

## Executive Committee Meeting | Draft Minutes

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

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

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Dial In: + 1 346 248 7799

Meeting ID: 988 1983 0347

Passcode: 592306

### 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 James Oakley, Burnet County, **Secretary**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Commissioner Gerald Daugherty, Travis County, **Immediate Past Chair**  
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  
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 William Gordon, City of Smithville  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (3)

Council Member Jimmy Flannigan, City of Austin  
Mayor Sandy Cox, City of Lakeway  
Council Member Mike Heath, City of Pflugerville

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

Mayor Hughson called the meeting to order at 10:05AM, confirmed the quorum, and led Executive Committee in the Pledge of Allegiance.

#### 2. **Consideration of Minutes for the July 8, 2020 Executive Committee Meeting**

Mayor Hughson requested a consideration of the minutes from the July 8, 2020 Executive Committee meeting. Ms. Brea stated the minutes needed to be amended to reflect the motion which was omitted from agenda item five – *Consider the Purchase of Distance Learning Training Equipment*. The motion for this item was made by Commissioner Ingalsbe. Commissioner Dockery seconded the motion. The motion passed unanimously.  
Judge Oakley made a motion to approve the July 8, 2020, Executive Committee meeting minutes as amended. Judge Cunningham seconded the motion. The motion passed unanimously.

#### 3. **Consider Accepting the Quarterly Investment Report**

**Lisa Bowman, Director of Finance**

Ms. Bowman reported for the quarter ending June 30, 2020. The beginning book value on April 1<sup>st</sup> was \$24,140, 934 and the ending book value was \$25,760,186. At June 30, 2020 our Texas Local Government Investment Pool (TexPool) daily investments yield was 0.2165% whereas the six month U.S. Treasury bills were about 0.1800% and the weighted average maturity was about 36 days in TexPool. Total interest earnings for the quarter was \$19,252.26. Ms. Bowman noted interest earning have dropped dramatically from previous quarters.

A motion was made by Judge Pape to accept the Quarterly Investment Report. Commissioner Shea seconded the motion. The motion passed unanimously.

**4. Consider Adopting Revision to the CAPCOG Investment Policy**  
**Lisa Bowman, Director of Finance**

Ms. Bowman reported that Frost Bank is moving collateral operations away from the Federal Reserve. The collateral operations are moving to either the Bank of New York Mellon Trust Company and/or the Federal Home Loan Bank. Ms. Bowman then noted minor changes to the investment policy under Section 10 - Collateralization on page 4 of the investment policy, to be in accordance with the new Frost Bank Collateral Security Agreement; In the Glossary on page 7 the FDIC insurance amount has been updated from \$100,000 to \$250,000. A redlined copy of the investment policy was provided to the Board in the agenda packet which had been mailed out prior to this meeting.

A motion was made by Commission Shea to Adopt the Revision to the CAPCOG Investment Policy. Commissioner Dockery seconded the motion. The motion passed unanimously.

**5. Consider Approval of the FY 2021 CAPCOG Annual Budget and Recommend Approval to the General Assembly**  
**Sheila Jennings, Director of Administration**

Ms. Jennings stated that the officers of the Budget Committee met monthly with staff beginning in March to offer guidance and review preparation of the annual proposed budget for FY 2021. In July, the Capital Area Emergency Communications District (CAECD) Board of Managers approved its budget representing almost half of the CAPCOG budget. Ms. Jennings reminded the Executive Committee that it reviews the annual budget in August and recommends it to the General Assembly for formal adoption in September. Ms. Jennings compared the FY 2020 adjusted mid-year budget amount of \$36,630,275 to the proposed FY 2021 budget amount of \$34,124,057. Proposed sources of revenue for FY 2021 are \$33,323,728. Ms. Jennings highlighted the notable revenues for FY 2021 such as the Prior Year Funds of \$4,820,980, which is almost entirely from the Older Americans Act. And most of that is because we have quite a bit of CARES spending and quite a bit COVID related funding that came through this program.

Ms. Jennings went on to explain the Sources of Local Revenue, or discretionary funds, for FY 2021, which included membership dues (\$270,000); Other (85,000); interest income for CAECD (\$150,000); for a total amount of discretionary funds of \$505,000. Most of the money from membership dues goes towards Match: the Area Agency on Aging is budgeted for \$80,000 in Match FY 2021. The Economic Development Authority (EDA) District grant requires a Match at \$70,000 and there is a small Match for the Regional Law Enforcement Academy's (RLEA) at \$48,000; Regional Planning & Service \$35,000; Other Local \$22, 000; Equipment and Operating Contingency at \$15,000. This source will allow CAPCOG to cover any unanticipated operating cost increases by the building landlord or possible furniture replacement needs.

