



Executive Committee | Summary Minutes

10 a.m., Wednesday, June 14, 2023
CAPCOG Lantana Room
6800 Burleson Road
Building 310, Suite 155
Austin, TX 78744

Present (15)

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock,
Secretary
Mayor Brandt Rydell, City of Taylor, **Immediate Past**
Chair
Mayor Connie Schroeder, City of Bastrop
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County
Council Member Ron Garland, City of Georgetown
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 (9)

Commissioner Debbie Ingalsbe, Hays County, **2nd Vice**
Chair
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County

Council Member Kevin Hight, City of Bee Cave
Judge Dan Mueller, Fayette County
Mayor Pro Tem Esme Mattke Longoria, City of Leander
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 10:08 a.m. and lead the board in the national and state pledge of allegiances.

2. **Consider Approving Minutes for the May 10, 2023 Meeting**

Judge Oakley asked the board to consider the May 10, 2023 meeting minutes. Commissioner Dockery made a motion to approve the minutes. Mayor White seconded the motion. It passed unanimously.

3. **Consider Adopting Bylaws for CAEDD Committee**

Betty Voights, Executive Director

Ms. Voights said the Capital Area Economic Development District (CAEDD) board has been operating under the bylaws that govern the 501c3 organization that used to be required by the Economic Development Administration to create a regional economic development district. She said that through recent discussions with the EDA attorney she determined the CAPCOG Executive Committee is the governing body of the nonprofit, similarly to how the Capital Area Initiative Foundation works, and is proposing a new set of bylaws for the CAEDD committee, so it functions as an advisory committee of the CAPCOG Executive Committee.

Mayor Schroeder made a motion to approve the new CAEDD Committee bylaws. Council Member Garland seconded the motion. It passed unanimously.

4. **Consider Approving Update to Personnel Policies**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said the proposed updates to the personnel policies were minor and mostly reflect clarifications and create flexibility for administering the policies. He noted a full description of the changes were included in the memo and they received a redline version of the personnel policies. He summarized the following changes:

- Probationary periods for promotions and lateral moves of current employees wouldn't affect taking leave.
- New hires and employees who receive a market adjustment or promotion would not receive an across-the-board pay raise if their salary was approved within three months of the implemented across-the-board raise.
- New employees' insurance will be subject to any administrative restrictions in CAPCOG's approved benefits plans.
- Employees' vacation time will roll over until it hits 240 hours before any loss of accumulated leave.
- Employees can be paid out their leave balance after 90 days from their start date instead of one year.
- Employees' optional holidays will now be considered a second personal holiday.

Mayor Pro Tem Baker wanted to make sure employees weren't getting penalized by the across-the-board raises policy change. Mr. Hoekzema explained that when CAPCOG determines an employee's salary it is looking at the current market rate and that any upcoming across-the-board raise should be included in their new salaries.

Judge Cunningham made a motion to approve the updates to the personnel policies. Mayor White seconded the motion. The motion passed unanimously.

**5. Consider Authorizing Negotiation of a Contract for CAPCOG Website Redevelopment
Mason Canales, Public Information Coordinator**

Mr. Canales said CAPCOG went through a website redevelopment project about 5 years ago and it is about time to refresh the website's appearance and enhance its features for end users. He said during the last redevelopment, CAPCOG created several sections that made browsing easier and would be keeping those and adding new ones while giving CAPCOG a greater ability to control content on the site without having to engage a developer and increasing the website's security.

Judge Oakley asked if CAPCOG bid the contract. Mr. Canales said CAPCOG reviewed several vendors on the Texas Department of Informational Resources buy board and is recommending negotiating with Presley Design Studios, which has the lowest average cost for website services of the vendors reviewed and has worked with CAPCOG before. He said CAPCOG will present Presley with the website's scope of work which includes a lot of new features and scale back the project based on the project's proposed budget if needed.

