



## Executive Committee | Summary Minutes

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10 a.m., Wednesday, Dec. 8, 2021  
Austin Marriott South  
4415 S. I-35 Frontage Road  
Austin, Texas 78744

### Present (22)

Judge Paul Pape, Bastrop County, **Chair**  
Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**  
Judge James Oakley, Burnet County, **2nd Vice Chair**  
Mayor Lew White, City of Lockhart, **Secretary**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Mayor Jane Hughson, City of San Marcos, **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 Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Debbie Ingalsbe, Hays County  
Mayor Christine Sederquist, City of Leander  
Commissioner Steven Knobloch, Lee County  
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

### Absent (6)

Judge Hoppy Haden, Caldwell County  
Mr. Mike Heath, City of Pflugerville  
Representative John Cyrier

Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

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

Judge Pape called the meeting to order at 10:02 a.m. He thanked everyone for their year of service and led the pledges of allegiance.

#### **2. Consider Approving Minutes for the November 10, 2021 Executive Committee Meeting**

Judge Pape asked for a vote on the minutes. A motion was made by Commissioner Ingalsbe to approve the minutes for the Nov. 10, 2021 Executive Committee meeting. Mayor Lew White seconded the motion. The motion passed unanimously.

#### **3. Consider Adopting a Resolution Admitting Northtown Municipal Utility District (MUD) as an Associate Member of the Capital Area Council of Governments**

##### **Mason Canales, Member Services Coordinator**

Mr. Canales said Northtown MUD contacted CAPCOG to join the COG as an associate member. He noted the MUD had completed all the steps to make the request to join CAPCOG which included submitting a resolution for the organization and paying its first annual membership dues.

Judge Pape asked Ms. Voights if it was common for entities to request to join the COG. Ms. Voights said CAPCOG does receive requests from time to time, and normally they are from newly formed cities. A motion was made by Mayor Hughson to admit the Northtown MUD into CAPCOG as an associate member. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

#### **4. Consider Adopting the 2022 CAPCOG Homeland Security Strategic Plan - Implementation Plan**

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

Mr. Ritchey reviewed changes to CAPCOG Homeland Security Strategic Plan — Implementation Plan from

2021 to 2022. He noted it retained the same five goals, but 9 objectives were broken into 17. Other changes included adding cybersecurity and violent domestic terrorism as part of the investment areas, updating census data, and supplying contact information for organizations that participated in creating the plan. He said the plan covers the core capabilities of the Threat and Hazard Identification and Risk Assessment.

A motion was made by Mayor Sederquist to adopt the 2022 CAPCOG Homeland Security Strategic Plan – Implementation Plan. Commissioner Dockery seconded the motion.

Council Member Bruno asked how the school districts were selected to participate. Mr. Ritchey said the Education Service Center-Region 13 helped solicit school districts to voluntarily participate. Ms. Voights asked how the plan helps determine grant allocation recommendations. Mr. Ritchey said grantees will take use the plan to describe how their projects match the threat, hazards and implementation measures in the plans. Judge Pape asked if there was good participation in stakeholder meetings. Mr. Ritchey said all the CAPCOG Homeland Security Task Force subcommittees, CATRAC, ARIC and other stakeholders participated in drafting the plan.

Commissioner Long requested to update the motion to correct a spelling error in the plan before Judge Pape called for a final vote. The motion passed unanimously.

## **5. Consider Awarding Air Quality Monitoring Contract**

**Andrew Hoekzema, Director of Regional Planning and Services**

Mr. Hoekzema asked the Executive Committee to approve an air quality monitoring contract for Weston Solution Inc. to maintain eight monitoring stations and provide checks on particulate matter monitoring equipment. He noted there is at least one station located in each of the metropolitan counties, and that the monitors, which are not regulatory monitors, help CAPCOG get a fuller picture of the region's air quality. Mr. Hoekzema said CAPCOG has worked with Weston for three years, and this contract costs less than its previous contracts. He also said the contract has an option to add two additional monitors if CAPCOG chooses and noted those additions may occur in Hays and Williamson counties.

A motion was made by Judge Oakley to approve the contract. Commissioner Ingalsbe seconded the motion before asking how the future sites would be selected. Mr. Hoekzema said there are some monitoring gaps near medium sized cities in the region where there may be some bad Ozone days. He also said tentative locations were in the Buda/Kyle area and either the Leander/Liberty Hill area or the Taylor area.

Council Member Matt Baker said the Texas Commission on Environmental Quality was in favor of having additional monitors in the region.

Judge Pape called for a vote. The motion passed unanimously.

## **6. Consider Approving CAPCOG Regional Criminal Justice Advisory Committee (CJAC) Bylaws**

**Ken May, Regional Program Manager**

**Shelly Hargrove, Director of Community and Economic Development**

Mr. May noted that the Executive Committee had requested several changes to the Criminal Justice Advisory Committee Bylaws to address process issues on evaluating grant prioritization and conflict of interest issues. The changes included requiring members and alternates to attend orientations within 3 months of appointment, members and alternates must sign a conflict-of-interest form, alternates must be appointed 60 days before the scoring meeting, alternates may only participate in the scoring meetings in place of their appointed member, members can't present their agency's application, and members with a conflict must leave the room or logoff a virtual meeting during scoring.

