Executive Committee | Agenda



10:00 a.m., Wednesday, February 8, 2023 CAPCOG Lantana Room 6800 Burleson Road, Bld. 310, Ste. 155 Austin, Texas 78744

Judge James Oakley, Burnet County, Chair Mayor Lew White, City of Lockhart, First Vice Chair Commissioner Debbie Ingalsbe, Hays County, Second Vice Chair Council Member Matthew Baker, City of Round Rock. Secretary Mayor Jane Hughson, City of San Marcos, Parliamentarian Mayor Brandt Rydell, City of Taylor, Immediate Past Chair Council Member Mackenzie Kelly, City of Austin Commissioner Clara Beckett, Bastrop County Mayor Connie Schroeder, City of Bastrop Council Member Kevin Hight, City of Bee Cave Judge Brett Bray, Blanco County Mayor Rachel Lumpee, City of Blanco Commissioner Joe Don Dockery, Burnet County Judge Hoppy Haden, Caldwell County Judge Dan Mueller, Fayette County

Council Member Ron Garland, City of Georgetown Council Member Esmeralda Mattke Longoria, City of Leander Commissioner Steven Knobloch, Lee County Judge Ron Cunningham, Llano County Mayor Pro Tem Doug Weiss, City of Pflugerville Council Member Janice Bruno, City of Smithville Judge Andy Brown, Travis County Commissioner Ann Howard, Travis County Commissioner Russ Boles, Williamson County Commissioner Cynthia Long, Williamson County Senator Pete Flores Representative Stan Gerdes Representative Terry Wilson

- 1. Call to Order and opening remarks by the Chair
- 2. Consider Approving Minutes for the January 11, 2023 Meeting
- 3. Consider Accepting the Quarterly Investment Report Silvia Alvarado, Director of Finance
- 4. Consider Adopting a Resolution Proclaiming March 14 18, 2023, as CAPCOG Flood Safety Awareness Week

Martin Richey, Director of Homeland Security

- 5. Consider Approving Appointments to Advisory Committees Deborah Brea, Executive Assistant
- 6. Staff Reports

Betty Voights, Executive Director

7. Adjourn

Executive Committee | Summary Minutes



10:00 a.m., Wednesday, Jan. 11, 2023 6800 Burleson Road Building 310, Suite 155 Austin, TX 78744

Present (19) Judge James Oakley, Burnet County, Chair Mayor Lew White, City of Lockhart, 1st Vice Chair Commissioner Debbie Ingalsbe, Hays County, 2nd Vice Chair Council Member Matthew Baker, City of Round Rock, Secretary Mayor Jane Hughson, City of San Marcos, Parliamentarian Commissioner Clara Beckett, Bastrop County Mayor Connie Schroeder, City of Bastrop Council Member Kevin Hight, City of Bee Cave	Judge Brett Bray, Blanco County Commissioner Joe Don Dockery, Burnet County Judge Hoppy Haden, Caldwell County Judge Dan Mueller, Fayette County Council Member Ron Garland, City of Georgetown Council Member Esme Mattke Longoria, City of Leander Commissioner Steven Knobloch, Lee County Judge Ron Cunningham, Llano County Mayor Pro Tem Doug Weiss, City of Pflugerville Commissioner Ann Howard, Travis County Commissioner Cynthia Long, Williamson County
<u>Absent (9)</u> Mayor Rachel Lumpee, City of Blanco Mayor Brandt Rydell, City of Taylor, Immediate Past	Judge Andy Brown, Travis County Commissioner Russ Boles, Williamson County

Chair Council Member Mackenzie Kelly, City of Austin Council Member Janice Bruno, City of Smithville Judge Andy Brown, Travis County Commissioner Russ Boles, Williamson County State Senator Pete Flores Representative Stan Gerdes Representative Terry Wilson

1. Call to Order and opening remarks by the Chair

With Mayor Rydell absent, Judge Oakley started the meeting at 10:04 a.m. and led the board in the national and state pledges of allegiance.

