



**AGENDA
HOUSTON-GALVESTON AREA
COUNCIL
BOARD OF DIRECTORS MEETING
January 16, 2024 11:00 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

SAFETY TIP OF THE MONTH

ACTION

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 MEETNG MINUTES – DECEMBER 19, 2023
Request approval of the minutes of the December 19, 2023 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)
- b. AREA AGENCY ON AGING CONTRACT RECOMMENDATION
Request authorization to fund Fiscal Year 2024 contracts for Advance Hi-Tech Nursing, Inc doing business as LifeSpan Home Care and Synergy Homecare of Northeast Houston in an amount not to exceed \$120,000. (Staff Contact: Curtis Cooper)
- c. CONSULTANT SELECTION FOR BUFFALO BAYOU EAST DESIGN CONCEPT
Request approval to execute a consultant contract not to exceed \$475,000 to support the Buffalo Bayou East Design Concept. (Staff Contact: Craig Raborn)
- d. 2024 INVESTMENT POLICY
Request approval of H-GAC's Investment Policy. (Staff Contact: Shaun Downie)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

- a. MONTHLY FINANCIAL REPORT - DECEMBER 2023
Request approval of the monthly financial report ending December 31, 2023. (Staff Contact: Christina Ordonez-Campos)

7. TRANSPORTATION PLANNING

- a. COMMUTE SOLUTIONS MARKETING CAMPAIGN 2024
Request authorization to contract with media vendors to purchase print/digital,

social media, billboards, and radio/tv to promote commute solutions within the region; total amount is \$300,000. (Staff Contact: Miguel Segura)

8. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. H-GAC JANUARY 2024 ADVISORY COMMITTEE APPOINTMENTS

Request approval of appointments to H-GAC advisory committees. (Staff Contact: Rick Guerrero)

9. SELECT COMMITTEE ON BOARD COMPOSITION

a. PROPOSED AMENDMENTS TO H-GAC BYLAWS

Discussion and possible action on proposed amendments to H-GAC bylaws and authorization to mail amendment ballots. (Staff Contact: Chuck Wemple)

10. REPORTS

a. H-GAC SPOTLIGHT - PARKS AND NATURAL AREAS AWARDS

No action requested. For information only. (Staff Contact: Andrea Tantillo)

b. EXECUTIVE DIRECTOR'S REPORT

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

11. 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 – DECEMBER 19, 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 December 19 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 December 19, 2023 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)

ATTACHMENTS:

- ▢ H-GAC BOARD MEETING MINUTES - DECEMBER 19, 2023 Cover Memo

MEETING MINUTES
H-GAC BOARD OF DIRECTORS
December 19, 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 December 19, 2023, Board meeting:

Austin County Judge Tim Lapham
Brazoria County Commissioner Stacy Adams
Chambers County Commissioner Tommy Hammond
Colorado County Judge Ty Prause
Walker County Commissioner Brandon Decker
Waller County Judge Trey Duhon
Wharton County Judge Phillip Spenrath
City of Baytown Council Member Laura Alvarado
City of Conroe Council Member Howard Wood
City of Friendswood Council Member Sally Branson
City of Houston Council Member Sallie Alcorn
City of Houston Council Member Amy Peck
City of Huntsville Mayor Russell Humphrey
City of La Porte Councilmember Chuck Engelken
City of Lake Jackson Mayor Gerald Roznovsky

City of Missouri City Council Member Jeffrey Boney
City of Pasadena Councilmember Dolan Dow
City of Pearland Mayor Kevin Cole
City of Sugar Land Mayor Joe Zimmerman

General Law Cities:

City of Pattison Mayor Joe Garcia
City of Waller Council Member Nancy Arnold

Home Rule Cities (Less than 25,000):

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

Huntsville ISD Trustee Rissie Owens

The following Board members were not marked in attendance at the December 19, 2023, Board meeting:

Fort Bend County Judge KP George
Galveston County Commissioner Darrell Apffel
Harris County Commissioner Rodney Ellis
Harris County Judge Lina Hidalgo
Liberty County Judge Jay Knight
Matagorda County Judge Bobby Seiferman
Montgomery County Judge Mark Keough
City of Alvin Councilmember Martin Vela