Judge Pape asked if members could attend virtually. Mr. May said the CJAC was meeting in-person, and

the virtual meeting language was contingency if the committee was forced to meet virtually.

A motion was made by Council Member Bruno to approve the bylaw changes. Mayor Hughson seconded the motion.

Commissioner Howard asked if the Criminal Justice Advisory Committee would be able to manage the volume of applications. Ms. Voights said CAPCOG asked the committee if subcommittees would help facilitate grant reviews, but the committee members felt strongly that all applications should be reviewed by the full committee.

Judge Pape called for a vote. It the motion passed unanimously.

**7. Consider Approving Plan Year 2023 CAPCOG Regional Criminal Justice Policy Statement for the Criminal Justice Advisory Committee**

**Ken May, Regional Program Manager**

**Shelly Hargrove, Director of Community and Economic Development**

Mr. May explained that the policy statement must be amended with amendments to the bylaws then noted several changes. The committee will not review the Sexual Assault Forensic Exam, Ready Facilities Program this year, so it was removed from the statement. He also noted the Office of the Governor requested that the CJAC score but not rank the Residential and Community-Based Services for Victims of Commercial Sexual Exploitation Program applications and that its scoring will not be reviewed by the Executive Committee.

Judge Pape asked why the Office of Governor had made these changes then discussed the difference between scoring and ranking. Mr. May said the process was the same last year and he would report to the board the scores from the review process.

A motion was made by Mayor White to approve the Plan Year 2023 CAPCOG Regional Criminal Justice Policy Statement. Commissioner Long seconded the motion. The motion passed unanimously.

**8. Consider Approving CAPCOG 20-Year Solid Waste Management Plan Update and Adopting a Resolution Authorizing the Submittal of the Regional Solid Waste Management Plan and Closed Landfill Inventory to Comply with Requirement of the Texas Commission on Environmental Quality**

**Ken May, Regional Program Manager**

**Shelly Hargrove, Director of Community and Economic Development**

Mr. May explained CAPCOG's process for updating the 22-year plan which included creating a Solid Waste Advisory Committee sub-committee, completing TCEQs required forms and questionnaires, and compiling data about the region. He said the TCEQ had not required a plan be drafted this time but several COGS, that used a consultant, completed a plan and CAPCOG plans to also do so in addition to submitting the required information attached for the TCEQ deadline.

Ms. Voights noted the priorities help determine how to spend grant funding. Mr. May stated there were changes in the order of the goals and objectives; they now prioritize community collection events over household hazardous waste, and illegal dumping enforcement and exploring alternatives to deal with scrap tires moved higher up the priority list.

A motion was made by Judge Cunningham to submit the Regional Solid Waste Management Plan Update and Closed Landfill Inventory. Commissioner Dockery seconded the motion. Judge Pape said the plan is important for dealing with conformance reviews and the TCEQ. Commissioner Long mentioned local siting ordinances also are very valuable and urged counties without one to create one. Judge Pape called for a vote. The motion passed unanimously.

**9. Consider Approving Appointments to Advisory Committees**

**Deborah Brea, Executive Assistant**

Ms. Brea said Commissioner Long recommended Rachel Arnold as a Williamson County alternate for Kathy Peirce to the Criminal Justice Advisory Committee. A motion was made by Mayor Hughson to approve the appointment. Commissioner Boles seconded. The motion passed unanimously.

#### 10. Staff Reports

##### Betty Voights, Executive Director

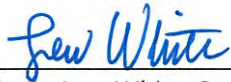
Commissioner Shea asked for an update about the RNS (Warn Central Texas). Mr. Ritchey provided an update stating there are 2.75 million contact numbers in the RNS to include 9-1-1 database, self-registrations, and vendor aggregated phone numbers. Commissioner Howard asked if there was a disconnect between how communities can access using the tool. Mr. Ritchey noted Public Safety Answering Points, or Emergency Call Centers, are well versed in using the tool. He mentioned there can be a delay from other government response teams as they wait for approvals. He also noted smaller communities who don't have emergency management coordinators (EMCs) should know to work with their county EMCs.

Council Member Mackenzie Kelly thanked the Homeland Security Division for sharing information with her during the February 2021 winter storm, stating it was valuable for informing residents about the disaster.

Mayor Hughson said staff could present at TML to educate more communities, especially the smaller ones, about the RNS and how it can and should be used. Mr. Ritchey said he would be happy to speak on the subject anywhere.

#### 11. Adjourn

Judge Pape adjourned the meeting at 11:12 a.m.



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Mayor Lew White, Secretary  
Executive Committee  
Capital Area Council of Governments



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Date