Council Member Bruno asked if we looked at any other vendors who specifically work on government websites. Mr. Canales said CAPCOG has met with some of those vendors, but decided to use a DIR contract to keep a maintenance contract lower and allow CAPCOG to buy development hours as needed in the future versus paying for maintenance work that isn't needed.

Commissioner Long made a motion negotiate and enter into a contract with Presley Design Studio for capcog.org's website redevelopment. Commissioner Howard seconded the motion. It passed unanimously.

**6. Consider Approving Conformance Review of Texas Regional Landfill Company, LP, (Waste Connections)
Travis County Type IV Landfill, MSW Permit No. 1841C, Major Modification Application
Ken May, Regional Programs Manager**

Charles Simon, Director, Regional Planning & Services

Mr. Simon said Waste Connections has applied for a permit amendment to expand its existing landfill footprint in Travis County, which would increase it from 118 acres to about 130 acres but not increase the height or depth of the site. He mentioned that the Solid Waste Advisory Committee and a conformance review subcommittee reviewed and recommended a statement of conformance with the Regional Solid Waste Plan with the condition that applicant receives a variance from the Travis County Transportation and Natural Resources because of its proximity to the floodplain.

Commissioner Long made a motion to approve the conformance review recommendation for the Waste Connections permit. Judge Haden seconded the motion.

Commissioner Howard asked where in the process is Waste Connections in seeking the Travis County variance. Mr. Simon said a variance hasn't been requested yet, but it was identified as a needed action as part of the review process. Ms. Voights and Mr. Ken May, CAPCOG's solid waste program manager, each noted the site is the only construction debris landfill in Travis County and the region. Commissioner Long said such a landfill is less impactful on the environment than a traditional landfill. Mayor Pro Tem Baker asked if the expansion or the existing landfill was in the floodplain. Mr. May said both, but they should just have to ensure proper drainage.

Judge Oakley called for a vote on the motion. It passed unanimously.

7. Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees

Kelly Claflin, Director/CISO

Mr. Claflin said all CAPCOG employees have completed the requirements for cybersecurity training which is required for any staff members who spends more than 25 percent of their time at a computer. He noted that all new employees take cybersecurity training when they are onboarded, and employees must take the training once a year. Mr. Claflin said the IT department also conducts cyber attacks simulations throughout the year and staff has been increasingly successful at passing the simulations.

Commissioner Dockery made a motion to accept and verify the completions of the cybersecurity awareness training for CAPCOG employees. Council Member Bruno second the motion. It passed unanimously.

Judge Bray asked Mr. Claflin about how simulations are conducted. Mr. Claflin said it's a feature of CAPCOG cybersecurity software that lets the IT department draft its own threat-based emails. He said he would be happy to share information about the software with anyone's IT department.

8. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Voights said Ken Snipes was recently appointed the City of Austin's new emergency management coordinator, and because of his position, he qualifies to serve on CAPCOG's Homeland Security Task Force without a formal appointment. However, the task force has recommended Assistant Chief Andre de la Reza, of the Austin Fire Department, to serve on the committee. Judge Cunningham also recommended Tiffany Horner for the CAPCOG GIS Planning Council.

Judge Cunningham made a motion to approve the appointments as presented. Mayor Schroeder seconded the motion. It passed unanimously.

9. Staff Reports

Betty Voights, Executive Director

Ms. Voights said former Blanco Mayor Rachel Lumpee didn't run for office again and didn't request that the new mayor take her spot on the board to finish out the year, so her position on the board would remain open until the CAPCOG General Assembly votes on new Executive Committee members in December.

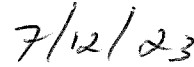
Mr. Simon said CAPCOG has received three applications seeking about \$60,000 from the remaining solid waste funds; it also has received eight letters of intent to apply by the Friday application deadline with estimated request of \$98,000.

10. Adjourn

Judge Oakley adjourned the meeting at 10:48 a.m.



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



Date