



**AGENDA**  
**HOUSTON-GALVESTON AREA**  
**COUNCIL**  
**BOARD OF DIRECTORS MEETING**  
**July 18, 2023 10:00 AM**  
**3555 Timmons Lane, 2nd Floor**  
**Conference Room B**  
**Houston, TX 77027**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. DECLARE CONFLICTS OF INTEREST

**ACTION**

**SAFETY TIP OF THE MONTH**

5. CONSENT AGENDA

Items listed are of a routine nature and may be acted on in a single motion unless requested otherwise by a member of the Board.

- a. H-GAC BOARD MEETING MINUTES – JUNE 20, 2023  
Request approval of the minutes of the June 20, 2023 H-GAC Board Meeting.  
(Staff Contact: Rick Guerrero)
- b. PHONE SYSTEM REPLACEMENT  
Request authorization to contract with Ring Central Inc. and CDW-G to provide phone services for a period of 60 months, with a total contract amount of \$446,385. (Staff Contact: Tanya Nguyen)
- c. H-GAC.COM WEBSITE REDESIGN  
Request authorization to contract with the top ranked vendor for website redesign services for H-GAC for an amount up to \$100,000. (Staff Contact: Ashley Seals)
- d. CLEAN RIVERS PROGRAM FISCAL YEAR 2024-2025 WATER QUALITY MONITORING SUBCONTRACTS  
Request authorization to contract with the City of Houston Department of Health and Human Services, Environmental Institute of Houston; University of Houston-Clear Lake; and the Texas Research Institute for Environmental Studies for Water Quality Monitoring Services; combined total amount is \$334,192. (Staff Contact: Todd Running)
- e. REGIONAL HOMELAND SECURITY PLANNING INITIATIVE – FISCAL YEAR 2023  
Request resolution and authorization to submit an application for the Fiscal Year 2023 Regional Homeland Security Planning Initiative in the amount of \$282,405. (Staff Contact: Justin Bower)
- f. ADVANCE FUNDING AGREEMENT – TRAVEL DEMAND MANAGEMENT MARKETING, OUTREACH AND EDUCATION

Request approval to enter into an Advance Funding Agreement with the Texas Department of Transportation for CSJ 0912-00-500 in the amount of \$4,140,000. (Staff Contact: Craig Raborn)

g. AREA AGENCY ON AGING FISCAL YEARS 2024-2026 AREA PLAN

Request approval of 2024-2026 Area Plan for the Area Agency on Aging. (Staff Contact: Curtis Cooper)

h. SENIOR VACCINATION PUBLIC OUTREACH

Request authorization for radio advertising related to seniors vaccination awareness; total amount \$121,560. (Staff Contact: Curtis Cooper)

i. WORKFORCE FULL-SERVICE PRINTING AND DELIVERY SERVICES

Request approval to renew ImageSet's contract for the second of three possible years to serve as the designated provider of workforce printing and delivery services for Workforce Solutions in the amount of \$300,000. (Staff Contact: Juliet Stipeche)

j. GENERAL CONTRACTOR – OFFICE RENOVATION

Request approval to increase the budget amount by \$150,000 to \$2,650,000 to complete the renovation of leased office space on the 2nd, 4th, and 5th floors at 3555 Timmons. (Staff Contact: Jim Rouse)

k. INVESTMENT OFFICERS APPOINTMENT

Request approval of the new investment officer and alternate for H-GAC. (Staff Contact: Jean Mahood)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT – JUNE 2023

Request approval of the monthly financial report ending June 30, 2023. (Staff Contact: Jean Mahood)

7. COMMUNITY AND ENVIRONMENTAL PLANNING

a. SOLID WASTE MANAGEMENT AND IMPLEMENTATION PROGRAM – FISCAL YEARS 2024-2025

Request approval of application submittal, adoption of a resolution, and authorization to contract with the Texas Commission on Environmental Quality for fiscal year 2024-2025 solid waste management implementation program in the amount of \$2,013,328. (Staff Contact: Justin Bower)

8. RESOLUTIONS HONORING RETIRING BOARD MEMBERS

a. RESOLUTION HONORING CARY BASS

Request approval of Resolution honoring the service to H-GAC and the region of City of Pasadena Council Member Cary Bass. (Contact: Chair Trey Duhon)

b. RESOLUTION HONORING CECIL WILLIS

Request approval of Resolution honoring the service to H-GAC and the region of City of Stafford Mayor Cecil Willis. (Contact: Chair Trey Duhon)

**INFORMATION**

9. REPORTS

a. CHIEF OPERATING OFFICER'S REPORT

Chief Operating Officer Onyinye Akujuo to provide an update on current and upcoming activities regarding agency operations. No action requested. (Staff Contact: Onyinye Akujuo)

b. H-GAC SPOTLIGHT – SOLID WASTE PLANNING

No action requested. For information only. (Staff Contact: Erin Livingston)

c. EXECUTIVE DIRECTOR'S REPORT

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

10. ADJOURNMENT

In compliance with the Americans with Disabilities Act, H-GAC will provide for reasonable accommodations for persons attending H-GAC functions. Requests should be received by H-GAC 24 hours prior to the function.

## **H-GAC BOARD MEETING MINUTES – JUNE 20, 2023**

### **Background**

The H-GAC Board of Directors convenes on the third Tuesday of each month at 10:00 a.m. Meeting minutes are prepared following each Board meeting to summarize any action taken and document the attendance of Board members.

