



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, February 9, 2022
CAPCOG Lantana Room
6800 Burleson Road, Bld. 310, Ste. 155
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
James Oakley, Burnet County, **First Vice Chair**
Judge Mayor Lew White, City of Lockhart,
Second Vice Chair
Commissioner Debbie Ingalsbe, Hays County,
Secretary
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past
Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Mayor Lee Urbanovsky, City of Buda
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, 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 Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving the Minutes for the January 12, 2022, Meeting**
3. **Consider Accepting the Quarterly Investment Report**
Lisa Bowman, Director of Finance
4. **Consider Adopting Resolution for CAPCOG FY 2022/2023 TCEQ SW Grant Program Application**
Ken May, Regional Programs Manager
Shelly Hargrove, Director of Community & Economic Development
5. **Consider Approving Purchase of DroneSense Software for CAPCOG Regional Interoperable Unmanned Aerial Vehicle (UAV) Public Safety Team**
Martin Richey, Director of Homeland Security
6. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
7. **Staff Reports**
Betty Voights, Executive Director
8. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



Executive Committee | Summary Minutes

10:00 a.m., Wednesday, January 12, 2022
CAPCOG Lantana Room
6800 Burluson Road Bld. 310, Ste. 165
Austin, Texas 78744

Present (22)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, 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 Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, 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
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County

Absent (7)

Mayor Lee Ubranovsky, City of Buda
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Representative John Cyrier

Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and Opening Remarks by the Chair**

Judge Pape opened at the meeting at 10:00 a.m. with the pledges of the allegiance.

2. **Consider Approving Minutes for the December 8, 2021 Executive Committee Meeting**

Judge Pape asked for a motion to approve the December 8, 2021, meeting minutes. A motion was made by Mayor Hughson to approve the minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Electing Executive Committee Officers for 2022**

Betty Voights, Executive Director

Ms. Voights thanked Judge Pape for his leadership as the Executive Committee Chair and presented him with a plaque and gavel. She then reminded the board she plans to retire in 2025 and wanted to make sure the future officers in 2024-2025 understand they will be overseeing the process to hire a replacement. Judge Pape said such a transition is always a challenge and that the future officers will be up for the job.

Judge Pape went through the Nominating Committee's recommendations for officers one at a time so board members could vote on each officer's election and see if there were other nominations. A motion was made by Commissioner Dockery to elect Mayor Hughson as Parliamentarian. Judge Oakley seconded. The motion passed unanimously. With the same motion, the Executive Committee voted on each officer's position all by unanimous votes, as follows:

- Secretary — Commissioner Ingalsbe
- Second Vice Chair — Mayor White
- First Vice Chair — Judge Oakley
- Chair — Mayor Rydell

Judge Pape handed the meeting over to Mayor Rydell and assumed the role of immediate past chair.

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

Lisa Bowman, Director of Finance

Ms. Bowman said every year CAPCOG needs to change signature authority to reflect the new officers for its bank depository and does so by submitting a resolution to the bank. She noted that the bank allows for two executive members and three CAPCOG employees to hold signature authority. She also noted the Capital Area Emergency Communications district will take the same action.

A motion was made by Judge Oakley to adopt a resolution giving signature authority to Executive Committee Chair and Secretary as well as the CAPCOG Executive Director, Director of Administration, and the Director of Finance. Mayor Hughson seconded the motion. The motion passed unanimously.

5. Consider Approving Renewal of Agreement for Depository for CAPCOG Funds

Sheila Jennings, Director Administration

Lisa Bowman, Director of Finance

Ms. Jennings said CAPCOG is at the end of its two-year contract with Frost Bank to serve as its depository; however, the contract has an option to renew for two years. She said that Frost Bank has met all its requirements and has performed satisfactorily; staff was recommending renewal. She mentioned that contract is limited to two years because the Capital Area Emergency Communications District is required to have two-year agreements and keeping CAPCOG and District's funds together provides a better market value. She also noted Frost Bank was selected in 2019 by the Executive Committee after a competitive bid process.

A motion was made by Judge Cunningham to renew the agreement for CAPCOG's funds depository. Judge Haden seconded the motion. The motion passed unanimously.

6. Consider Appointing CAPCOG Advisory Committees and Designate Board Liaisons

Sheila Jennings, Director of Administration

Ms. Jennings said every two years the Executive Committee must appoint all the members to CAPCOG's advisory committees who serve two-year terms and can do so consecutively. She said while each committee has different eligibility restrictions for their memberships, they all strive to have representation from each county in the region. Ms. Jennings reviewed the requirements to serve on each committee and their role for assisting CAPCOG. She asked that the board members review the current committee members and make new appointments.