City of Deer Park Councilman Bill Patterson
City of Galveston Mayor Dr. Craig Brown
City of League City Council Member Tommy Cones
City of Rosenberg Mayor Kevin Raines
City of Texas City Commissioner Jami Clark

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CALL TO ORDER

The Honorable Trey Duhon, Waller County Judge and Chair of the Board called the meeting to order at 10:03 a.m. on Tuesday, December 19, 2023, at 3555 Timmons Lane.

1. INVOCATION

The Honorable Stacy Adams, Brazoria County Commissioner, gave the invocation.

2. PLEDGE OF ALLEGIANCE

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

ROLL CALL

Chair Duhon asked Rick Guerrero to conduct the Board of Directors roll call. Mr. Guerrero conducted the roll call and announced that a quorum was present.

3. 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 requests for public comments had been received. Mr. Guerrero called on Peter Eccles of Link Houston to come forward for a public comment. Mr. Eccles is the Policy and Planning Coordinator for Link Houston, a non-profit organization that advocates for a robust transportation network in Houston. Mr. Eccles shared his encouragement with the Houston-Galveston Area Council's processes in fostering regional cooperation under Houston's Proposition B. Chair Duhon asked if there were any more public comments. There being none, Chair Duhon proceeded to the next item on the agenda.

4. 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.

SAFETY TIP OF THE MONTH

Chair Duhon asked Jim Rouse, H-GAC Facilities Manager, to bring this month's safety tip. Mr. Rouse gave a brief presentation regarding the dangers of electrical outlets and appliances during the winter holidays.

5. CONSENT AGENDA

Chair Duhon called for the Consent Agenda and asked if there were any questions or items that required discussion. Mayor Joe Zimmerman asked to remove item 5D from the Consent Agenda. There being no further questions, Mayor Joe Zimmerman moved to approve the Consent Agenda, except item 5D. Mayor Pro Tem Johnnie Simpson seconded the motion. Chair Duhon then called for a vote, which resulted in unanimous approval by all members present. Chair Duhon asked Chuck Wemple, H-GAC Executive Director, to discuss item 5D. Mayor Joe Zimmerman motioned to approve item 5D of the Consent Agenda. Councilmember Sally Branson seconded the motion. With no additional discussion, Chair Duhon then called for a vote, which resulted in a unanimous approval by all members present.

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

- a. H-GAC BOARD MEETING MINUTES – NOVEMBER 21, 2023** – approved the minutes of the November 21, 2023, H-GAC Board Meeting minutes.

- b. CLIMATE POLLUTION REDUCTION GRANT – HOUSTON ADVANCED RESEARCH CENTER** – authorized to enter into an interlocal agreement with Houston Advanced Research Center for transportation planning and Climate Pollution Reduction Grant program activities; \$250,000 contract.
- c. DATA CABLING CONTRACT AMENDMENT** – approved to amend the contract with i.e. Smart Systems for \$15,299 for data cabling services; total contract amount of \$54,972.
- d. UPDATE TO H-GAC PERSONNEL POLICY** – approved to remove the new employee introductory period with the corresponding benefits and policy changes.

6. FINANCE AND BUDGET COMMITTEE

a. Monthly Financial Report – November 2023

Chair Duhon announced that the Finance and Budget Committee met before the Board of the Directors meeting under the leadership of the Committee Vice Chair, City of Sugar Land Mayor Joe Zimmerman. He recognized Mayor Zimmerman, who reported that the committee met to consider several items on the agenda.

Judge Knight recognized Christina Ordonez-Campos, H-GAC Director of Finance, to present the financial status report for November. Mrs. Ordonez-Campos requested approval of the monthly financial report ending November 31, 2023.

Mrs. Ordonez-Campos asked if there were any questions regarding the November financial report. There being none, Mayor Zimmerman moved to approve, and Council Member Jeffrey Boney seconded the motion. With no additional discussion, Chair Duhon called for the vote, which resulted in unanimous approval by all members present.