### **Current Situation**

A summary of the June 20 meeting of the H-GAC Board of Directors is attached and recommended for approval.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the minutes of the June 20, 2023 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)

### **ATTACHMENTS:**

▢ Board Meeting Minutes - June 20, 2023

Cover Memo

**MEETING MINUTES**  
**H-GAC BOARD OF DIRECTORS**  
**June 20,2023**

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**ATTENDANCE ROSTER**

The following members of the Board of Directors (Board) of the Houston-Galveston Area Council (H-GAC) attended all or a portion of the June 20,2023 Board meeting:

Brazoria County Commissioner Stacy Adams  
Fort Bend County Judge KP George  
Liberty County Judge Jay Knight  
Matagorda County Judge Bobby Seiferman  
Montgomery County Judge Mark Keough  
Waller County Judge Trey Duhon  
Wharton County Judge Phillip Spenrath

City of Alvin Councilmember Martin Vela  
City of Baytown Council Member Laura

Alvarado

City of Conroe Councilman Howard Wood  
City of Friendswood Councilmember Sally  
Branson

City of Houston Councilmember Sallie  
Alcorn

City of Houston Council Member Amy Peck  
City of La Porte Councilmember Bill Bentley  
(Alternate)

City of Lake Jackson Mayor Gerald  
Roznovsky  
City of League City Council Member John  
Bowen  
City of Missouri City Council Member  
Jeffrey Boney  
City of Pearland Mayor Kevin Cole  
City of Texas City Commissioner Jami  
Clark

*General Law Cities:*

City of Pattison Mayor Joe Garcia  
City of Bunker Hill Village Council  
Member Susan Schwartz (Alternate)

*Home Rule Cities (Less than 25,000):*

City of Dickinson Mayor Pro Tem  
Johnnie Simpson  
City of La Marque Mayor Pro Tem Joe  
Compian

The following Board members were not marked in attendance at the June 20,2023 Board meeting:

Austin County Judge Tim Lapham  
Chambers County Commissioner Tommy  
Hammond  
Colorado County Judge Ty Prause  
Galveston County Commissioner  
Darrell Apffel  
Harris County Commissioner Rodney Ellis  
Harris County Judge Lina Hidalgo

Walker County Commissioner Brandon  
Decker  
City of Deer Park Councilman Bill Patterson  
City of Galveston Mayor Dr. Craig Brown  
City of Huntsville Mayor Andy Brauning  
City of Pasadena Councilmember Cary Bass  
City of Rosenberg Mayor Kevin Raines  
City of Sugar Land Mayor Joe Zimmerman  
Huntsville ISD Trustee Rissie Owens

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## **CALL TO ORDER**

The Honorable Trey Duhon, Waller County Judge and Chair of the Board of the Directors, called the meeting to order at 10:13 a.m. on Tuesday, June 20,2023 at 3555 Timmons Lane.

### **1. INVOCATION**

The Honorable Jay Knight, Liberty County Judge, gave the invocation.

### **2. PLEDGE OF ALLEGIANCE**

The Honorable Phillip Spenrath, Wharton County Judge, led the Pledge of Allegiance and the Pledge to the Texas Flag.

## **ROLL CALL**

Chair Duhon asked Rick Guerrero, H-GAC Director of Intergovernmental Relations, to conduct the Board of Directors roll call. Mr. Guerrero conducted the roll call and announced that a quorum was present.

### **3. PUBLIC COMMENT SPECIAL PRESENTATION**

#### **a. TEXAS LAND COMMISSIONER DAWN BUCKINGHAM**

Commissioner Buckingham made special announcements regarding Community Development Block Grant - Mitigation Funding. Commissioner Buckingham thanked the public servants, special guests, and the General Land Office staff. General Land Office staff member Melissa Washington announced 13 grants to local jurisdictions as follows, with local elected officials accepting their awards:

- City of Dayton sewer improvements; \$1,453,600
- City of Freeport water improvements; \$1,838,000
- City of Hitchcock wastewater improvements; \$3,864,200
- City of Iowa Colony drainage improvements; \$958,800
- City of Katy water and sewer improvements; \$1,128,164
- City of La Marque waterline improvements; \$4,165,500
- City of Palacios drainage improvements; \$1,384,700
- City of Pearland drainage improvements; \$14,008,900
- City of Richwood flood and drainage improvements; \$2,456,500
- City of Rosenberg fire station; \$4,121,300
- Texas City drainage improvements and shelter expansion; \$8,012,700
- Liberty County master drainage plan; \$21,274,200
- Waller County drainage improvements and the Prairie View water improvements and planning study; \$8,774,400

### **4. PUBLIC COMMENT**

Chair Duhon invited comments from any members of the public who wished to participate during the meeting and asked Mr. Guerrero if any public comments had been received via email prior to the meeting. Mr. Guerrero gave an opportunity for those on the room to make a public comment. After the public comment period concluded, Chair Duhon proceeded to the next item on the agenda.

### **5. DECLARE CONFLICTS OF INTEREST**

Chair Duhon called for any Board member with a conflict of interest to declare it at that time. Hearing no conflicts, Chair Duhon proceeded to the next item on the agenda. Page 4 of 7

## **SAFETY TIP OF THE MONTH**

Chair Duhon asked Jim Rouse, H-GAC Facilities Manager, to bring this month's safety tip. Mr. Rouse announced that there are no scheduled maintenance projects today. Hence, if any alarms are activated, they are real and we must exit to the nearest stairwell. Mr. Rouse gave a brief presentation encouraging all to stay safe during the upcoming July 4<sup>th</sup> celebrations with fireworks.

## **6. CONSENT AGENDA**

Chair Duhon called for the Consent Agenda and asked if there were any questions or items that required discussion. There being no further questions, City of Pattison Mayor Joe Garcia moved to approve the Consent Agenda. City of Dickinson Mayor Pro Tem Johnnie Simpson seconded the motion. Chair Duhon then called for a vote, which resulted in unanimous approval by all members present.