Commissioner Long asked if the Aging Advisory Council would be meeting virtually after the pandemic. Ms. Voights said the committees follow the practices of the Executive Committee. Judge Bray said he didn't understand why all the committees didn't meet virtually. Ms. Voights said the committees operate best because of the relationships built between members, and relationships aren't built online. Mayor Rydell said the topic of virtual meetings can be discussed at a future meeting.

A motion was made by Mayor Hughson to appoint the committee members as presented and to include the following new appointments:

- To CJAC, Selena Xie replacing Darlene Lanham for a City of Austin seat

- To the GISPC, Clara Watson filling a Llano County vacancy
- To the HSTF, Mike Knipstein with Williamson County EMS filling a large EMS vacancy
- To the HSTF, Wesley Hopkins with Travis County EMS replacing Adam Johnson in a metro EMS position
- To the HSTF, Jerry Vaughn with the Education Service Center Region 13 replacing Dr. Craig Spinn in a school's position
- To the LEEC, Sareta Davis, filling a resident vacancy for Travis County

Commissioner Howard seconded the motion. The motion passed unanimously.

**7. Consider Ratifying the 2022 Capital Area Economic Development District (CAEDD) Board Membership
Shelly Hargrove, Director of Community & Economic Development**

Ms. Hargrove said it is required by the CAEDD's bylaws that the CAPCOG Executive Committee ratify CAEDD's membership once a year. She explained that the board requires its members to be from several disciplines related to economic development and provide guidance on activities related to the Economic Development Administration and community and economic development. Each year CAPCOG asks the CAEDD members if they want to continue to serve and recruits people to fill vacancies.

Council Member Doug Weiss asked if former Pflugerville Council Member Mike Heath should be removed and replaced as a member. Ms. Voights said it is common for former Executive Committee members to serve on this board because of their business expertise. Judge Bray asked if the Executive Committee could remove members from this committee and others at any time. Ms. Voights said the Executive Committee can remove members on all CAPCOG committees but the Capital Area Regional Transportation Organization and the Clean Air Coalition, which are appointed by local governments directly.

A motion was made by Judge Pape to ratify the committee as presented to include Mr. Heath's appointment representing his business interest not the city of Pflugerville's. Commissioner Long seconded the motion. It passed unanimously.

**8. Consider a Contract with the Texas General Land Office for CBDG Mitigation Program
Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained this contract is for CAPCOG to help determine how funds will be distributed for Hurricane Harvey mitigation projects. These funds were supposed to be released in 2021 but got delayed because of COVID-19. He noted the process would be similar to CAPCOG's previous work with distributing Hurricane Harvey disaster funds. CAPCOG would develop a method of distribution, conduct several community meetings, and meet with community leaders to determine how the money would best be awarded. About \$50 million in mitigation funds have been allocated to the four counties in the Hurricane Harvey disaster area — Bastrop, Caldwell, Fayette and Lee.

A motion was made by Commissioner Long to contract with the Texas General Land Office for the CBDG Mitigation Program. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

9. Consider Adopting a Resolution Authorizing Submission of the Homeland Security Grant Program Application for the FY 2022 Regional Cyber Resiliency Grant Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said funding from this grant would provide about \$82,000 to creating region-wide cybersecurity response team. He noted that CAPCOG has been offering several cybersecurity training opportunities during the past few years, and the creation of such a team would take CAPCOG's work in the discipline to the next level.

Commissioner Dockery asked if the funds would affect this year's budget. Mr. Ritchey said they would be added to this year's budget.

A motion was made by Commissioner Dockery to submit an application for the FY 2022 Regional Cyber Resiliency Grant Project. Council Member Bruno seconded the motion. The motion passed unanimously.

10. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Planning by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said this grant is to fund CAPCOG homeland security staff and allows them to work on regional planning projects. CAPCOG makes this request annually.

A motion was made by Commissioner Long to submit an application to the State Home Security Program Grant for regional planning. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

11. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2023 Tier II Reporting Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said this continuing grant project, if funded, would give regional hazmat teams and other public safety personnel access to mapping of hazardous material reporting throughout the region. Such access would benefit planning and response as agencies would have a clearer picture of what hazardous chemicals are in their communities and can plan response more appropriately. He noted this application is for the upcoming grant application cycle.

