

Executive Committee Meeting | Draft Minutes

10:00 a.m. , Wednesday, July 8, 2020

Access via GoToMeeting from your computer, tablet, or smartphone:

<https://global.gotomeeting.com/join/468614109>

Dial-in: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 468-614-109

Present (22)

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 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

Absent (3)

Judge James Oakley, Burnet County, **Secretary**
Judge Joe Weber, Fayette County
Commissioner Russ Boles, Williamson County

Judge Hoppy Haden, Caldwell County
Council Member Mike Guevara, City of Cedar Park
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 Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member William Gordon, City of Smithville
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

1. **Call to Order and Pledge of Allegiance by the Chair**

Mayor Hughson called the meeting to order at 10:05 AM and confirmed the quorum. She then asked Judge Pape to lead the Committee in the pledge of allegiance, which he did.

2. **Consideration of Minutes for the May 13, 2020 Executive Committee Meeting**

Mayor Hughson asked for a consideration of the minutes from the May 13, 2020 meeting. Commissioner Sederquist made a motion to approve the minutes. Mayor Cox seconded the motion. The motion passed unanimously.

3. **Consider Approving Conformance Review Recommendation for Municipal Solid Waste (MSW) Type V Transfer Station Registration Application, MSW Registration No. 40309, MRL Property Holdings, Inc., Lone Star Environmental Center**

Ken May, Regional Program Coordinator

Mr. May explained the item being brought to the board was a conformance review under the procedures outlined in Texas Administrative Code. To do these, the COGS have the opportunity to review parts one and two of any permit or registration that are submitted to the Texas Commission Environmental Quality (TCEQ) for solid waste facility activities. Mr. May reported that the Solid Waste Advisory Committee (SWAC) found the project to be in conformance and made a recommendation of conformance to the Executive Committee to send to the TECQ. The vote of the SWAC was unanimous, 16 to 0 with 4 abstentions. All private industry representatives must abstain from voting due to conflicts of interest.

Mr. May then asked if there any questions.

Mayor Hughson stated there was a motion to approve by Mayor Pro Tem Lyle Nelson and a second by Commissioner Long.

Judge Pape responded that the applicant already has permit in hand to build a transfer station on Highway 21 near FM 812. Council Member Heath repeated his question and asked Ms. Voights if she had an answer to that as far as their long-term plan. Ms. Voights responded that the plan includes landfill capacity and related issues on a regional basis, not at a county level – her understanding is the transfer stations are tied to the company’s broader service area. Council Baker asked the Chair if this item could be tabled until everyone on Executive Committee gets more information. Mr. May responded that the public meeting is July 13 for this facility at which time the public comment period will close; TCEQ does not have to consider any comments received after that date so this is the Executive Committee’s opportunity to provide comments on this application.

Council Member Baker then asked who sets the standards for the siting or criteria on these permits and Mr. May responded the specifications are in Title 30, Texas Administrative Code. Commissioner Cox commented she felt it was important that the Executive Committee provide a comment on this and support Judge Pape. Commissioner Dockery commented that he was in agreement with Commissioner Cox. He also commented that he had served as the Chair of the SWAC for several years and the RSWMP doesn't give the COG a lot of teeth. Mr. May responded to Council Member Heath earlier question regarding how the applicant is addressing its needed capacity in the region and discussed specifics of other transfer station and facility sites.

Mayor Hughson then restated the motion to oppose approval of the registration for Municipal Solid Waste (MSW) Type V Transfer Station Registration Application, MSW Registration No. 40309, MRL Property Holdings, Inc., Lone Star Environmental Center.
The motion passed unanimously.

Mayor Hughson requested that Ms. Voights amend the review policy to make sure the local government involved is notified early; she responded that she thought we had a letter we sent because we are also typically asking for information too but they will do a better job.

4. **Consider Accepting and Verifying the Completion of Cybersecurity Training for All CAPCOG Employees
Kelly Clafin, Director of Information Services**

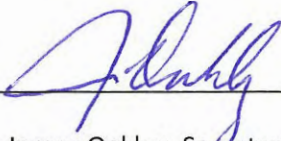
Mr. Clafin explained that per HB 3834, it is necessary for all employees of CAPCOG to be given cybersecurity awareness training so CAPCOG used a Department of Information Resources (DIR) certified program. The cybersecurity awareness training was to be completed before the June 14 deadline and then reported to the state by June 15. Mr. Clafin reported that all of the requirements had been met.

Mr. Clafin went on to explain that in accordance with Section 2054.5191, Government Code, the governing body of a local government shall verify and report on the completion of a cybersecurity training program by employees of the local government, and require periodic audits to ensure compliance with the section. CAPCOG reported the agencies’ completion and will maintain the annual cybersecurity training records and any necessary documentation for auditing purposes.

A motion was made by Commissioner Dockery to accept and verify the completion of Cybersecurity Training for all CAPCOG employees. Commissioner Shea seconded the motion. The motion passed unanimously.

5. **Consider the Purchase of Distance Learning Training Equipment
Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained due to the COVID-19 pandemic the planned training and workshops had to be canceled which impacted their ability to develop and conduct training as planned and left unspent grant funds dedicated for that purpose. After consultation with the Office of the Governor (OOG), a redirection of the funds to purchase video communications equipment to facilitate remote training was determined to be an



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

Date