The following items were acted on by approval of the consent agenda:

- a. **H-GAC BOARD MEETING MINUTES – MAY 16, 2023** – approved the minutes of the May 16, 2023 H-GAC Board Meeting minutes.
- b. **CO-LOCATION SERVICES** – approved to renew our service contract with Switch through July 20, 2026, with a total contract amount of \$76,968.
- c. **HGACBUY – 911 EQUIPMENT AND EMERGENCY NOTIFICATION SOFTWARE AND SERVICES** – authorized to negotiate a contract with the respondents listed in the Contract Award Recommendation Table for 911 Equipment and Emergency Notification Software and Services.
- d. **CHILDCARE PROVIDER BOOT CAMP** – approved to contract with the University of Houston for the development of a Childcare Provider Boot Camp and related project activities; contract amount is \$525,000.
- e. **CHILDCARE SUPPORT CENTER** – authorized to amend the current workforce support center contract with Equus Funds to implement a tiered pay system for existing staff; hire new staff; and purchase equipment, furniture and software licenses to support operations. Increased amount is \$922,981.
- f. **TEXAS CLEAN RIVERS PROGRAM FISCAL YEAR 2024-2025** – authorized to contract with Texas Commission on Environmental Quality for regional water quality monitoring; total contract is \$2,299,516.
- g. **LIVABLE CENTERS STUDY – CITY OF ALVIN** – authorized to contract with firms in order ranked to conduct the City of Alvin Livable Centers Study for a total contract amount of \$220,000.
- h. **TOW AND GO AGREEMENT – HARRIS COUNTY** – authorized to enter into

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interlocal agreement with Harris County in the amount of \$7,350,000 for the Tow and Go Program.

- i. **2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT** – approved the 2022 Annual Comprehensive Financial Report.
- j. **2022 EMPLOYEE RETIREMENT PLAN** – approved the 2022 Employee Retirement Plan.

**7. FINANCE AND BUDGET COMMITTEE**

**a. Monthly Financial Report – May 2023**

Chair Duhon announced that the Finance and Budget Committee met prior to the Board of the Directors meeting under the leadership of the Board Vice Chair, Liberty County Judge Jay Knight. He recognized Judge Knight, who reported that the committee met with a quorum present to consider several items on the agenda and the committee is now recommending these items to the Board.

Judge Knight recognized Jean Mahood, H-GAC Director of Finance, to present the financial status report for May. Ms. Mahood requested approval of the monthly financial report ending May 31, 2023.

Chair Duhon asked if there were any questions regarding the May financial report. There being none, City of Missouri City Council Member Jeffrey Boney moved to approve and City of Friendswood Councilmember Sally Branson seconded the motion. Chair Duhon called for the vote, which resulted in unanimous approval by all members present.

**8. TRANSPORTATION PLANNING**

**a. Regional Strategic Transportation Fund Interlocal Agreement – City of League City**

Chair Duhon moved to the next agenda item. H-GAC Director of Transportation, Craig Raborn, requested authorization to enter an Interlocal Agreement with the City of League City to receive \$6,382,271 into the Regional Strategic Transportation Fund.

Chair Duhon asked if there were any questions. City of League City Council Member John Bowen commented that the program is beneficial to the city. Mayor Garcia moved to approve and Council Member Bowen seconded the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

**b. Regional Strategic Transportation Fund Interlocal Agreement – City of Pearland**

Chair Duhon continue with the next agenda item. Mr. Raborn requested authorization to enter an Interlocal Agreement with the City of Pearland to receive \$491,093 into the Regional Strategic Transportation Fund.

Chair Duhon asked if there were any questions. City of Pearland Mayor Kevin Cole moved to approve and Councilmember Branson seconded the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

**c. Advance Funding Agreement – Commuter and Transit Pilot Program**

Chair Duhon moved to the next agenda item. Mr. Raborn requested approval of resolution 6 of 7 and authorization to enter into an agreement with the Texas Department of Transportation for the Commuter and Transit Pilot Program in the amount of \$7,000,000.

Chair Duhon asked if there were any questions. There being no questions, Mayor Cole moved to approve and Montgomery County Judge Mark Keough seconded the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

## **9. HUMAN SERVICES**

### **a. Workforce Adult Education and Literacy Contracts**

Chair Duhon asked Juliet Stipeche, H-GAC Director of Human Services, to present the next agenda item. Ms. Stipeche requested approval of contracts to provide adult education and literacy services throughout the Gulf Coast region for the period July 1, 2023 through June 30, 2024; total amount of \$20,980,070.

Chair Duhon asked if there were any questions. There being none, Councilmember Branson moved to approve and Mayor Garcia seconded the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

## **10. H-GAC ADVISORY COMMITTEE APPOINTMENTS**

### **a. H-GAC June 2023 Advisory Committee Appointments**

Chair Duhon asked Mr. Guerrero to present the next agenda item. Mr. Guerrero requested approval of appointments to H-GAC advisory committees.

Chair Duhon asked if there were any questions. There being none, Mayor Cole moved to approve and City of Baytown Council Member Laura Alvarado seconded the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

## **INFORMATION**

## **11. REPORTS**

### **a. Legislative Update**

Chair Duhon called on Mr. Guerrero for this item. Mr. Guerrero reported that the Legislative Committee met prior to the Board meeting with a quorum present with Mayor Cole presiding as acting chair; and gave an update on legislative activities. Mr. Guerrero reported that 8,000 bills had been filed by the deadline and 1,246 had been passed. For information only; no action requested. For more information, please contact [Rick.Guerrero@h-gac.com](mailto:Rick.Guerrero@h-gac.com).

### **b. H-GAC Spotlight – Livable Centers**

Chair Duhon called on Jose Cantu, H-GAC Planner in the Community and Environmental Planning department. Mr. Cantu reported that livable centers are places where people can live, work, and play with less reliance on single-occupancy vehicles. Established in 2008 with 41 completed studies, 4 active studies, and 2 future studies, our goal is to facilitate the creation of walkable, mixed-use places that provide multimodal transportation options, improve environmental quality, improve pedestrian safety, and promote economic development. For more

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information, please contact [Jose.Cantu@h-gac.com](mailto:Jose.Cantu@h-gac.com).