A motion was made by Commissioner Ingalsbe to submit an application to the State Home Security Program Grant for the Tier II Reporting Project. Judge Cunningham seconded the motion. The motion passed unanimously.

12. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Training & Exercise by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained this grant project is also an annual submission and provides funds so CAPCOG can offer training to emergency management coordinators and other public safety personnel. He gave an example of some of the previous training opportunities CAPCOG has provided.

A motion was made by Council Member Bruno to submit an application to the State Home Security Program Grant for regional training and exercises. Commissioner Long seconded the motion.

Commissioner Dockery asked if CAPCOG has decided what the following regional training exercise would be. Ritchey said that is up to the HSTF committees, but he believed fire as a weapon maybe continue to be priority topic.

The motion passed unanimously.

13. Consider a Resolution Authorizing Submission of the Homeland Security Grant Program Application for the FY 2023 Regional Cyber Recovery and Resiliency Grant Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said the state has pulled funding for cybersecurity projects out of the traditional grant program and its regional allocations to create a signal, state-wide, competitive pool for cybersecurity projects. CAPCOG's application to this program would consist of funding local and regional policy development, best-practice workshops, and vulnerability identification as well as supporting a cybersecurity working group and the previously mentioned cybersecurity response team.

A motion was made by Mayor Pro Tem Nelson to submit an application to the State Home Security Program Grant for cyber recovery and resiliency project. Council Member Bruno seconded the motion. The motion passed unanimously.

14. Consider a Resolution Authorizing Submittal of the State Interoperability Communications Grant Regional Project Funding Application for FY 2023 by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said cities and counties can't apply for this grant program, but COG's can and CAPCOG last year applied to complete a Blanco County Project and was awarded funding. He also mentioned that grant notice of funding opportunity is anticipated to be released soon but hasn't yet. CAPCOG was preparing to apply for funding and will pick a project from the interoperability communications gap list. Council Member Bruno asked to review the gap list. Mr. Ritchey said he would provide it.

A motion was made by Judge Oakley to submit a project to the State Interoperability Communication Grant Regional Project Funding program. Commissioner Ingalsbe seconded. The motion passed unanimously.

15. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2023 UAV Robotics Interoperability Project by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that many jurisdictions are using drones or UAVs for response, recovery and mitigation efforts for emergency events. This grant will continue to build on previous effort to develop a comprehensive training plan and policy guide to support regional interoperability of UAVs.

A motion was made by Commissioner Howard to submit an application to the State Home Security Program Grant for UAV Robotics Interoperability. Mayor Hughson seconded the motion. The motion passed unanimously.

16. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2023 Regional Law Enforcement Collaboration Program Grant by the Capital Area Council of Governments

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said CAPCOG has been working with the Austin Regional Intelligence Center (ARIC) to benefit more communities in the region by providing public safety intelligence to them. This grant, if funded, would help support more jurisdictions joining ARIC which currently consists mostly of policing agencies along the I-35 corridor at this time. Specifically, it would help organizations pay the ARIC dues.

A motion was made by Judge Cunningham to submit an application to the State Home Security Program Grant for the regional law enforcement collaboration project. Mayor Hughson seconded the motion. The

motion passed unanimously.

17. Staff Reports

Betty Voights, Executive Director

Ms. Voights told the Executive Committee that Texas Health and Human Services requires CAPCOG declare that none of its board members have an active interest in long-term care facilities. She noted that if any board members do, they should call or email her after the meeting Ms. Voights then read a portion of Texas Administrative Code to clarify what an interest in a long-term care facility may be.

18. Adjourn

Mayor Rydell adjourned the meeting at 11:25 a.m.

Commissioner Debbie Ingalsbe, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 9, 2022

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, 2021. 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.

During the quarter the market interest rate earned was approximately 0.037%.

Total interest earnings for the quarter were \$2,623.68

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: Lisa Bowman, Director of Finance

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:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS NOT 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, 2021 - December 31, 2021

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

	<u>Book Value</u> <u>Beginning</u>	<u>Book Value</u> <u>Ending</u>	<u>Market Value</u> <u>Beginning</u>	<u>Market Value</u> <u>Ending</u>	<u>Interest</u> <u>Earnings</u>
General Fund - Operating Fund	1,174,028.25	1,237,805.91	1,174,028.25	1,237,805.91	88.90
Solid Waste - TCEQ Grant Advances	102.19	40,104.23	102.19	40,104.23	2.04
Air Quality - Local Funds for Monitoring	122,762.51	57,770.32	122,762.51	57,770.32	7.81
CAECD 911 Funds	26,990,079.49	27,128,915.66	26,990,079.49	27,128,915.66	2,524.93
Total All Investments	<u>28,286,972.44</u>	<u>28,464,596.12</u>	<u>28,286,972.44</u>	<u>28,464,596.12</u>	<u>2,623.68</u>