2. Consider Approving Minutes for the December 14, 2022 Meeting

Judge Oakley asked for approval of the Dec. 14, 2022 meeting minutes. A motion was made by Commissioner Long to approve the minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. Consider Electing Executive Committee Officers for 2023

Betty Voights, Executive Director

Ms. Voights said one of the roles of the Nominating Committee is to recommend the Executive Committee Officers for the upcoming year. While those recommendations are presented with the Executive Committee elections at the December General Assembly meeting, the board elects the officers during its first meeting of the year. The recommendations included: Judge Oakley as Chair, Mayor White as First Vice Chair, Commissioner Ingalsbe as Second Vice Chair, Council Member Matt Baker as Secretary and Mayor Hughson as Parliamentarian. Ms. Voights said Mayor Rydell would assume the position of Immediate Past Chair.

A motion was made by Commissioner Long to elect the officers as recommended. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

4. Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments

Silvia Alvarado, Director of Finance

Ms. Alvarado said the CAPCOG bylaws charge the Executive Committee to designate one or more depositories for the agency's funds and to sign and countersign checks and other financial instruments. She noted currently that the Board Chair and Secretary have that signature authority along with three staff members: the Executive Director, the Deputy Executive Director and the Finance Director. Each year, CAPCOG updates the individuals who have the authority to sign by resolution after the chair and secretary are elected.

A motion was made by Council Member Weiss to approve the resolution providing signature authority to individuals for CAPCOG. Mayor Schroeder seconded the motion. The motion passed unanimously.

5. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Planning by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said items 5 through 8 all pertain to applications CAPCOG is submitting to the State Homeland Security Program, some which are done on an annual basis. Item five supports funding for CAPCOG's staff to conduct regional planning and supporting stakeholders during a disaster.

A motion was made by Commissioner Long for the board to consider the approval for items 5 through 8 at the same time. Commissioner Dockery seconded the motion.

Mayor Hughson asked if any grant application information was different from previous years. Mr. Ritchey said item 8 pertains to meeting a regional project category threshold for community preparedness and is different than the others. The application is for a project to purchase equipment for qualified Community Emergency Response Teams in the region.

Judge Oakley called for a vote on Commissioner Long's motion. The motion passed unanimously.

 Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Training & Exercise by the Capital Area Council of Governments Martin Ritchey, Director of Homeland Security

Approved with Item 5

7. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Tier II Reporting Project by the Capital Area Council of Governments Martin Ritchey, Director of Homeland Security

Approved with Item 5

8. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Community Response Team Project by the Capital Area Council of Governments Martin Ritchey, Director of Homeland Security

Approved with Item 5

9. Consider Ratifying the 2023 Capital Area Economic Development District (CAEDD) Board Membership Charles Simon, Director of Regional Planning and Services

Mr. Simon said the CAEDD's bylaws require that the Executive Committee ratify the district's membership each January. He noted that CAEDD membership included three new people: Bret Gardella with the Bastrop Economic Development Corporation, Emily Mathes with the Greater San Marcos Partnership, and Cedar Park City Council Member Kevin Harris. He also noted eight people were removed from the membership because they either moved out of the region, changed jobs, or didn't attend meetings. Ms. Voights asked if any of the Executive Committee members wanted to join the CAEDD board. She noted that Economic Development Administration likes to have a balanced membership with many disciplines represented including elected officials. Council Member Weiss asked about replacing former Pflugerville Council Member Mike Heath with Pflugerville Council Member Jim McDonald. Ms. Voights said Mr. Heath is fulfilling a role that covers transportation on the CAEDD's board and typically attends meetings but adding Council Member McDonald would be fine. She also noted CAEDD board positions are offered to former Executive Committee members to tap their career and government expertise. Commissioner Howard volunteered to join the CAEDD's board.

A motion was made by Commissioner Long made to ratify the board membership with the appointment of Pflugerville Council Member McDonald and Travis County Commissioner Howard. Council Member Baker seconded the motion. The motion passed unanimously.

10. Consider Replacing CAPCOG Advisory Committee Board Liaisons

Betty Voights, Executive Director

Ms. Voights said every two years the Executive Committee appoints the membership of the all the advisory committees and their liaisons which happened last year, but in the event that changes are needed because a liaison can no longer serve which has happened before, she placed this item on the agenda to appoint replacements.

Judge Cunningham said he would no longer be able to serve on the Law Enforcement Education Committee. This prompted discussion from others who were interested in changing committees and the board agreed on the following:

- Council Member Baker would become the new LEEC liaison.
- Council Member Longoria would become the Aging Advisory Council liaison replacing Council Member Baker.
- Commission Howard would become the Solid Waste Advisory Committee liaison since Judge Haden took Caldwell County's voting slot.
- Other liaison positions would remain the same.

