



## Executive Committee | Summary Minutes

10 a.m., Wednesday, Sept. 13, 2023  
Austin Southpark Hotel  
4140 Governors Row  
Austin, TX 78744

### Present (19)

Judge James Oakley, Burnet County, **Chair**  
Commissioner Debbie Ingalsbe, Hays County, **2nd Vice Chair**  
Mayor Pro Tem Matthew Baker, City of Round Rock, **Secretary**  
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**  
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**  
Commissioner Clara Beckett, Bastrop County  
Ms. 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  
Mayor Pro Tem Esme 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  
Commissioner Ann Howard, Travis County  
Commissioner Cynthia Long, Williamson County

### Absent (5)

Mayor Lew White, City of Lockhart, **1st Vice Chair**  
Council Member Mackenzie Kelly, City of Austin  
Council Member Ron Garland, City of Georgetown

Judge Andy Brown, Travis County  
Commissioner Russ Boles, Williamson County

#### 1. **Call to Order and opening remarks by the Chair**

Judge Oakley called the meeting to order at 10 a.m. and lead the board in the pledges of allegiance to the federal and state flags.

#### 2. **Consider Approving Minutes for the August 9, 2023 Meeting**

Judge Oakley ask the board to consider the Aug. 9, 2023 Meeting minutes. Commissioner Long made a motion to approve the minutes. Commissioner Ingalsbe seconded the motion. It passed unanimously.

#### 3. **Consider Approving Update to Procurement Policy**

##### **Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema said the last update to the procurement policy was in 2016. He noted several of the Aging Services Divisions process prompted a review of the policy and led to the recommended amendments. The recommended changes were as follows:

- Adding vendor pools for direct purchase services for Area Agency on Aging activities as an exception and delegating the executive director approval authority for contracts exceeding \$25,000 for such activities
- Increasing the micro-purchases threshold to \$5,000 and eliminating the need for three quotes up to that level.
- Aligning sole source and non-competitive language with federal laws
- Adding descriptions and rules for professional and personal services
- Requiring board approval for contract changes greater \$25,000 for CAPCOG activities and \$50,000 CAECD activities.

Council Member Hight asked if it should be personnel services instead of personal services. Ms. Voights said an example of personal services is when a former employee agrees to continue to work for the COG for a particular amount of time or to complete or maintain a particular service.

Council Member Bruno made a motion to amend the Procurement Policy. Mayor Pro Tem Doug Weiss seconded the motion. It passed unanimously.

**4. Consider Approving FY 2024-2025 Senior Nutrition Grant Awards**

**Patricia Bordie, Director of Aging Services**

**Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema said that CAPCOG had received four applications for conducting nutrition services, each was scored and had to reach a threshold score of 70 points to be eligible for funding – all the providers did. He noted the amount of funding available annually is about \$4 million in two nutrition categories; however, the total requested amount was \$8.4 million. Mr. Hoekzema said carry-forward funds will help pay some of the difference. He also noted CAPCOG has more funding for congregate meal sites than what was requested, so the excess funds also will pay for more home delivered meals. Mr. Hoekzema said current funding should cover 1 year of congregate meal sites and ½ a year of home delivered meals, but more money is made available all the time for the nutrition program, which is why CAPCOG is requesting not only for the contract’s approval but for the authority to amend them as well.

Ms. Bordie said a lot of providers reached more patrons during the COVID19 pandemic and those patrons have continued to participate in the nutrition programs. She said to ensure they are receiving the correct amount of funding CAPCOG monitors them monthly. Council Member Bruno asked if the funding includes administering the programs. Ms. Bordie said the funds go into anything that helps ensure older adults are receiving meals.

Mayor Pro Tem Longoria made a motion to approve the FY 2024-25 Senior Nutrition Grant Awards. Commissioner Ingalsbe seconded the motion. It passed unanimously.

**5. Consider Approving FY 2024 and FY 2025 Senior Center Operations Grant Awards**

**Patricia Bordie, Director of Aging Services**

**Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema said a different pot of money funds senior center operations than congregate meal sites and home delivered meals. He said every applicant who submitted as a senior center operation site scored above the threshold, so they are all being recommended for funding. Ms. Bordie said facilities are places where people come together for community and to do activities.

Commissioner Ingalsbe made a motion to approve the FY 2024 and FY 2025 Senior Center Operations Grant Awards. Mayor Hughson seconded the motion. It passed unanimously.

**6. Consider Approving CAPCOG FY 2024/2025 TCEQ Solid Waste Grant Application to the TCEQ**

**Charles Simon, Director of Regional Planning and Services**

**Ken May, Regional Programs Manager**

Mr. Simon said every two years CAPCOG submits an application to the TCEQ for its solid waste program which includes its proposed budget for the region’s allocation. The allocated amount for CAPCOG this biennium is about \$706,000, an increase of about \$43,000. This would leave about \$274,000 for the CAPCOG Solid Waste Grant Program for implementation projects. Mr. Simon said the grant process will start a little earlier and said a draft timeline was in their packet.