7. BUDGET AND SERVICE PLAN

a. Public Hearing for 2024 H-GAC Budget and Service Plan

Chair Duhon called for a recess of the board of directors meeting at 10:27 A.M. and opened the public hearing at 10:28 A.M. Chair Duhon called on Chuck Wemple, H-GAC Executive Director, to present the 2024 budget and service plan. Mr. Wemple asked if there were any questions or comments, hearing none Chair Duhon concluded the public hearing at 10:36 A.M.

Chair Duhon called to resume the board of directors meeting at 10:37 A.M. and asked if there were any questions. With no additional discussion, and no action required Chair Duhon proceeded to the next item on the agenda.

b. Presentation of H-GAC 2024 Budget and Service Plan

Chair Duhon called on H-GAC Executive Director, Chuck Wemple, who requested approval of the H-GAC 2024 Budget and Service Plan.

Chair Duhon asked if there were any questions. There being none, Mayor Zimmerman moved to approve, and Council Member Jeffery Boney seconded the motion. With no additional discussion, Chair Duhon called for the vote, which resulted in unanimous approval by all

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8. DATA ANALYTICS AND RESEARCH

a. 2024 Regional Light Detection and Ranging Data Agreements

Chair Duhon called on H-GAC Geospatial Program Lead, Thushara Ranatunga, who requested approval to enter into Interlocal agreements with fifteen partner organizations for the acquisition and processing of high-resolution LIDAR data; and to enter into a Joint Funding Agreement with the U.S. Geological Survey for a combined total of \$2,824,770.

Chair Duhon asked if there were any questions. There being none, Mayor Kevin Cole moved to approve, and Mayor Pro Tem Johnnie Simpson moved 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 Solutions Financial Aid Center – Contract Agreement

Chair Duhon called on H-GAC Senior Manager, AJ Dean, who requested approval to amend the current fiscal year 2024 contract with Equus for operating the Workforce Solutions – Gulf Coast Financial Aid Support Center for an increase of \$1,600,000; the total contract amount of \$11,600,000.

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

10. COMMUNITY AND ENVIRONMENTAL PLANNING

a. Solid Waste Management Grants – Fiscal Years 2024 - 2025

Chair Duhon called on H-GAC Principal Planner, Erin Livingston, who requested authorization to contract with recommended applicants for the fiscal year 2024-2025 solid waste management funds in the amount of \$981,099.

Chair Duhon asked if there were any questions. There being none, Judge Phillip Spenrath moved to approve, and Council Member Sally Branson moved seconded the motion. Chair Duhon spoke briefly requesting larger future efforts in solid waste management funding. Mr. Wemple commented that a report with solid waste management success stories and return on investment rates across the state of Texas is compiled annually and available online on the Texas Association of Regional Councils website. With no further discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

b. Parks and Natural Areas Awards Resolution

Chair Duhon called on H-GAC Principal Communications Coordinator, Andrea Tantillo, who requested the adoption of a resolution recognizing January 2024 as Parks and Natural Areas Month in support of the Parks and Natural Areas Awareness Program.

Chair Duhon asked if there were any questions. There being none, Mayor Zimmerman moved to approve, and Council Member Nancy Arnold moved to second the motion. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

11. ELECTION COMMITTEE

a. 2023 Election Committee – 2024 H-GAC Board Officers

Chair Duhon called on Council Member Sally Branson, who requested approval of the Election Committee's recommendation for 2024 H-GAC officers, and authorization to issue General Assembly ballots. The Election Committee's recommendation for 2024 H-GAC officers is: City of Houston Councilmember Sallie Alcorn – Chair, Liberty County Judge Jay Knight – Chair-Elect, and City of Pattinson Mayor Joe Garcia – Vice Chair. Mr. Wemple commented that if the board approves the committee's recommendation the next step would be to send ballots to the general assembly and results would be shared at H-GAC's Annual Meeting.