**c. Current and Upcoming H-GAC Activities**

Mr. Wemple announced several current and upcoming activities for the agency. Mr. Wemple reported that the agency team members have developing a set of Core Values that will be revealed to the Board soon. Mr. Wemple also announced that the H-GAC Pop-Ups continue with great success. Mr. Wemple concluded by announcing the transition of several H-GAC team members, namely Chief Financial Officer Nancy Haussler will be retiring at the end of June and Mr. Guerrero has been promoted to Chief Outreach and Government Affairs Officer.

**12. EXECUTIVE SESSION**

**a. Executive Session – Evaluation of H-GAC Executive Director**

Pursuant to Title 5, Section 551.074 of the Texas Government Code, the Board of Directors may go into executive session to conduct an annual evaluation of the Executive Director. At 11:11 a.m., Chair Duhon adjourned the H-GAC Board meeting and convened the executive session to discuss the annual evaluation of the Executive Director. At 11:38 a.m., the Board of Directors returned from the executive session and resumed the regularly scheduled open session. No action was taken during the Executive Session.

**13. EXECUTIVE SESSION - FOLLOW-UP SESSION**

**a. Evaluation of H-GAC Executive Director**

Upon return from the Executive Session, Chair Duhon stated that the Board of Directors discussed the annual performance of the Executive Director and the Board is pleased with Mr. Wemple's performance. Councilmember Branson recommended an increase to \$280,000 salary this year for Mr. Wemple. Mayor Garcia seconded the motion. Chair Duhon asked if there any questions. Judge Keough asked if the \$280,000 was inclusive of benefits including car allowance and mobile phone. Chair Duhon asked Councilmember Branson for clarification of her motion. She confirmed that her motion was an increase to \$280,000 salary this year, along with benefits including car allowance and mobile phone, for Mr. Wemple – not combined for the total. Judge Keough also asked if the motion should be divided into separate parts – retaining Mr. Wemple as Executive Director and then his salary. Judge Spenrath clarified that Mr. Wemple's employment was not part of the discussion, only his performance and salary. Council Member Alvarado mentioned that their city typically combined the issues. Mr. Guerrero advised that since Judge Keough raised the question, there would need to be a vote to close the questioning. Councilmember Branson moved to approve and Brazoria County Commissioner Stacy Adams seconded the motion. Chair Duhon called for the vote to close questioning, which resulted in approval by all members present, with one exception of Judge Keough.

With no additional discussion, Chair Duhon called for the vote as originally moved, which resulted in approval by all members present, with one exception of Judge Keough.

**14. ADJOURNMENT**

There being no further business to discuss, Chair Duhon adjourned the June 2023 meeting of the H-GAC Board of Directors at 11:46 a.m.

## **PHONE SYSTEM REPLACEMENT**

### **Background**

The Houston-Galveston Area Council has been utilizing Mitel Connect as its telephony solution since 2015. However, the current system, which is on-premises and based on legacy architecture, has reached its end of life. Without significant upgrades to the hardware and software, the existing phone system no longer meets the requirements of the agency's hybrid work environment. It poses challenges and lacks the modern features necessary to support productivity and connectivity.

### **Current Situation**

The Data Services Information Technology team conducted thorough evaluation, research, and engaged stakeholders to assess various phone solutions based on several criteria, including Microsoft Teams integration, scalability, disaster recovery, analytics and reporting tracking, and routing of calls for providing better customer service.

The team recommends RingCentral integrating with Microsoft Teams as the best Unified Communication as a Service (UCaaS) solution for the agency. The proposed RingCentral system will replace the current Mitel Connect phone system and seamlessly integrate with the Microsoft Teams audio application, offering enhanced functionality such as instant messaging, presence, and mobility.

The total one-time cost to set up the new system, including hardware, software and professional services is \$112,743, with an annual recurring services cost of \$83,377. The licenses and services will be purchased through Government Cooperative Contracts.

### **Funding Source**

Local Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with Ring Central Inc. and CDW-G to provide phone services for a period of 60 months, with a total contract amount of \$446,385. (Staff Contact: Tanya Nguyen)

## **H-GAC.COM WEBSITE REDESIGN**

### **Background**

H-GAC's primary website, h-gac.com, is a critical part of the agency, as it both facilitates our programs' work with various regional entities and is our primary outreach method to the public. In most cases, it is our primary method of distributing information and materials, encouraging community engagement and involvement, and educating the region on a variety of topics.

The current design of H-GAC's website is the result of a redesign project completed in 2014. There have been some modifications to the design over the years, but no major design work has been completed. The 2014 redesign project introduced our website to the concepts of Responsive Design via the Bootstrap Framework and achieved our goal of implementing a clean, modern, and mobile-friendly design.

After monitoring and reviewing stakeholder feedback, H-GAC would like to:

- Enhance the user experience with a more engaging, visually interesting website
- Make it simple for visitors to find what they are looking for
- Make it easy for visitors to learn who H-GAC is and what our programs do for the region
- Continue to facilitate our programs' work with various regional entities.

### **Current Situation**

Staff released a request for proposals on June 21 to perform a website redesign and plan to have a contractor selected and an agreement signed by early August to meet a deadline for early January completion of the updated website.

### **Funding Source**

Local Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with the top ranked vendor for website redesign services for H-GAC for an amount up to \$100,000. (Staff Contact: Ashley Seals)

## **CLEAN RIVERS PROGRAM FISCAL YEAR 2024-2025 WATER QUALITY MONITORING SUBCONTRACTS**

### **Background**

Since 1992, H-GAC has been the lead agency responsible for implementing the Texas Clean Rivers Program in four major basins covering over 66% of the H-GAC region. To fill gaps and focus on problem areas, H-GAC coordinates with local agencies and subcontracts with local governments and academic institutions, to collect and analyze water quality samples in areas where there are no professional monitoring programs in place.

### **Current Situation**

During fiscal year 2022-2023, H-GAC contracted with the City of Houston Department of Health and Human Services, the Environmental Institute of Houston at the University of Houston-Clear Lake, and the Texas Research Institute for Environmental Studies at Sam Houston State University to provide a variety of water quality monitoring services. H-GAC's Clean Rivers Program Steering Committee has recommended reissuing subcontracts to these providers.