A motion was made by Mayor Hughson to approve the liaison changes. Council Member Weiss seconded the motion. The motion passed unanimously.

11. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea said there is one appointment to the Homeland Security Task Force; Fayette County appointed Angela Hahn as their new Emergency Management Coordinator.

A motion was made by Commissioner Ingalsbe to approve the appointment. Mayor Schroeder seconded the motion. The motion passed unanimously.

12. Staff Reports

Betty Voights, Executive Director

Ms. Voights said the officer's meeting schedule starts in February with an auditors meeting which was requested by former Bastrop County Judge Paul Pape so it would be before the auditor's field work if officers wanted an issue looked at. Ms. Voights noted that is the only reason there is a February meeting and there has never been as issue for the auditors so she asked if the officers would like to continue with that meeting. Judge Oakley said he wanted to continue with a normal schedule.

Ms. Voights said the Texas Health and Human Services Commission's Ombudsman Program asks the host COG to assess whether any board members have a conflict of interest – either regarding investments,

employment or ownership – in a long-term care facility. She asked that anyone with this situation let her know after the meeting.

Ms. Voights said the last mandatory criminal justice grant workshop would take place on Thursday, and that the homeland security grant workshops have already been completed.

Ms. Voights also mentioned the CAPCOG Homeland Security Division received a mention in the Office of the Governor's Public Safety Annual Report to the legislature for its work in planning and running the 2022 regional exercise which was a mock full-scale, radiological incident. It was one of a few entities mentioned in the report.

13. Adjourn

Judge Oakley adjourned the meeting at 10:26 a.m.

Council Member Matt Baker, Secretary Executive Committee Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 8, 2023

AGENDA ITEM: #3 Consider Accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the quarter ending December 31, 2022. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short term investments.

No

No

No

During the quarter the market interest rate earned was approximately 3.98%.

Total interest earnings for the quarter were \$284,532.25

THIS ITEM REPRESENTS A:

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New issue, project, or purchase

Routine, regularly scheduled item

- Follow-up to a previously discussed item
- Special item requested by board member

Other

PRIMARY CONTACT/STAFF MEMBER: Silvia Alvarado, Director of Finance

BUDGETARY IMPACT: Total estimated cost: N/A Source of Funds: N/A Is item already included in fiscal year budget? Yes Does item represent a new expenditure? Yes Does item represent a pass-through purchase? Yes If so, for what city/county/etc.?

PROCUREMENT:

N/A

ACTION REQUESTED:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS <u>NOT</u> **ATTACHED** (to be sent prior to meeting or will be a handout at the meeting):

None



Capital Area Council of Governments

Quarterly Investment Report Summary October 1, 2022 to December 31, 2022

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	Book Value <u>Beginning</u>	Book Value <u>Ending</u>	Market Value <u>Beginning</u>	Market Value <u>Ending</u>	Interest <u>Earnings</u>
General Fund - Operating Fund Solid Waste - TCEQ Grant Advances Air Quality - Local Funds for Monitoring CAECD 911 Funds	1,645,823.09 231,689.41 58,171.28 30,336,266.92	1,563,956.10 233,743.43 58,686.95 30,725,096.47	1,645,823.09 231,689.41 58,171.28 30,336,266.92	1,563,956.10 233,743.43 58,686.95 30,725,096.47	13,144.31 2,054.02 515.67 268,818.25
Total All Investments	32,271,950.70	32,581,482.95	32,271,950.70	32,581,482.95	284,532.25
Average Daily Balance	32,150,529.84				
Average Yield	3.540%				
<u>At December 31, 2022:</u> TexPool Average Weighted Average Maturity TexPool Average Daily Net Yield 6 Month US Treasury Bill Rate	17 Days 3.9800% 4.7000%				

TexPool's S&P Global Pool Rating is AAAm. The AAAm is the highest principal stability fund rating assigned by S&P Global. A fund rated AAAm demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

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Silvia Alvarado Director of Finance Investment Officer