Chair Duhon asked if there were any questions. There being none, Council Member Nancy Arnold moved to approve, and Council Member Laura Alvarado moved to second the motion. Chair Duhon commented on his support for the recommended slate. With no additional discussion, Chair Duhon called for the vote which resulted in unanimous approval by all members present.

12. H-GAC ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS

a. H-GAC December 2023 Advisory Committee and Affiliate Groups Appointments

Chair Duhon moved to the next agenda item. Mr. Guerrero requested approval of appointments to H-GAC advisory committees. The appointments for each committee are as follows: Aging and Disability Advisory Committee – Kristie Pustejovski, Transportation Advisory Committee – Joe Compian (primary), and Transportation Policy Council – Nancy Arnold (Primary) and Sally Branson (Alternate).

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

INFORMATION

13. REPORTS

a. Outreach and Government Affairs Report

Chair Duhon called on H-GAC Chief Outreach and Government Affairs Officer, Rick Guerrero. Mr. Guerrero reported the success of many different events held in the region throughout 2023. Some events included: County Pop-ups, The City Managers Summit, The Newly Elected Officials Workshop, The Election Law Workshop and Records Management Training. Mr. Guerrero also announced and welcomed four new member cities of H-GAC: The City of Montgomery, The Village of Pleak, The City of Ames, and The City of Roman Forest. Mr. Guerrero also announced active initiatives to gain more school ISDs and city memberships in H-GAC. Mr. Guerrero announced and welcomed H-GAC's new Director of Communications Miguel Segura. Mr. Guerrero also announced upcoming events for H-GAC:

H-GAC Board Composition Committee Workshop (Wednesday, January 10th, 2024 from 6:30 PM to 9:30 PM at the Briar Club – Azalea Room), Harris County Pct.4 Pop-Up (Thursday, January 11th, 2024 from 8:30 AM – 10:30 AM at the Weekly Community Center – Cypress TX), H-GAC 2024 Annual Meeting and State of the Region (Friday, January 19th, 2024 from 8 AM – 11 AM at the Briar Club – Azalea Room), Colorado County Pop-Up (Tuesday, January 30th,

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2024 from 8:30 AM to 10:30 AM in Columbus TX), and H-GAC 2024 Election Law Workshop (Thursday, February 1st, 2024 from 8:00 AM to 3:30 PM at the Quail Valley Country Club – Missouri City TX).

b. H-GAC Spotlight – Silver Santa

Chair Duhon called on H-GAC Ombudsman Program Administrator Apollonia Sullivan. Ms. Sullivan announced the annual Silver Santa program, a donation drive through the H-GAC Ombudsman Program, where all donations are given to residents of a select nursing home within an H-GAC county. Ms. Sullivan announced Cypresswood Care Center Nursing Home in Brazoria County was selected this year and donations would be dropped off Wednesday, December 20th, 2023. For any questions, please contact barrie.brown@h-gac.com.

c. Executive Directors Report

Mr. Wemple announced that the H-GAC Board Composition Committee held the first of three meetings where they discussed options for the City of Houston to remain in H-GAC. Mr. Wemple announced more options will be available for discussion at the upcoming H-GAC Board Composition Committee Workshop. Mr. Wemple also discussed previous county pop-ups where new topics such as community safety are becoming a growing concern. Mr. Wemple thanked the board for all their participation and engagement throughout the year and announced The Corporation for Regional Excellence would be meeting upon adjournment of the Meeting of the Board.

14. ADJOURNMENT

There being no further business to discuss, Chair Duhon adjourned the December 2023 meeting of the H-GAC Board of Directors at 11:12 a.m.

AREA AGENCY ON AGING CONTRACT RECOMMENDATION

Background

H-GAC is the Area Agency on Aging for Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton counties. Each year we contract with organizations to provide services for individuals aged sixty and older, including nutrition (congregate and home-delivered meals); transportation; and direct services such as personal assistance and respite care, residential repair, health maintenance, emergency response, and health promotion. Fiscal Year 2024 Aging programs begin October 1, 2023 and end September 30, 2024.