Under these subcontracts, the City of Houston will continue water quality monitoring within the city and its extraterritorial jurisdiction at 73 sites. The Environmental Institute of Houston will conduct quarterly water quality monitoring at 75 sites in selected areas of the region where there is no local monitoring program. Sites are located in Austin, Brazoria, Chambers, Colorado, Galveston, Harris, Liberty, Matagorda, and Wharton Counties. The Texas Research Institute for Environmental Studies would conduct quarterly monitoring at 11 sites in the upper reaches of streams in Liberty and Walker Counties. All data will be collected under an approved Quality Assurance Project Plan. Monitoring activities will commence on September 1, 2023 and continue through August 31, 2025.

The proposed budgets for each subcontract are as follows:

- \$146,292 - City of Houston Health & Human Services
- \$161,900 - Environmental Institute of Houston - UH Clear Lake
- \$26,000 - Texas Research Institute for Environmental Studies at Sam Houston State University

### **Funding Source**

Texas Commission on Environmental Quality

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with the City of Houston Department of Health and Human Services, Environmental Institute of Houston; University of Houston-Clear Lake; and the Texas Research Institute for Environmental Studies for Water Quality Monitoring Services; combined total amount is \$334,192. (Staff Contact: Todd Running)

## **REGIONAL HOMELAND SECURITY PLANNING INITIATIVE – FISCAL YEAR 2023**

### **Background**

The Public Safety Department assists local jurisdictions with a variety of planning and coordination services as part of an ongoing relationship with the Office of the Governor's Public Safety Office. Through this Regional Homeland Security Planning Initiative, H-GAC facilitates a Regional Homeland Security Coordinating Council; manages an Emergency Preparedness program to increase regional resilience to natural and manmade disasters; and provides direct support to member governments and regional coalitions on a range of security and resilience planning activities. The intent of this program is to increase the ability of the region to prevent, respond, and recover from all hazards, including acts of terrorism.

### **Current Situation**

This grant project will allow H-GAC to continue these homeland security planning activities for the 13-county region. H-GAC staff will coordinate the development of the Regional Homeland Security Implementation Plan; work with the Houston Urban Area Security Initiative; coordinate the Regional Homeland Security Coordinating Council/Homeland Security Advisory Committee; represent the region as part of statewide homeland security/emergency management work groups; and conduct regional and local homeland security and emergency management catastrophic planning. In addition, H-GAC staff will assist jurisdictions with adopting/revising the Gulf Coast State Planning Regional Mutual Aid Agreement. Lastly, the grant project will provide H-GAC staff the training and associated travel required to perform the activities in accordance with best practices.

### **Funding Source**

Public Safety Office, Office of the Governor

### **Budgeted**

Yes

### **Action Requested**

Request resolution and authorization to submit an application for the Fiscal Year 2023 Regional Homeland Security Planning Initiative in the amount of \$282,405. (Staff Contact: Justin Bower)

### **ATTACHMENTS:**

## **ADVANCE FUNDING AGREEMENT – TRAVEL DEMAND MANAGEMENT MARKETING, OUTREACH AND EDUCATION**

### **Background**

The Commute Solutions program focuses on Travel Demand Management Marketing, Outreach, and Education in the Houston-Galveston Transportation Management Area. The program which has been administered by H-GAC since 1992, aims to reduce peak period trips and improve traffic mobility and air quality by reducing ozone-forming vehicle emissions.

Commute Solutions activities in the eight-county Transportation Management Area include worksite-based transportation demand management support such as employee surveys, origin and destination analyses, and help with telework planning and implementation. Staff members also conduct regionwide marketing and education campaigns, including coordination of an ozone action campaign to reduce pollution during peak ozone season and launching a year-long bike encouragement campaign to increase bicycle use for transportation.

Commute Solutions is funded through the Congestion Mitigation and Air Quality program of the Federal Highway Administration. These funds are accessed on a revolving basis through Advance Funding Agreements with the Texas Department of Transportation.

### **Current Situation**

The existing Advance Funding Agreement expires on September 1, 2024. Substantial lead time is needed to execute the next funding agreement, at least 6-8 months from the time of application. A resolution from the board granting permission to execute the agreement with the Texas Department of Transportation is needed as part of the application package. The application will request \$4,140,000 to support the TDM Outreach, Marketing and Education program, Commute Solutions. These funds are programmed in the region's Transportation Improvement Program.

### **Funding Source**

Federal Highway Administration - Congestion Mitigation and Air Quality Program

### **Budgeted**

Yes

### **Action Requested**

Request approval to enter into an Advance Funding Agreement with the Texas Department of Transportation for CSJ 0912-00-500 in the amount of \$4,140,000. (Staff Contact: Craig Raborn)

### **ATTACHMENTS:**

## **AREA AGENCY ON AGING FISCAL YEARS 2024-2026 AREA PLAN**

### **Background**

The Area Agency on Aging's Area Plan describes the goals, objectives and local strategies to help older individuals in the Houston-Galveston area live healthy and full lives. The plan establishes the framework for services in a 12-county area, detailing how the Area Agency on Aging will support and deliver a holistic continuum of services for individuals 60 years and older. H-GAC prepares this plan normally every three years or as directed by the Texas Health and Human Services Commission.

To develop the plan, H-GAC's Area Agency on Aging staff conducted a strengths, weaknesses, opportunities and threats (SWOT) analysis with advisory council members and key stakeholders regarding program operations. Staff also analyzed the projected population growth in the region and completed a preparedness assessment on meeting an increased demand in services. In addition, staff addressed stakeholder and public input from a statewide survey which identified current and future needs and priorities of older adults and informal caregivers of older adults.

### **Current Situation**

The proposed 2024-2026 Area Plan (October 1, 2023 through September 30, 2026) includes local strategies for providing congregate and home-delivered meals, transportation, in-home services (personal assistance and respite care), case management, evidence-based intervention/training, health maintenance, emergency response, residential repair, information, referral, and assistance, benefits counseling, and long-term care ombudsman assistance.