Average Daily Balance 28,203,675.11

Average Yield 0.037%

At December 31, 2021:

TexPool Average Weighted Average Maturity	39 Days
TexPool Average Daily Net Yield	0.0376%
6 Month US Treasury Bill Rate	0.1500%

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:

Lisa Byrd Bowman
 Lisa Byrd Bowman
 Director of Finance
 Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 October 1, 2021 - December 31, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			1,174,028.25
October		(596,975.07)	577,053.18
Monthly interest	25.31		577,078.49
November		632,688.73	1,209,767.22
Monthly interest	29.36		1,209,796.58
December		27,975.10	1,237,771.68
Monthly interest	34.23		1,237,805.91
Activity for the Quarter	88.90	63,688.76	
Ending Balance			1,237,805.91

Average Daily Balance	October	839,620.19
	November	950,154.96
	December	1,087,850.15
Average Daily Balance for the Quarter		959,208.43
Average Annual Interest Rate		0.037%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Solid Waste
 Quarterly Investment Report
 October 1, 2021 - December 31, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			102.19
October		0.00	102.19
Monthly interest	0.00		102.19
November		40,000.00	40,102.19
Monthly interest	0.84		40,103.03
December		0.00	40,103.03
Monthly interest	1.20		40,104.23
Activity for the Quarter	2.04	40,000.00	
Ending Balance			40,104.23

Average Daily Balance	October	102.19
	November	29,435.55
	December	40,103.07
Average Daily Balance for the Quarter		23,213.60
Average Annual Interest Rate		0.035%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Air Quality
 Quarterly Investment Report
 October 1, 2021 - December 31, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			122,762.51
October		0.00	122,762.51
Monthly interest	3.69		122,766.20
November		(65,000.00)	57,766.20
Monthly interest	2.33		57,768.53
December		0.00	57,768.53
Monthly interest	1.79		57,770.32
Activity for the Quarter	7.81	(65,000.00)	
Ending Balance			57,770.32

Average Daily Balance	October	122,762.87
	November	75,099.61
	December	57,768.59
Average Daily Balance for the	Quarter	85,210.36
Average Annual Interest Rate		0.037%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 October 1, 2021 - December 31, 2021

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			26,990,079.49
October		(303,024.93)	26,687,054.56
Monthly interest	811.13		26,687,865.69
November		767,311.27	27,455,176.96
Monthly interest	836.09		27,456,013.05
December		(327,975.10)	27,128,037.95
Monthly interest	877.71		27,128,915.66
Activity for the Quarter	2,524.93	136,311.24	
Ending Balance			27,128,915.66

Average Daily Balance	October	27,053,600.75
	November	26,828,151.40
	December	27,526,375.99
Average Daily Balance for the Quarter		27,136,042.71
Average Annual Interest Rate		0.037%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 9, 2022

AGENDA ITEM: #4 Consider Adopting Resolution for CAPCOG FY 2022/2023 TCEQ SW Grant Program Application

GENERAL DESCRIPTION OF ITEM:

The Solid Waste contract amounts to the councils of governments are tied to a formula-based allocation of the biennial Legislative appropriation to all 24 councils of government; the total amount has stayed the same for ten years so any change in the amount we get is tied to population and we will have a slight increase of \$7,772. The funding covers the cost of the program including all staff support for planning, technical assistance, and the grant program; there has been an ongoing effort to limit administrative costs to maximize the amount available for grant applications to support projects that typically include household hazardous waste collection event, community collection events, scrap tire management, litter illegal dumping clean-up, citizens collection stations, permanent HHW facilities, source reduction and recycling, outreach and education, and local enforcement.

In 2012, we began conducting one grant cycle over the two-year period to get funding out to local governments and maximize the time they have to implement projects. The Request for Applications was posted November 30, 2021 with an application deadline of January 21, 2022. There will be \$264,000 available for pass-through grants, which is \$40,000 more than last biennium. A resolution approved by CAPCOG's Executive Committee and signed by the Chair and Secretary is required for the Texas Commission on Environmental Quality's (TCEQ's) approval.