Ms. Jennings touched on a few of the new or notable revenues in FY 2021: EDA CARES Grant awarded, this is a two-year grant at nearly \$400,000; Continuation of the TxDOT Contract at \$45,000; Texas Department of Agriculture Skimmers Detection Grant extended. This grant is to train local law enforcement officers on detection and practices for skimmers, on gas pump. Due to COVID-19 stresses on local law enforcement agencies, they have been unable to use these funds. We have received an extension from TDA - some of these funds will be carried over into next year; Homeland Security awarded a Regional Interoperability grant for approximately 1 million dollars over two-years; Motorola projects that have not yet started will be rolled over in October, we are not anticipating expenses in 2020 at this time.

Ms. Jennings then touched on the FY 2021 staffing plans to include 70 positions, which is 69.5 full-time employees (FTEs). Ms. Jennings explained that the COGs may not exceed the state pay schedule; it's been the practice of CAPCOG to adopt the state pay schedule and classify them similarly. The current budget allows for a 2% across the board increase and includes a set aside for merit awards for employees at 1% to 3%. Merit awards are given on a one-time basis, do not adjust base salaries and are awarded based on performance.

A motion was made by Judge Oakley to approve the FY 2021 CAPCOG Annual Budget and recommend approval to the General Assembly. Commissioner Long seconded the motion. The motion passed unanimously.

Commissioner Dockery inquired if the reduction in the TxDOT contract will allow enough funding for the non-CAMPO counties to do transportation planning. Ms. Voights responded we would only be able to do updates, not write a new plan like we did for Blanco County. Ms. Voights added that there will be enough funding to do some outreach and to update either Lee or Llano County. She also mentioned there was some interest from TxDOT to bring back the prioritization list of projects.

6. **Consider Approval of the Interlocal Agreement with City of Austin for COVID-19 Air Quality Study**  
**Andrew Hoekzema, Director of Regional Planning and Services**

Mr. Hoekzema stated the item being presented for approval is an Interlocal Agreement (ILA) with the City of Austin to conduct a study on COVID-19 and the changes in transportation behavior patterns as it relates to air quality. Mr. Hoekzema went on to explain that the COVID-19 pandemic has had significant impacts on transportation behavior within the CAPCOG region, and certain air pollution levels in March and April appear to have been significantly lower due to these behavior changes. CAPCOG conducted an analysis in April; the City of Austin contacted CAPCOG to conduct a more in-depth study to better understand the extent to which transportation-related behaviors changed related to COVID-19, how these changes have impacted regional air pollution levels, and analysis of implications for the future, including how long-term increases in telecommuting may affect air pollution. Mr. Hoekzema went on to say that since this work falls outside the scope of the work the air quality program would normally do and will require contracting with third parties to carry out some components of the study, the City of Austin is providing funding through a separate agreement to conduct this study.

There was some discussion surrounding the benefits of telecommuting.

Representative Israel commented she has a strong interest in telecommuting. Noting she would have liked for the state to have moved farther along on telecommuting planning. Representative Israel asked that staff let her know how she or her office can be helpful and that she was interested in ongoing work on this issue.

A motion was made by to Commissioner Shea to approval of the Interlocal Agreement with City of Austin for COVID-19 Air Quality Study. Commissioner Long seconded the motion. The motion passed unanimously.

7. **Consider Recommendations to General Assembly for 2020-2021 Nominating Committee Members**  
**Betty Voights, Executive Director**

Ms. Voights announced that it is time for the Executive Committee to recommend members to serve on the Nominating Committee. After recommendations are made, it will be an agenda item for the September General Assembly. Ms. Voights stated that at least two members be current Executive Committee members and two members be current General Assembly members not on the Executive Committee. Ms. Voights went on to say that last year there were two members on the Nominating Committee that were not members of the Executive Committee – City of Giddings Mayor John Dowell and City of Bastrop Mayor Pro Tem Lyle Nelson. Mayor Pro Tem Nelson has since become an Executive Committee member. Ms. Voights then stated that Mayor Dowell would like to serve on the Nominating Committee again this year.

The Executive Committee discussed possible nominees to the Nominating Committee. The following Executive Committee members volunteered to continue to serve on the Nominating Committee: Commissioner Long, Commissioner Dockery, Commissioner Shea, Judge Cunningham and Mayor Pro Tem Nelson. Non-Executive Committee recommendations: City of Giddings Mayor John Dowell and Hays County Commissioner Lon Shell. Council Member Sederquist recommended Lakeway Mayor Pro Tem Laurie Higginbotham as an alternate.

Mayor Hughson pointed out that there were more volunteers than available Executive Committee slots for the Nominating Committee. There was some discussion regarding the number of available slots and the number of volunteers. There was a consensus to move forward with six Executive Committee recommendation, two Non-Executive Committee recommendations and one alternate Non-Executive Committee recommendation.

A motion was made by Commissioner Long to recommend to General Assembly for 2020-2021 Nominating Committee Members: Mayor Hughson, Commissioner Long, Commissioner Dockery, Commissioner Shea, Judge Cunningham and Mayor Pro Tem Nelson. Non-Executive Committee recommendations: City of Giddings Mayor John Dowell and Hays County Commissioner Lon Shell and City of Lakeway Mayor Pro Tem Laurie Higginbotham as an alternate. The motion passed unanimously.