Current Situation

2024 Funding

In an effort to increase our number of home healthcare providers, we issued requests for proposals for new contractors to provide personal assistance and respite care services. We recommend contracting with two additional providers for the balance of the fiscal year. New contractors will provide approximately 4,800 hours of home healthcare service.

Proposer	Service	Funding
Advance Hi-Tech Nursing, Inc dba LifeSpan Home Care	Personal Assistance and Respite Care	\$60,000
Synergy Homecare of Northeast Houston	Personal Assistance and Respite Care	\$60,000
		\$120,000

The proposal review committee scored each proposal based on experience and capability, program plan, and fiscal responsibility. We recommend funding proposers scoring 75 or higher. We do not recommend funding proposers who scored 74 or less, those applicants are CHOSEN J-X INC., Consider the Lilies Home Care, FCM Group, LLC. Db a Nurse Next Door, BBH Life Care, LLC., Always Best Care Senior Services, International Cargo and Logistics, LLC. Db a Tomori Medical Supplies and Services, Granny's Helping Hand, and A Better Solution In-Home Care.

H-GAC maintains a network of authorized providers for direct services such as personal assistance and respite care, residential repair, health maintenance, and emergency response. Eligible consumers select from the available organizations for the specific service they need.

The Aging and Disability Advisory Committee approved funding at its December 21, 2023 committee meeting.

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Funding Source

Texas Health and Human Services Commission

Budgeted

Yes

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Action Requested

Request authorization to fund Fiscal Year 2024 contracts for Advance Hi-Tech Nursing, Inc doing business as LifeSpan Home Care and Synergy Homecare of Northeast Houston in an amount not to exceed \$120,000. (Staff Contact: Curtis Cooper)

CONSULTANT SELECTION FOR BUFFALO BAYOU EAST DESIGN CONCEPT

Background

The Buffalo Bayou East Design Concept project was originally submitted as part of the larger program - Local Active Transportation Studies. Buffalo Bayou East Design Concept (TRN23-04) is a study that aims to improve connectivity and mobility from the Buffalo Bayou shared use path system to three areas:

- Gregg/Velasco
- North Side Treatment Plant East
- 5th Ward Transit Oriented Development and Japhet Creek

Current Situation

A request for proposals for consultant support for this project was issued on July 5, 2023, and closed on August 17, 2023. A total of six (6) proposals were submitted to the Houston-Galveston Area Council. The Proposal Review Committee recommends consultant selection in the ranked order listed below:

1. SWA Group
2. Kimley-Horn
3. Asakura Robinson Company LLC
4. MIG, Inc.
5. LJA Engineering, Inc.
6. TJKM Transportation Consultants

Upon approval by the Board, H-GAC will initiate the process to negotiate and execute a contract not to exceed \$475,000.