H-GAC contracts with community-based service providers to deliver nutrition services and transportation. These providers also offer senior center activities.

Area Agency on Aging staff assist consumers with access to a variety of direct services through contractors to provide personal assistance, respite care, residential repair, and health maintenance. Area Agency on Aging staff also provides benefits counseling for clients who request such assistance. Staff located in our Conroe and Richmond satellite offices assist clients in coordinating a variety of direct, in-home, or other services.

H-GAC Area Agency on Aging staff also work with a network of certified volunteer ombudsmen throughout the region, connecting with residents of nursing homes and assisted living facilities to provide advocacy and assistance.

The Aging and Disability Advisory Committee approved the 2024-2026 Area Plan at its June 15 meeting.

Annually, when fiscal year funding becomes available to H-GAC, the Aging and Disability Advisory Committee approves contracts for all aging programs services. The proposed 2024-2026 plan does not contain funding; the Health and Human Services Commission provides dollar estimates in late summer for the fiscal year beginning October 1. The Area Agency on Aging priorities and goals will be line with fiscal year 2022 service delivery.

During fiscal year 2022:

- 7,357 consumers received 147,965 home-delivered meals and 450,531 congregate meals

served in fifty-four senior citizens centers.

- 75,952 transportation trips were made to and from the doctor, store, bank, senior centers, and other destinations.
- 192 older adults in the region accessed 18,600 hours of personal assistance and caregiver respite care services.
- 891 individuals were assisted with accessing Medicare benefits and 362 older adults received training on how to manage their health.
- Staff and volunteers made 2,016 visits to nursing homes and assisted living facilities.
- \$7,953,629 was expended for all services.

### **Funding Source**

Health and Human Services Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval of 2024-2026 Area Plan for the Area Agency on Aging. (Staff Contact: Curtis Cooper)

## SENIOR VACCINATION PUBLIC OUTREACH

### Background

The Area Agency on Aging received funding from the state to increase awareness of vaccination opportunities for older adults. These funds can be used to help provide information, education, and outreach to support vaccination efforts for seniors.

All 28 Area Agencies on Aging in Texas were offered low-cost access to an immunization awareness campaign from Legacy79, a media company which originally developed this campaign for Alamo Council of Governments Area Agency on Aging. This campaign will be modified to reflect the Houston-Galveston Area Agency on Aging region.

### Current Situation

The Houston-Galveston Area Council will purchase a pre-developed broadcast recording from Legacy79 and conduct a radio advertising campaign targeting older adults in the 12-counties served by the Houston-Galveston Area Agency on Aging.

Strategy	Potential Vendors	Cost Estimate
Purchase campaign package	Legacy79	\$1,560
Radio Advertising- approximately 1,000 broadcasts	iHeart Cox Media Cumulus media	\$120,000

### Funding Source

Texas Health and Human Services Commission

### Budgeted

Yes

### Action Requested

Request authorization for radio advertising related to seniors vaccination awareness; total amount \$121,560. (Staff Contact: Curtis Cooper)

## **WORKFORCE FULL-SERVICE PRINTING AND DELIVERY SERVICES**

### **Background**

Workforce Solutions service providers and the Houston-Galveston staff produce various handouts, flyers, and posters to communicate service information to Workforce Solutions customers, as well as branded stationery and other businesses supplies necessary for the operations of Workforce Solutions. The workforce system uses a single supplier who operates an electronic storefront for these items. This structure allows for centralized template management for Workforce Solution's franchised model and allows each entity using the service to individually purchase and pay directly for items as needed.

Last year, H-GAC procured ImageSet to provide the printing and delivery service, and the Board approved a one-year contract renewable for up to two additional years.

### **Current Situation**

ImageSet has been operating the electronic Workforce Solutions storefront satisfactorily for the under its current contract.

### **Funding Source**

Texas Workforce Solutions

### **Budgeted**

Yes

### **Action Requested**

Request approval to renew ImageSet's contract for the second of three possible years to serve as the designated provider of workforce printing and delivery services for Workforce Solutions in the amount of \$300,000. (Staff Contact: Juliet Stipeche)

## **GENERAL CONTRACTOR – OFFICE RENOVATION**

### **Background**

H-GAC renegotiated its lease with 3555 Timmons LLC in March 2022. As a result of that negotiation, the landlord agreed to provide a tenant improvement allowance for renovation of the leased office space on the 2nd, 4th and 5th floors.

### **Current Situation**

In December 2022, the Board approved Byrd Construction as the General Contractor for the renovation of our leased office space at 3555 Timmons. The original approved amount was not to exceed \$2,500,000. H-GAC, Kirksey Architects, and Byrd Construction implemented cost controls including the reuse of equipment and materials currently in use. However, due to unforeseen events during the renovation there is a need to increase the budget amount by \$150,000 to complete the construction. We are requesting an increase of the total budget amount to \$2,650,000.

### **Funding Source**

Tenant Improvement Allowance  
Enterprise funds

### **Budgeted**

Yes

### **Action Requested**

Request approval to increase the budget amount by \$150,000 to \$2,650,000 to complete the renovation of leased office space on the 2nd, 4th, and 5th floors at 3555 Timmons. (Staff Contact: Jim Rouse)

## **INVESTMENT OFFICERS APPOINTMENT**

### **Background**

H-GAC is required to maintain an investment policy that is consistent with the Public Funds Investment Act. Required under that policy is the designation of an investment officer. The duties of the investment officer include evaluating investment options in accordance with the Board approved investment policy. The investment officer evaluates risk of investment alternatives, cash flow requirements, and effectiveness of past investment choices. The investment officer also reports, on a quarterly basis, the results of the investment portfolio in a prescribed format consistent with the Public Funds Investment Act. Finally, the investment officer must stay current on all laws and regulations regarding the investment of public monies with a focus of preservation of principal as the primary objective.