	Quarterly Invest October 1, 2022 to D	•	
exPool Investment	Interest	Net Transactions	Account Balance
Beginning Balance			1,645,823.09
Dctober		(202,073.62)	1,443,749.47
Monthly interest	3,369.56		1,447,119.03
November		232,753.84	1,679,872.87
Monthly interest	4,366.94		1,684,239.81
December		(125,691.52)	1,558,548.29
Monthly interest	5,407.81		1,563,956.10
Activity for the Quarter	13,144.31		
Ending Balance			1,563,956.10
Average Daily Balar	nce October	1,345,058.44	
, tronage baily baile	November	1,470,424.08	
	December	1,592,430.15	
Average Daily Balar	nce for the Quarter	1,469,304.22	
Average Annual Inte	erest Rate	3.578%	

CAPITAL AREA COUNCIL OF GOVERNMENTS Solid Waste Quarterly Investment Report October 1, 2022 to December 31, 2022					
TexPool Investment	<u>Interest</u>	Net Transactions	Account Balance		
Beginning Balance			231,689.41		
October Monthly interest	577.25	0.00	231,689.41 232,266.66		
November Monthly interest	689.35	0.00	232,266.66 232,956.01		
December Monthly interest	787.42	0.00	232,956.01 233,743.43		
Activity for the Quarter	2,054.02	0.00	233,743.43		
Ending Balance			233,743.43		
Average Daily Balance	October	231,708.03			
	November December	232,289.64 233,006.81			
Average Daily Balance for	or the Quarter	232,334.83			
Average Annual Interest Rate		3.536%			

Qua	A COUNCIL OF Air Quality Interly Investmen I, 2022 to Decem		
TexPool Investment	Interest	Net Transactions	Account Balance
Beginning Balance			58,171.28
October Monthly interest	144.93	0.00	58,171.28 58,316.21
November Monthly interest	173.05	0.00	58,316.21 58,489.26
December		0.00	58,489.26
Monthly interest	197.69		58,686.95
Activity for the Quarter	515.67	0.00	
Ending Balance			58,686.95
Average Daily Balance	October November	58,175.96 58,321.98	
	December	58,502.01	
Average Daily Balance for the	Quarter	58,333.32	
Average Annual Interest Rate		3.536%	

CAPITAL AREA COUNCIL OF GOVERNMENTS CAECD 911 Fund Quarterly Investment Report October 1, 2022 to December 31, 2022					
TexPool Investment	<u>Interest</u>	Net Transactions	Account Balance		
Beginning Balance			30,336,266.92		
October Monthly interest	75,208.19	(422,926.38)	29,913,340.54 29,988,548.73		
November Monthly interest	89,604.19	767,246.16	30,755,794.89 30,845,399.08		
December Monthly interest	104,005.87	(224,308.48)	30,621,090.60 30,725,096.47		
Activity for the Quarter	268,818.25	120,011.30			
Ending Balance			30,725,096.47		
Average Daily Balance	October November	30,170,211.49 30,221,709.38			
	December	30,779,751.56			
Average Daily Balance f	or the Quarter	30,390,557.48			
Average Annual Interest	Rate	3.538%			

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 8, 2023

AGENDA ITEM: <u>#4 Consider Adopting a Resolution Proclaiming March 14 - 18, 2023, as CAPCOG Flood</u> Safety Awareness Week

GENERAL DESCRIPTION OF ITEM:

Flooding and flash flooding can occur anywhere in the 10-County CAPCOG Region any time of year, oftentimes with devastating results. Historically, flooding causes more damage in the United States and the State of Texas than any other weather-related event, averaging 8 billion in damages and almost 90 fatalities annually. Knowing your flood risk is key to preparing for and recovering from floods. The National Weather Service designated March 14 – 18, 2023, as Texas Flood Safety Awareness Week.

CAPCOG residents and businesses must be prepared for any flooding and flash flooding conditions. Thus, CAPCOG Homeland Security has prepared a regional campaign around *WarnCentralTexas.org* to encourage residents to sign up to receive emergency alerts and take steps to increase awareness of weather conditions and when flooding conditions threaten the region. Materials will include what safety precautions to take when flooding or flash flooding conditions threaten or are imminent and will be posted online and distributed to CAPCOG stakeholders.

THIS ITEM REPRESENTS A:

New issue, project, or purchase

- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER:

Martin Ritchey, Director Homeland Security

BUDGETARY IMPACT:

Total estimated cost: N/A		
Source of Funds: N/A		
Is item already included in fiscal year budget?	🔀 Yes	No
Does item represent a new expenditure?	Yes	No
Does item represent a pass-through purchase?	Yes	No
If so, for what city/county/etc.?		

