



Executive Committee | Summary Minutes

10 a.m., Wednesday, May 10, 2023
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (16)

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**
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**

Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Dan Mueller, Fayette County
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Janice Bruno, City of Smithville
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (9)

Commissioner Clara Beckett, Bastrop County
Judge Brett Bray, Blanco County
Mayor Rachel Lumpee, City of Blanco
Judge Hoppy Haden, Caldwell County
Council Member Ron Garland, City of Georgetown

Council Member Esme Mattke Longoria, City of Leander
Judge Ron Cunningham, Llano County
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County

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

Judge Oakley called the meeting to order at 10:05 a.m. and led the board in the pledge of allegiance to the state and national flags.

2. **Consider Approving Minutes for the April 12, 2023 Meeting**

Judge Oakley asked for approval of the April 12, 2023 meeting minutes. Mayor Hughson stated she would like the minutes to better reflect a unanimous vote on item 10 in the minutes and then made a motion to approve the minutes with the clarification. Commissioner Dockery seconded the motion. The motion passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado said the quarterly investment report is for the period ending on March 31, 2023. She noted all CAPCOG's funds are in TexPool, and there is about \$30.76 million in the pool. She said the average market interest earned as was about 4.388 percent for total earnings of \$345,109. Ms. Alvarado said by comparison the U.S. Treasury bill interest rate at the end of the same period was 4.89 percent.

A motion was made by Commissioner Ingalsbe to accept the quarterly investment report. Council Member Bruno seconded the motion. The motion passed unanimously.

4. **Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2022**

Silvia Alvarado, Director of Finance

Lupe Garcia, CPA – Audit Partner of Whitley Penn, LLP

Ms. Alvarado introduced Mr. Garcia and told the board there were some changes to the Annual Financial Report that included retirement and leave benefits for part-time employees.

Mr. Garcia said an audit of the agency tested CAPCOG's internal controls and compliance requirements for major programs and performed analytical procedures on financial statements. He said CAPCOG earned an unmodified or clean opinion, meaning the financial statements are presented fairly and are done in accordance with generally accepted accounting principles. Mr. Garcia said Whitley Penn didn't identify any weaknesses or significant deficiencies in their report on internal controls and compliance. Mr. Garcia said there are no questioned costs or findings of noncompliance in their report on federal and state programs. He stated that CAPCOG had total assets of \$44.4 million, liabilities of \$8.7 which included a lease cost of \$3.6 million, with a net position of \$35.7 million. Noting a new item addressed this year, Mr. Garcia said GASB 87 instituted rules for declaring items such as leases as a liability and noted that next year computer software subscriptions will be categorized similarly. He also went over the year ends' fund balances \$2.7 million in the general fund, \$118,000 in the aging fund, \$29.8 million in the emergency communications fund, \$420,000 in non-major funds, with a total fund balance ending at \$33 million.

A motion was made by Mayor Hughson to accept the CAPCOG annual financial report ending Sept. 30, 2022. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

5. Consider Adopting a Proclamation Recognizing June 2023 as Alzheimer's and Brain Awareness Month
Patty Bordie, Director of Aging Services

Ms. Bordie said Alzheimer's is the sixth leading cause of death in the United States and that residents are woefully unprepared to care for the growing number of people who may get Alzheimer's. She said, as part of recognizing national supports for those who have Alzheimer's and other illnesses that impact brain health, CAPCOG and the Area Agency on Aging will shine a light on its and other local organization's supports for such conditions during the awareness month.

A motion was made by Commissioner Long to adopt a proclamation recognizing June 2023 as Alzheimer's and Brain Awareness Month. Mayor Schroeder seconded the motion. The motion passed unanimously.

6. Consider Projects for Remaining FY 2022-2023 Solid Waste Program Unspent Funding
Charles Simon, Director of Regional Planning and Services

Mr. Simon said every two years CAPCOG has to determine how to use solid waste unspent grant funds. He said the deadline to spend the money is August 31, and there is an estimated \$100,000 after all projects are completed. Mr. Simon said the staff developed a list of 10 potential project types to be considered for spending the balances and requested the board prioritize the project types as well as remove and add any that it deemed appropriate. He noted the list doesn't include debris clean up from the most recent winter storm and community waste and household hazardous waste collections events already scheduled. Ms. Voights and Mr. Andrew Hoekzema, CAPCOG deputy executive director, explained while discussed previously, the TCEQ was doing a legal review on the possibility of winter storm debris cleanup projects, and it would most likely not approve them. Hoekzema said, the TCEQ could consider projects that have already been completed or are under way as supplanting.

Simon reviewed several project types in detail before Judge Oakley asked him to present them one at time in the program's recommended priority so the board could rank them. The final list contained eight project types. Their priority ranking was as follows:

1. Paying cost overages for projects previously awarded grant funds
2. Paying a portion of a project's match if the match exceeded 20 percent
3. Purchasing solid waste equipment by jurisdictions
4. Funding new community collections events between May 31 and July 31
5. Upgrading cameras for illegal dumping enforcement

6. Developing/purchasing outreach materials
7. Paying for media outreach
8. Conducting disaster debris and other solid waste workshops

A motion was made by Mayor Hughson to approve the project priority list for the remaining FY 2022-23 Solid Waste Program unspent funds as presented by Mr. Simon and prioritized by the board. Commissioner Dockery seconded the motion. The motion passed unanimously.

7. Consider Approving CAPCOG GLO CDBG-MIT MOD

Martin Ritchey, Director of Homeland

Mr. Ritchey said the General Land Office (GLO) Community Development Block Grant (CDBG) Mitigation (MIT) Method of Distribution (MOD) is the last piece of funding from disaster monies started after Hurricane Harvey struck the gulf coast. He said the MIT-MOD is providing \$52 million in regional funding placed into two segments — \$25.1 million is set aside by HUD to support the communities of Fayette County and \$27.1 million was allocated to Bastrop, Caldwell, and Lee counties. Mr. Ritchey said CAPCOG hosted four public meetings, both in-person and virtually, along with key stakeholder meetings to develop the MOD, determine what types of projects would be eligible, and how much money would go to each community. He noted that all the data to support the MOD came from the GLO. Mr. Ritchey said after being approved by the board, letters will be sent to the communities that will receive funding and then they will work directly with the GLO.

Commissioner Dockery asked if road projects needed to be pre-identified in planning documents to receive funding. Mr. Ritchey said planning documents should play a role in determining which road projects should receive this CDBG MIT funding, but communities can still identify areas for mitigation.

A motion was made by Commissioner Long to approve the CAPCOG, GLO CDBG MIT-MOD. Commissioner Boles seconded the motion. The motion passed unanimously.

8. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea said Council Member Kelly is recommending Nicole Howe for appointment to the Aging Advisory Council. Judge Oakley asked if there were any other appointments from the board.

A motion was made by Commissioner Boles to approve the appointment. Council Member Kelly seconded the motion. The motion passed unanimously.

9. Staff Reports

Betty Voights, Executive Director

Ms. Voights said that the Homeland Security Division will be conducting its two-day regional exercise on cyber security later this month which will open with a seminar featuring state government cyber security professionals. The seminar is meant for local government elected officials and government staff members who would respond to cybersecurity threats.

10. Adjourn

Judge Oakley adjourned the meeting at 10:44 a.m.



Mayor Pro Tem, Matthew Baker
Executive Committee
Capital Area Council of Governments



Date