### **Current Situation**

The current investment officer is the Director of Finance. The role can be performed by another individual as long as they receive at least 16 hours of continuing education bi-annually in a state approved public funds investment curriculum. As the team members advance in the department, they assume additional responsibilities to increase their knowledge and skills. The Director of Finance is recommending that Accounting Manager Shaun Downie be appointed as the investment officer for the Houston-Galveston Area Council and that Principal Accountant Arathi Nayak be appointed as the alternate. Mr. Downie and Ms. Nayak have attended the required training for this duty.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the new investment officer and alternate for H-GAC. (Staff Contact: Jean Mahood)

## MONTHLY FINANCIAL REPORT – JUNE 2023

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the monthly financial report ending June 30, 2023. (Staff Contact: Jean Mahood)

### **ATTACHMENTS:**

▯ Monthly Financial Report - June 2023

Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCIAL STATUS REPORT**  
**For the Six Months Ended June 2023**

Page 2 of 3

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
	<b>Year to date</b>	<b>Year to date</b>	<b>Dollar</b>	<b>%</b>
<b>Combined Revenues and Expenditures</b>				
Revenues	\$ 209,766,605	\$ 197,225,403	\$ (12,541,202)	-6%
Expenditures	(207,683,385)	(196,229,756)	11,453,629	-6%
<b>Change in Combined Fund Balance</b>	<b>\$ 2,083,220</b>	<b>\$ 995,647</b>	<b>\$ (1,087,573)</b>	

<b>Change in Fund Balance by Fund Type</b>				
Change in fund balance - General Fund	\$ 572,906	\$ 68,963	\$ (503,943)	
Change in fund balance - Gulf Coast Regional 911	752,069	891,801	139,733	
Change in fund balance - Enterprise Fund	(814,739)	34,883	849,622	
<b>Total Change in Fund Balances</b>	<b>\$ 510,236</b>	<b>\$ 995,647</b>	<b>\$ 485,411</b>	

**Variance Analysis**

The Board approved a reduction of H-GAC's fund balance for capital improvement in 2023. As a result, the budget year to date figures shown above will amortize the use of fund balance throughout the year. The actual balance will be shown in contrast so that the reader can see the comparison between budget and actual.

\* The Cooperative Purchasing program has contributed a \$3,655 increase toward the Enterprise fund balance YTD, and the EnergyPurchasing Corporation is reflecting a \$31,228 increase to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCIAL STATUS REPORT**  
For the Six Months Ended June 2023

Page 3 of 3

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues	\$ 462,137	\$ 435,795	443,691	\$ 7,895	2%
HGAC Energy Purchasing Corporation	75,000	44,940	71,857	26,917	60%
Cooperative Purchasing fees (a)	5,500,000	2,382,600	2,246,018	(136,582)	-6%
Gulf Coast Regional 911 fees	2,742,629	1,586,062	2,127,464	541,402	34%
Interest Income (b)	75,000	57,698	125,252	67,554	117%
Other	7,391,987	2,373,567	3,572,274	1,198,707	51%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 16,246,753</b>	<b>\$ 6,880,662</b>	<b>\$ 8,586,556</b>	<b>\$ 1,705,894</b>	<b>25%</b>
<b>Special Revenue Fund</b>					
Federal Grant	\$ 200,000	\$ 70,640	\$ 93,759	\$ 23,119	33%
State Grants	474,532,763	202,815,303	188,545,088	(14,270,215)	-7%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 474,732,763</b>	<b>\$ 202,885,943</b>	<b>\$ 188,638,847</b>	<b>\$ (14,247,096)</b>	<b>-7%</b>
<b>Total Revenues</b>	<b>\$ 490,979,516</b>	<b>\$ 209,766,605</b>	<b>\$ 197,225,403</b>	<b>\$ (12,541,202)</b>	<b>-6%</b>
<b>Expenditures</b>					
Personnel ( c )	\$ 36,196,353	\$ 16,979,709	\$ 15,678,363	\$ (1,301,346)	-8%
Pass-through funds - grant	426,788,885	181,427,955	170,950,749	(10,477,206)	-6%
Consultant and contract services	17,414,411	5,490,764	4,146,474	(1,344,290)	-24%
Lease of office space	2,107,342	949,357	914,136	(35,221)	-4%
Equipment ( d )	3,081,557	447,750	1,980,024	1,532,274	342%
Travel	682,000	171,114	144,316	(26,798)	-16%
Other expense	5,192,635	2,216,736	2,415,694	198,958	9%
<b>Total Expenditures</b>	<b>\$ 491,463,182</b>	<b>\$ 207,683,385</b>	<b>\$ 196,229,756</b>	<b>\$ (11,453,629)</b>	<b>-6%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ (483,666)</b>	<b>\$ 2,083,220</b>	<b>\$ 995,647</b>	<b>\$ (1,087,573)</b>	

**Variances:**

**\* This month we are presenting a slightly different variance analysis format. The new analysis compares actual year-to-date expenses against the past five-year average percentage to date, which will more closely track actual revenue and expense throughout the year.**

a) Cooperative Purchasing revenues show big increases both in the months of May and June, which narrows the variance.

b) Interest income continues to do well. We have increased the projections in our mid-year budget revision.

c) Personnel expenses continue to stay behind during the summer months, which is our heavy vacation season.

d) Equipment expenses, which mainly consist of the office renovation project this year, shows a big variance compared to the prior year's average spending.

## **SOLID WASTE MANAGEMENT AND IMPLEMENTATION PROGRAM – FISCAL YEARS 2024-2025**

### **Background**

The Houston-Galveston Area Council performs many functions to ensure coordination and implementation of regional solid waste projects and plans and to help local governments better deliver services to their constituents. In addition to coordination and implementation, H-GAC performs grant administration and management activities funded through the Texas Commission on Environmental Quality Solid Waste Management Grant Program.