Commissioner Dockery made a motion to approve the FY 2024/25 TCEQ Solid Waste Grant Application to TCEQ. Ms. Schroeder seconded the motion. Council Member Bruno asked if the Solid Waste Grant Writing Workshops were mandatory like the Criminal Justice and Homeland Security grants. Mr. May said both the

grant writing workshops and subsequent grant management workshops would be mandatory. Ms. Voights noted that while the workshops will be mandatory, it is not a requirement by the state. She also said the grant process is occurring earlier to lessen the spend down. Judge Oakley called for a vote on the item. It passed unanimously.

**7. Consider Approving Purchase of O<sub>3</sub> and PM<sub>2.5</sub> Monitoring Equipment**

**Anton Cox, Air Quality Program Manager**

Mr. Simon said this equipment is being funded from multiples sources including the TCEQ and two EPA grants and is being purchased to upgrade the Ozone air monitoring equipment as well as to start the particulate matter monitoring program.

Judge Oakley asked if the particulate monitors will be moved around or if they will be fixed, and what the process is for determining the sites. Mr. Cox said site selections will be done by committee with public input also helping determine locations. Judge Oakley said he thought creating an inventory of portable particulate monitors could help the region and that such an activity should be discussed at a future meeting. Mr. Cox said CAPCOG has some particulate monitors that are less sophisticated that local jurisdictions could currently use. Mayor Pro Tem Baker said the Clean Air Coalition has discussed mobile monitoring, but scientists are needed to analyze the data too, so future discussions about funding a mobile monitoring team wouldn't be a bad idea.

Mayor Pro Tem Baker also said the region broke the Ozone nonattainment value during the summer and that he invited the TCEQ to come talk to the Clean Air Coalition about what would move the needle for staying in attainment. He said he would like the Executive Committee members to join that meeting as well.

Mayor Hughson made a motion to approve the purchase of the O<sub>3</sub> and PM<sub>2.5</sub> monitoring equipment. Mayor Pro Tem Baker seconded the motion. It passed unanimously.

**8. Consider Adopting a Proclamation Recognizing October 2023 as CAPCOG Cybersecurity Awareness Month**

**Dee Harrison, Homeland Security Program Manage**

Ms. Harrison said there are about \$8 trillion in losses each year in the United States alone from cyberattacks. Cyberattacks threaten both the private and public sector and in recent weeks even took down the MGM resorts in Las Vegas. She said every October is Cybersecurity Awareness Month and serves as a chance to educate people about cybersecurity best practices.

Commissioner Dockery made a motion to proclaim October as CAPCOG Cybersecurity Awareness Month. Council Member Bruno seconded the motion. It passed unanimously.

**9. Consider Approving Committee Appointments**

**Betty Voights, Executive Director**

Ms. Voights said Judge Bray would like to appoint Frank Blagg to the Law Enforcement Education Committee (LEEC), which fills the last non-officer position on the committee. Judge Oakley asked if there were any other appointments to consider.

Hearing no other appointments, Judge Bray motioned to appoint Blagg to the LEEC. Mayor Hughson seconded the motion. It passed unanimously.

**10. Staff Reports**

Ms. Voights said Alzheimer's Awareness Day was approaching on September 21. She also noted that all the COGs are starting to get work from TxDOT; one project on their list is access management.

Judge Oakley mentioned House Bills 3697 and 3699 and how they impact counties and cities' ability to plat subdivisions or even know what is going to the subdivision. Other county officials agreed and thought it maybe it would be a discussion topic at a later meeting.

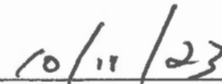
Ms. Voights noted CAPCOG had lost funding several years ago leading to the closure of 8 PSAPs and adoption of its PSAP policy, which has criteria like call volume requirements. At the time, a couple PSAPs chose to stay open and pay CAPCOG for 9-1-1 operations — Lago Vista is the last PSAP to be operating in this way. She explained that with CAPCOG installing all Next Generation 9-1-1 equipment in the PSAPs coupled with the operating and maintenance costs, Lago Vista will need to be charged to cover these costs if they want to continue operating a secondary PSAP, so she will be reaching out to them on this issue. Commissioner Long said it may be time to revisit the PSAP policy and raise the bar for adding a new PSAP in the region.

**11. Adjourn**

Judge Oakley Adjourned the meeting at 11:11 a.m.



Mayor Pro Tem Matt Backer, Secretary  
Executive Committee  
Capital Area Council of Governments



Date