serve as the Hays County representative on the SWAC. She also nominated Ms. Margie Rodriguez and Ms. Melinda Hairell to serve as the Hays County representatives on the AAC.

Commissioner Long motioned to appoint the CAPCOG Advisory Committees and designate Board Liaisons for the term starting January 1, 2018 through December 31, 2019. Council Member Navarrette seconded the motion. The motion passed unanimously.

6. Ratify the 2018 Capital Area Economic Development District Board Membership

Chris Schreck, Director of Planning and Economic Development

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 and encourage knowledge transfer and coordination on economic development activities. The only requirements about the composition of the board is that it be broadly representative of the economic development interests across the region. Currently the board has a combination of members from chambers of commerce, workforce development and labor groups, representatives of higher education, the private sector and local elected officials.

Commissioner Dockery motioned to ratify the 2018 Capital Area Economic Development District Board Membership and Judge Schawe seconded the motion. The motion passed unanimously.

7. Authorize Application for Commute Solutions Program Funding

Andrew Hoekzema, Director of Regional Services

Mr. Hoekzema stated CAPCOG requests authorization to apply for \$1.845 million in federal funding from the Capital Area Metropolitan Planning Organization's (CAMPO) upcoming FY 2019-2022 Call for Projects. CAPCOG also requests to submit an application for Transportation Development Credits as a way to fulfill the 20% local match requirement in a partnership with Travis County. The Commute Solutions Program had been part of the long range Transportation Plan and the Regional Air Quality Plan dating back to 1994. In 2015, federal funding for the program was suspended and it was put on hiatus. After consultation with regional stakeholders and CAMPO, CAPCOG took over the program in Spring 2017. There was \$14,000 associated with the program transfer that has been used for the monthly maintenance of ride tracking software. Mr. Hoekzema also noted that the Alamo Area Council of Governments (AACOG) has a Commute Solutions Program that is funded by the Alamo Area Metropolitan Planning Organization's (AAMPO) Call for Projects the same way CAPCOG staff is proposing to fund the Commute Solutions Program.

In 2015 the Texas A&M Transportation Institute (TTI) produced a nationwide urban congestion report that stated the Austin metro had the highest commuter stress index in the state and was ranked seventh highest across the country. Austin has more rush hours, which are considered high congestion hours than any other urban area in the state. Austin is also tied for overall travel time index with Houston. Austin area congestion costs commuters on average \$1,159 per auto commuter and there are approximately 51 million hours of congestion time delays throughout the year. The program is an important emissions reduction strategy in the regional air quality plan and an important mobility strategy in CAMPO's 2040 Plan.

The program will benefit communities in rural areas through economic development. One of the key factors in attracting businesses is access to human capital and talent by having the ability to provide multiple methods of transportation so that they can access a jobsite or other workforce training. Mr. Cox

stated Merck recently opened a campus in Austin and plans to employ 600 employees at the UT medical district area just north of downtown. As part of the agreement, the City of Austin plans to create a mobility plan for the 600 employees with specific deliverables. The City referred Merck to CAPCOG and staff recently met with them to discuss the Commute Solutions Program. Merck staff said they were concerned about collecting data that they could quantify and not duplicate efforts that other businesses have tried and did not work. CAPCOG staff explained that by joining the Commute Solutions Program, there is a platform that will help them trip plan, track emissions reductions, vehicle miles traveled reductions, and the number of users utilizing other forms of transportation including telework or shifting employee schedules. Merck will also have several different options in getting data for their deliverables if they join the program. They also have the opportunity to network with other businesses about partnering with them to use a shuttle and a park and ride system.

Ms. Voights stated she sits on the CAMPO Regional Transit Coordination Committee (RTCC) and they have been trying to figure out how to get more transportation services to the elderly and disabled because this demographic is increasing. To date, the focus has been on the coordination of existing services. One of the things CAPCOG wants to do with the Commute Solutions Program is identify the highest demand areas for seniors and the disabled and target the Title 3 aging money to better serve those areas. She also noted some 5310 funding might be sought to further expand those services.