Funding Source

Federal - Surface Transportation Block Grant

Budgeted

Yes

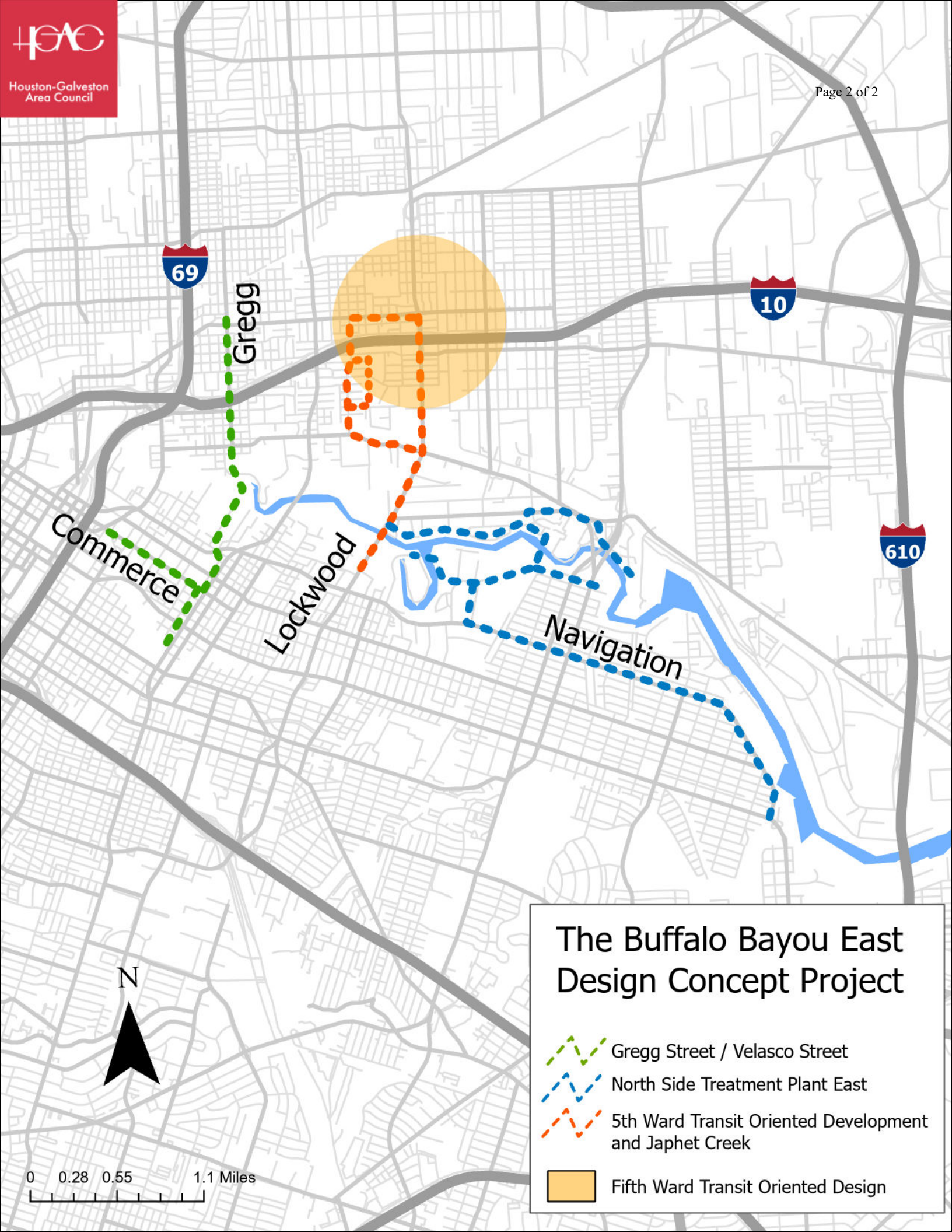
Action Requested

Request approval to execute a consultant contract not to exceed \$475,000 to support the Buffalo Bayou East Design Concept. (Staff Contact: Craig Raborn)





ATTACHMENTS:

▯ Area Map

Cover Memo



The Buffalo Bayou East Design Concept Project

-  Gregg Street / Velasco Street
-  North Side Treatment Plant East
-  5th Ward Transit Oriented Development and Japhet Creek
-  Fifth Ward Transit Oriented Design

2024 INVESTMENT POLICY

Background

H-GAC is required to maintain an investment policy that is consistent with the Public Funds Investment Act. The policy must identify that the goal of public investment is (1) a protection of principal and (2) an increase on earnings through allowable investments. The policy is subject to revision as the law changes and the investment landscape changes.

Current Situation

The Public Funds Investment Act requires that we annually submit our written policy to our governing body of approval. This policy is being submitted to assure compliance with the act.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of H-GAC's Investment Policy. (Staff Contact: Shaun Downie)

ATTACHMENTS:

▢ 2024 Investment Policy

Cover Memo

INVESTMENT OF FUNDS**I. OBJECTIVES**

- Understand suitability of investments to the financial requirements of H-GAC
- Preservation and safety of principal
- Financial security and liquidity of H-GAC funds
- Ability to liquidate investments before their maturity should the need arise.
- Diversification of the investment portfolio.
- Maximize interest yield of funds through methods allowed under Federal and State law.