### **Current Situation**

H-GAC will receive \$2,013,328 from the Texas Commission on Environmental Quality for solid waste administration, coordination, and implementation activities in fiscal years 2024 and 2025. As part of this effort, H-GAC will issue a Request for Applications in September 2023 for local government projects to apply for funding through the Texas Commission on Environmental Quality grant program. A total of \$1,000,000 will be available for local government projects for the 2024-2025 biennium. Depending on the quantity and quality of the applications received, the Solid Waste Management Committee may recommend not awarding the full \$1,000,000 and issue a second Request for Applications for funds not awarded.

All eligible grant projects must support priorities identified in H-GAC's regional solid waste management plan. The grant project categories are:

- Local enforcement
- Litter and illegal dumping cleanup and community collection events
- Source reduction and recycling
- Local solid waste management plans
- Citizens' collection stations and "small" registered transfer stations
- Household hazardous waste disposal
- Technical studies
- Educational and training projects

The contract period is from September 1, 2023 to August 31, 2025.

### **Funding Source**

Texas Commission on Environmental Quality

### **Budgeted**

Yes

### **Action Requested**

Request approval of application submittal, adoption of a resolution, and authorization to contract with the Texas Commission on Environmental Quality for fiscal year 2024-2025 solid waste management implementation program in the amount of \$2,013,328. (Staff Contact: Justin Bower)

**ATTACHMENTS:**

## **RESOLUTION HONORING CARY BASS**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of Resolution honoring the service to H-GAC and the region of City of Pasadena Council Member Cary Bass. (Contact: Chair Trey Duhon)

## **RESOLUTION HONORING CECIL WILLIS**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of Resolution honoring the service to H-GAC and the region of City of Stafford Mayor Cecil Willis. (Contact: Chair Trey Duhon)

## **CHIEF OPERATING OFFICER'S REPORT**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Chief Operating Officer Onyinye Akujuo to provide an update on current and upcoming activities regarding agency operations. No action requested. (Staff Contact: Onyinye Akujuo)

## **H-GAC SPOTLIGHT – SOLID WASTE PLANNING**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Staff Contact: Erin Livingston)

## **EXECUTIVE DIRECTOR'S REPORT**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

## 2023 H-GAC BOARD OF DIRECTORS

Page 1 of 6

### AUSTIN COUNTY

County Judge Tim Lapham  
VACANT

### BRAZORIA COUNTY

Commissioner Stacy Adams  
Commissioner Ryan Cade

### CHAMBERS COUNTY

Commissioner Tommy Hammond  
Commissioner Mark Tice

### COLORADO COUNTY

County Judge Ty Prause  
Commissioner Darrell Gertson

### FORT BEND COUNTY

County Judge K.P. George  
Commissioner Andy Meyers

### GALVESTON COUNTY

Commissioner Darrell Apffel  
Commissioner Joseph Giusti

### HARRIS COUNTY

County Judge Lina Hidalgo  
VACANT  
Commissioner Rodney Ellis  
VACANT

### LIBERTY COUNTY

County Judge Jay Knight  
Commissioner Greg Arthur

### MATAGORDA COUNTY

County Judge Bobby Seiferman  
Commissioner Mike Estlinbaum

### MONTGOMERY COUNTY

County Judge Mark L. Keough  
Commissioner Matt Gray

### WALKER COUNTY

Commissioner Brandon Decker  
Commissioner Bill Daugette

### WALLER COUNTY

County Judge Trey Duhon  
Commissioner Justin Beckendorff

### WHARTON COUNTY

County Judge Phillip Spenrath  
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Councilmember Joel Castro

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Councilman Todd Yancey

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Council Member Bill Patterson  
Council Member Tommy Ginn

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Mayor Mike Foreman

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Council Member Edward Pollard  
Council Member Amy Peck  
Council Member Mary Nan Huffman

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VACANT

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Councilman Bill Bentley

### CITY OF LAKE JACKSON

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Councilmember R.L. "Buster" Buell

### CITY OF LEAGUE CITY

Council Member John Bowen  
Council Member Tommy Cones

### CITY OF MISSOURI CITY

Council Member Jeffrey Boney  
Council Member Floyd Emery

### CITY OF PASADENA

Councilmember Cary Bass  
Councilmember Phil Cayten

### CITY OF PEARLAND

Mayor Kevin Cole  
Mayor Pro Tem Tony Carbone

### CITY OF ROSENBERG

Mayor Kevin Raines  
Councilor Tim Krugh

### CITY OF SUGAR LAND

Mayor Joe Zimmerman  
Council Member Naushad Kermally

### CITY OF TEXAS CITY

Commissioner Jami Clark  
Mayor Dedrick Johnson, Sr.

### GENERAL LAW CITIES

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Councilmember Teresa Vazquez-Evans,  
City of Kemah

Council Member Nancy Arnold,  
City of Waller  
Council Member Susan Schwartz,  
City of Bunker Hill Village

### HOME RULE CITIES

Mayor Pro Tem Johnnie Simpson Jr.,  
City of Dickinson  
VACANT

Mayor Pro Tem Joe Compian,  
City of La Marque  
VACANT

### INDEPENDENT SCHOOL DISTRICTS

Trustee Rissie Owens, Huntsville ISD  
Trustee Jennifer Key, Alief ISD

*Note: Names of Alternates are indented*

### 2023 OFFICERS

#### CHAIR

County Judge Trey Duhon, Waller County

#### CHAIR ELECT

Council Member Sallie Alcorn, City of Houston

#### VICE CHAIR

County Judge Jay Knight, Liberty County

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HON. DR. CRAIG BROWN MAYOR CITY OF GALVESTON PO BOX 779 GALVESTON, TX 77553 (409)797-3510 (409)797-3511 FAX CRAIGBROWN@GALVESTONTX.GOV	HON. JAMI CLARK COMMISSIONER, DISTRICT 4 CITY OF TEXAS CITY PO Box 2608 TEXAS CITY, TX 77592-2608 (409)948-3111 (409)949-3090 FAX DISTRICT4@TEXASCITYTX.GOV
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