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: **Ken May, Regional Programs Manager**
Shelly Hargrove, Director of Community & Economic Development

BUDGETARY IMPACT:

Total estimated cost: \$663,216.00

Source of Funds: TCEQ

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:

Adopt a Resolution for CAPCOG FY 2022/2023 TCEQ SW Grant Program Application

BACK-UP DOCUMENTS ATTACHED:

1. Resolution from Governing Body for SW FY 2022-2023 Application
2. Application budget for FY 2022-2023

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

None

RESOLUTION

A RESOLUTION OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS APPROVING THE CAPITAL AREA COUNCIL OF GOVERNMENTS' FY 2022/2023 SOLID WASTE PROGRAM APPLICATION

Whereas, the mission of the Capital Area Council of Governments (CAPCOG) is to be the catalyst for regional planning through effective utilization of resources; and

Whereas, management of solid waste is and will continue to be a critical issue facing the CAPCOG region; and,

Whereas, funds for the coordination of region-wide solid waste management programs have been made available by the Texas Commission on Environmental Quality (TCEQ); and,

Whereas, the Executive Committee of CAPCOG finds that all activities and related expenses included in this application will serve to implement the goals, objectives, and recommendations of the regional solid waste management plan; and,

Whereas, CAPCOG will comply with the financial program reporting requirements of the TCEQ and the State of Texas; and,

Whereas, grant funds will be used only for the purposes for which they are provided

THEREFORE, BE IT RESOLVED, that the Executive Committee of CAPCOG has reviewed, approves of, and hereby authorizes preparation and submission of CAPCOG's FY 2022/2023 Solid Waste Program Application to the TCEQ.

Resolution adopted by the CAPCOG Executive Committee on this 9th day of February 2022.

Mayor Brandt Rydell, Chair Executive Committee
Capital Area Council of Governments

Commissioner Debbie Ingalsbe, Secretary
Capital Area Council of Governments

Form 1. Cover Page

CAPITAL AREA COUNCIL OF GOVERNMENTS - #12

FY 22/23

Performing Party FEI#:	74-1689381		
Funding Amount For 1st Year:	FY 22	\$	331,608.00
Funding Amount For 2nd Year:	FY 23	\$	331,608.00
Total Biennium Amount:	FY 22/23	\$	663,216.00

Required Attachments to the Application

* A copy of the latest membership list for the COG's Solid Waste Advisory Committee.

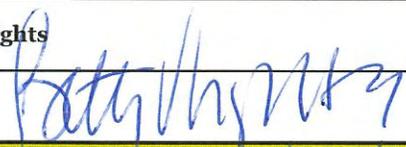
* State Coordinating Agency Letter/Federal Cognizant Agency Letter indicating indirect/fringe benefits cost rates, and/or a letter of proposed rates.

Certifications

The person signing this Application hereby certifies that:

1. He/she has authority from the COG to sign the Application;
2. The information contained in this application is, to the best of his/her knowledge and understanding, complete and accurate;
3. This Application, along with any changes or addenda, shall become a binding part of the contract terms upon approval by TCEQ; and
4. This Application has no false statements and that signing this Application with a false statement is a material breach and TCEQ may terminate the grant;

Signature/Title Certification

Title:	Executive Director
Typed/Printed Name:	Betty Voights
Signature:	
Date:	1/13/22

Form 2. Resolution

CAPITAL AREA COUNCIL OF GOVERNMENTS - #12

FY 22/23

A signed resolution of the COG governing body approving this application must be provided in order for your grant application to be processed. The following points must be included in the resolution, at a minimum:

1. The governing body of the COG has reviewed this application and authorizes its submittal to the TCEQ;
2. The governing body of the COG finds that all activities and related expenses included in this application will serve to implement the goals, objectives, and recommendations of the Regional Solid Waste Management Plan;
3. The COG will comply with all applicable state and local laws and regulations pertaining to the use of state funds, including laws concerning the procurement of goods and services, competitive purchasing requirements and financial and program reporting requirements; and
4. Grant funds will be used only for the purposes for which they are provided.

To complete your application, please remove this page and replace it with a signed resolution of your COG's governing body.