There was a discussion about the pros and cons of the Commute Solutions Program. Judge Janecka spoke about controlled growth and questioned whether we all benefited from having more people move into the Austin area. Judge Oakley spoke about the need for funding road construction projects versus the benefit the Commute Solutions Program would bring. Judge Pape spoke about supporting alternative transportation. Representative Israel spoke about data analysis as it relates to program performance. Commissioner Daugherty recommended doing a cost benefit analysis on the project. Commissioner Long recommended that the board would have to see a better project scope if awarded the funds. Judge Cunningham spoke about realigning the transportation providers for elderly so that each county in the CAPCOG region had the same transportation partners.

Commissioner Daugherty motioned to authorize CAPCOG to apply for Commute Solutions Program funding and Judge Pape seconded the motion. The motion passed with opposition from Judge Oakley.

8. Authorize the Executive Director to Negotiate Contracts related to the GLO Temporary Housing Program

Betty Voights, Executive Director

Ms. Jennings stated this agenda item is a procurement issue. This is the General Land Office (GLO) program for temporary housing assistance in response to Hurricane Harvey. CAPCOG has contracted with the GLO to provide these services in the Hurricane Harvey affected area, Fayette County. CAPCOG will need to negotiate contracts for manufactured housing units (MHUs), recreational vehicles (RVs), and housing contractors for home repair. CAPCOG issued a request for proposals (RFPs) on December 22, 2017 for the procurement of the MHUs and RVs. CAPCOG requests authorization for the Executive Director to approve the terms of the contracts for MHUs and RVs and to approve the contracts for home repair that were solicited from the qualified vendors list of the GLO. An update about the contract terms and the names of the contractors chosen for home repairs will be provided to the Executive Committee in February.

Council Member Van Arsdale motioned to authorize the Executive Director to approve the terms of the agreements for MHUs and RVs procured through RFPs released December 22, 2017 and to approve

contracts for home repair as solicited from the qualified vendors list of the GLO. Council Member Navarrette seconded the motion. The motion passed unanimously.

9. Staff Reports: Updates on Internal Activities

Betty Voights, Executive Director

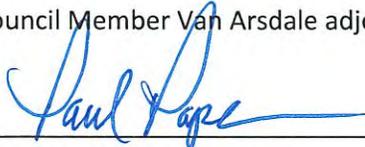
Ms. Voights stated the Criminal Justice grant writing workshops are being held this week. These two classes are full so we are holding a third workshop on January 24 at 1 p.m. She reminded the Board that if their cities, counties or non-profits are going to apply, they have to have someone at one of the workshops. Last year, we had one of the grant applications get disqualified because they did not have anyone at the workshop. This is the Office of the Governor, Criminal Justice Division's requirement.

Ms. Voights stated some cadets in our Basic Peace Officer Course (BPOC) use their veteran's benefits to pay tuition for the course and they also get a stipend from the Veteran's Administration (VA) while they are going to classes. There is a dispute between the Texas Veteran's Administration and the Federal Veteran's Administration; they do not agree on some of the requirements so that these benefits will continue. As a result, it has been difficult for some of the cadets to get their stipends. There was confusion as to what kind training organization CAPCOG is requiring additional reporting that is not feasible. We will need to decide if we continue to allow the use of these benefits in the future. She explained she was mentioning this in case anyone heard a cadet complaining about the BPOC classes and asked the Board to let her know if they knew of someone strategically placed in the Texas VA office who might help us.

Ms. Voights provided an update on the non-conformance finding regarding the Bastrop transfer station CAPCOG sent to the Texas Commission on Environmental Quality (TCEQ). They issued the permit for Bastrop County, have ignored any of the guidance they have given us for years over how to do a conformance review, and what is in our Solid Waste Plan. We filed a motion to overturn and Bastrop County is going to file a motion to overturn and request a judicial review. Our motivation now is we will be conducting a conformance review for the Williamson County transfer station in the near future and we need to understand what the rules are if they have changed them. Judge Pape stated Bastrop County filed a motion to overturn and they are working on a motion for judicial review but they cannot get the TCEQ to tell exactly how long they have to file the judicial review and there are conflicting reports from TCEQ staff. CAPCOG staff also spoke with two different TCEQ attorneys and they gave us conflicting guidance on the judicial review as well.

10. Adjourn

Council Member Van Arsdale adjourned the meeting at 11:14 a.m.



Judge Paul Pape, Secretary
Executive Committee
Capital Area Council of Governments



Date