Commissioner Dockery inquired at what point the General Assembly roster is updated. Ms. Voights responded that it's updated as cities and counties update their information and appoint individuals to their slots; they are prompted to do this when CAPCOG sends out the membership dues invoices. Ms. Voights went on to say that the member services coordinator follows the local elections and routinely reaches out to the local government offices to let them know they have available slots but a few have vacancies all the time.

**8. Consider Adopting a Resolution Admitting Movability Inc. as an Associate Member of the Capital Area Council of Governments**

**Mason W. Canales, Member Services Coordinator**

Mr. Canales explained that Movability Inc., an Austin-based Central Texas transportation management association, requested to become an Associate Member of CAPCOG in June 2020. Mr. Canales explained that CAPCOG currently has 22 associate members, mostly school districts and other organizations similar to Movability Inc., which has a mission of transportation development. Mr. Canales then stated Movability Inc. submitted a resolution to join CAPCOG.

A motion was made by Mayor Pro Tem Nelson to adopt the Resolution admitting Movability Inc. as an Associate Member of the Capital Area Council of Governments. Judge Oakley seconded the motion. The motion passed unanimously.

9. **Consider Adopting a Resolution Declaring September 2020 as National Preparedness Month**  
**Martin Ritchey, Director, Homeland Security**

Mr. Ritchey explained that September is recognized annually as National Preparedness Month as sponsored by the Federal Emergency Management Agency and that the states and other jurisdictions have shown support resolutions and programs. Mr. Ritchey added that this year is the 16<sup>th</sup> Annual National Preparedness Month and it's even more imperative for CAPCOG to recognize the need for preparedness, in the midst of the COVID-19 pandemic.

Mr. Ritchey stated that sample resolutions were emailed to communities and there are programs and Public Service Announcements that will be rolled out during September for our jurisdictions to use on social media, to promote WarnCentralTX, and other themes as we go through the month.

A motion was made by Commissioner Shea to adopt the Resolution declaring September 2020 as National Preparedness Month. Judge Weber seconded the motion. The motion passed unanimously.

10. **Report on Performance Evaluation of Executive Director**  
**Sheila Jennings, Director of Administration**

Mayor Hughson reported a favorable performance evaluation by the Executive Committee Officers for CAPCOG's Executive Director Betty Voights, noting the Officers received and reviewed approximately 12 evaluation forms and that Ms. Voights' average score was much higher than meets expectations. Mayor Hughson then proceeded to read some of the comments noted on Ms. Voights evaluations:

*"She's incredibly well versed in the nuances and details of each program and nimble in figuring out how to best deploy resources both to and from each department".*

*"I have the utmost confidence in her as the CAPCOG Executive Director, and I'm continually in awe of Betty and we're so incredibly lucky to have her at the helm".*

*"I have faith in the resiliency of Central Texas because I know Betty and her team of leaders embedded every data point, make sure that everything is accounted for, every PSAP, every senior citizen, every job program, every emergency plan. Thank you for your leadership and commitment to the region."*

Mayor Hughson went on to say that Voights is held in high esteem by TARC and commended Ms. Voights on her handling of CAPCOG and the CAPCOG staff during the COVID-19 crisis.

A motion was made by Judge Oakley to approve a 3% merit for Ms. Voights. Judge Pape seconded the motion. The motion passed unanimously.

11. **Consider Appointments to Advisory Committees**  
**Deborah Brea, Executive Assistant**

There were no appointments at this time.

12. **Staff Reports**  
**Betty Voights, Executive Director of CAPCOG**

Ms. Voights reported:



The Texas Commission on Environmental Quality (TECQ) – is awarding grants for setting up electric charging stations – this is from the VW settlement.

The Economic Development Administration (EDA) – there are two more deadlines to put in projects to EDA under the CARES ACT money; CAPCOG staff will have an application on the September agenda to coincide with the CEDS Committee’s discussions about the need to diversify industry sectors in our region and strategies to do that, which includes looking at manufacturing and the freight network. She added that this is looking like a project they will work with CAMPO on.

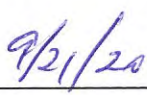
50<sup>th</sup> Anniversary – Ms. Voights has put together a presentation for CAPCOGs 50<sup>th</sup> Anniversary and will present an abbreviated version at the September General Assembly. She presented this presentation at a San Marcos Council meeting earlier this year. Ms. Voights stated she is happy to give the presentation for any of the member organizations that are interested.

Judge Pape informed the board that the applicant for the transfer station, MRL withdrew their application. He thanked the Executive Committee for their support in opposing the location of this transfer station.

13. **Adjourn**

Mayor Hughson requested a motion to adjourn the meeting at approximately 11:18AM. A motion was made by Commissioner Sederquist to adjourn the meeting. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

  
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Judge James Oakley Secretary  
Executive Committee  
Capital Area Council of Governments

  
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Date