Form 5. Budget

CAPITAL AREA COUNCIL OF GOVERNMENTS - #12

FY 22/23

Budget Category	Proposed Budget	Proposed Budget	Biennium Total Budget
	FY 22	FY 23	FY 22/23
1. Personnel/Salary (Form 5 A)	\$ 76,886.72	\$ 78,424.46	\$ 155,311.18
2. Travel (Form 5 B)	\$ 4,200.00	\$ 4,200.00	\$ 8,400.00
3. Equipment (Form 5 C)	\$ -	\$ -	\$ -
4. Contractual (Form 5 D)	\$ 5,500.00	\$ 5,500.00	\$ 11,000.00
5. Other (Form 5 E)	\$ 62,471.75	\$ 59,938.02	\$ 122,409.77
6. Implementation Projects (Form 5 F)	\$ 132,000.00	\$ 132,000.00	\$ 264,000.00
7. Supplies (Form 5 G)	\$ 750.00	\$ 750.00	\$ 1,500.00
8. Fringe Benefits (Form 5 H)	\$ 39,535.15	\$ 40,325.86	\$ 79,861.01
9. Total Direct Costs (sum of 1-8)	\$ 321,343.63	\$ 321,138.33	\$ 642,481.96
10. Indirect Costs (Form 5 H)	\$ 10,264.38	\$ 10,469.67	\$ 20,734.04
11. Total Costs (sum of 9-10)	\$ 331,608.00	\$ 331,608.00	\$ 663,216.00
12. Fringe Benefit Rate:	51.420%	51.420%	51.420%
13. Indirect Cost Rate:	13.350%	13.350%	13.350%
Authorized Signature: <i>(only needed for revisions and must be an authorized representative listed on Form 4)</i>			
Date:			

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 9, 2022

AGENDA ITEM: #5 Consider Approving Purchase of DroneSense Software for CAPCOG Regional Interoperable Unmanned Aerial Vehicle (UAV) Public Safety Team

GENERAL DESCRIPTION OF ITEM:

CAPCOG submitted a SHSP grant for the purchase of DroneSense software for use by jurisdictions participating in our Unmanned Aerial Vehicle (UAV) program called Public Safety Unmanned Response Team (PSURT). This software platform is designed for the public safety sector and is used to record vital information about the pilots, flight data, flight plans, and aircraft management. The Texas Department of Public Safety and many public safety programs use DroneSense in their UAV programs. Having this software in place will facilitate the rapid sharing of critical operational data. UAVs are used for many activities involving structure fires, wildfires, search and rescue, as well as providing views on traffic along evacuation routes. This project has already been funded by SHSP grant # 3995101.

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: **Martin Ritchey, Director of Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: \$50,000 (not to exceed)

Source of Funds: SHSP Grant Funds

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: To be acquired through Contract DIR-TSO-4389

ACTION REQUESTED:

Approve purchase of DroneSense Interoperable UAV Software

BACK-UP DOCUMENTS ATTACHED:

UAV Robotics Project Memo

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

None



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
January 24, 2022

TO: Betty Voights, CAPCOG Executive Director

FROM: Martin Ritchey, Director of Homeland Security

RE: SHSP Grant for UAV Robotics Interoperability Project # 3995101

Over the past three years, our Homeland Security Task Force Sub-Committee for Technology followed by our Regional Response Sub-Committee has provided regional guidance for a “Public Safety Unmanned Response Team” (PSURT). The PSURT workgroup developed and implemented an eighty-three-page unmanned aerial vehicle (UAV) program guide that was adopted by several local jurisdictions and NCTCOG. Our program is based upon the “RESET” program process which developed regional standards for equipment and training for HazMat and rescue in the CAPCOG region.

The PSURT workgroup requested a grant that CAPCOG would administer to fund licenses for UAV interoperable software for the team. This program would cover the software needs of joining the team by jurisdictions that are about to start their program or integrate into interoperable software. This burgeoning field of UAVs has many platforms and little consistency. Our objective is to establish the framework for the PSURT team members to have a common operating picture so that they may work together effectively today and in the future. The vendor, Drone Sense, is designed for public safety and is utilized by many of our stakeholders and partners. Texas Department of Public Safety and the Texas Division of Emergency Management both utilize this system for their teams. Therefore, our region could integrate with TDEM and DPS in real time. During the recent wildfires in Bastrop in January of 2022 team members from several jurisdictions were able to document the fire and provide real-time intelligence to the firefighters.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: February 9, 2022

AGENDA ITEM: #6 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.

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 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:

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 24, 2022

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.

Burnet County

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

City of Austin

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

Lee County

- The Law Enforcement Education Committee (LEEC) has a citizen representative vacancy.

Travis County

- The Law Enforcement Education Committee (LEEC) has a citizen representative vacancy.

Williamson County

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