PROCUREMENT: N/A

ACTION REQUESTED:

Consider Adoption of a Resolution Proclaiming March 14 - 18, 2023, as CAPCOG Flood Safety Awareness Week

BACK-UP DOCUMENTS ATTACHED:

1. Resolution proclaiming March 14 – 18, 2023, as CAPCOG Flood Safety Awareness Week

BACK-UP DOCUMENTS <u>NOT</u> **ATTACHED** (to be sent prior to meeting or will be a handout at the meeting):

None



A PROCLAMATION RECOGNIZING MARCH 14—18, 2023, AS CAPCOG FLOOD SAFETY AWARENESS WEEK

WHEREAS, the Capital Area Council of Governments (CAPCOG) is a political subdivision of the State, serving Bastrop Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties; and,

WHEREAS, CAPCOG is committed to supporting a strong framework for the sharing of critical resources among its jurisdictions when responding to natural, technological, and/or human-caused emergencies, incidents, or disasters; and,

WHEREAS, CAPCOG Flood Safety Awareness Week creates an opportunity for the residents, businesses, and property owners in the CAPCOG region to prepare their homes, establishments, properties, and communities for flood and flash flooding conditions; and,

WHEREAS, investing in individual, family, business, property, and community flood safety awareness and mitigation can reduce fatalities and economic devastation caused by flood and flash floods impacting our nation, state, and region; and,

WHEREAS, flood safety awareness and mitigation is the responsibility of every resident and property owner of the CAPCOG 10-county region and all residents and property owners are encouraged to make flood safety awareness and mitigation a priority; and,

WHEREAS, flood safety weather awareness and mitigation is a continuing effort of all residents, businesses, and property owners in the CAPCOG 10-county region; and,

WHEREAS, the CAPCOG Executive Committee, along with other regional, state, and national partners support the *Warn-CentralTexas.org* campaign to increase public awareness and mitigation in preparing for flood and flash flooding weather emergencies and educating residents, businesses, and property owners on how to be aware of, prepare for, take action during, and to mitigate against flood and flash flooding severe weather conditions; and

WHEREAS, the CAPCOG Executive Committee encourages all residents, businesses, and property owners to participate in flood safety awareness, preparedness, and mitigation activities, review flood safety awareness information, and sign up to receive emergency alerts on the *WarnCentralTexas.org* website;

THEREFORE, BE IT RESOLVED, that, on behalf of the members of CAPCOG, the Capital Area Council of Governments Executive Committee hereby declares March 14—18, 2023, as CAPCOG Flood Safety Awareness Week and encourages all residents, businesses, and property owners to develop their own flood safety awareness, preparedness, and mitigation plans, go to *WarnCentralTexas.org* to register to receive emergency alerts, and work as a whole community towards that end.

Resolution adopted by the Capital Area Council of Governments Executive Committee this 8th day of February, 2023.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 8, 2023

AGENDA ITEM: #5 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

Yes

No

No

No

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Deborah Brea, Executive Assistant

BUDGETARY IMPACT:

Total estimated cost: N/A Source of Funds: N/A Is item already included in fiscal year budget? Yes Does item represent a new expenditure? Does item represent a pass-through purchase? Yes If so, for what city/county/etc.?

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

1. Summary memo with recommended appointments and vacancies

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

- 1. Executive Committee attendance roster
- 2. Advisory Committee attendance rosters



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

January 23, 2023

TO: Executive Committee Members

FROM: Deborah Brea, Executive Assistant

RE: Advisory Committee Recommendations

This memo identifies current recommendations to CAPCOG Advisory Committees and serves as a reminder of vacancies that still need to be filled. Please see the Attendance Rosters for the Requirements & Responsibilities. For questions, please contact the Advisory Committee staff liaison.

Blanco County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Solid Waste Advisory Council (SWAC) has a representative vacancy.

Burnet County

• The Aging Advisory Council (AAC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.
- The Geographic Information Systems Planning Council (GISPC) has two representative vacancies.

Caldwell County

The Aging Advisory Council (AAC) has a representative vacancy.

Law Enforcement Education Committee (LEEC)

• One citizen and one law enforcement representative vacancy.

Williamson County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Solid Waste Advisory Council (SWAC) has a representative vacancy.