II. RESPONSIBILITY

Planning the investment program is the joint responsibility of the Director of Finance, the Executive Director, the Chief Financial Officer and the Investment Officer(s). The investment program shall be reviewed and approved by the Budget and Finance Committee and Board of Directors prior to its institution. Any policy changes require similar approval.

A primary & a secondary investment officer must be designated and approved by the Budget and Finance Committee and the Board of Directors. The investment officers will be responsible for effectively supervising and managing the assets of the investment fund.

H-GAC investments shall be made with judgement and care under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

III. AUTHORIZED INVESTMENTS

The following are authorized investments for H-GAC funds:

1. Obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of the State of Texas or its agencies.
3. Other obligations, the principal of the interest on which are unconditionally guaranteed or insured by the State of Texas or the United States.
4. General obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.

5. Certificates of Deposit issued by State and National banks domiciled in the State of Texas the payment of which is insured in full by the Federal Deposit Insurance Corporation.
6. Fully collateralized direct Repurchase Agreements with a defined termination date purchased pursuant to a master contractual agreement which specified the rights and obligations of both parties, and which requires that securities involved in the transaction be held in a safekeeping account subject to the control and custody of H-GAC.
7. No Load Money Market Mutual Funds and No-Load Mutual Funds. To be an allowable investment, money market funds must adhere to a 90-day weighted average maturity. No-load mutual funds with a weighted average maturity of up to 2 years are allowable if they are registered with the Securities and Exchange Commission, invest exclusively in obligations authorized by the Public Funds Investment Act, adhere to the requirements set forth for investment pools and are continuously rated by at least one nationally recognized investment rating firm at not less than AAA or its equivalent. A government may invest no more than 15% of its operating funds (excluding bond proceeds, reserves, and debt service funds) in this type of mutual fund.
8. Time deposits in the Council's depositories.
9. Investment pools created to function as money market funds must mark-to-market daily and maintain a market value ratio between .995 and 1.005. These pools must be continuously rated no lower than AAA, AAA-m or an equivalent rating by at least one nationally recognized rating agency.
10. Banker's Acceptances 1) 270 days or fewer, 2) Liquidated in full at maturity, 3) Eligible Federal Reserve Bank collateral, 4) U.S. Bank rated not less than A-1 or P-1.
11. Any combination of the foregoing.

Any law passed by the Texas State legislature changing the scope of legal investments available to a Council of Governments shall be considered included as part of this Investment Policy.

H-GAC monitors investments upon each maturity and compares interest rates offered from various brokers and the state of Texas to assure that rates are competitive for the market. Such comparisons are reviewed by the investment officer(s) and the CFO before investments are made. The comparison analysis is retained for review.

IV MATURITY OF INVESTMENTS

The Council measures interest rate risk using the weighted average maturity method based on the fund in which the Council makes investments.

For pooled funds, the portfolio is measured using the dollar-weighted average maturity allowed based on the stated maturity date for the portfolio as a whole. (2256.005c)

Portfolio maturities will be structured to meet the liquidity needs of H-GAC first and then to achieve the highest prudent return of interest. When H-GAC has funds that will not be needed to meet current-year obligations, maturity restraints will be imposed based upon H-GAC's investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by H-GAC is five years unless specific authority is given to exceed this limit.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. Any proposed investments in securities exceeding five years maturity must be disclosed to and approved by the Budget and Finance Committee and the Board of Directors including any appropriate time restrictions. The settlement of all transactions, except investment pool funds and mutual funds, is on a delivery versus a payment basis.

I. COLLATERALIZATION REQUIREMENTS

H-GAC's depository accounts must be collateralized. The H-GAC Budget and Finance Committee and the Board of Directors shall select the form of securities pledge contract or surety bond used to secure H-GAC funds. Additional, substitution, or withdrawal of collateral for H-GAC funds shall be subject to approval of H-GAC's Board of Directors.

The Investment Officer is authorized to accept from depositories of H-GAC funds, as security for deposits, the following kinds of securities: Direct obligations of the United States of America backed by its full faith and credit; evidence of indebtedness guaranteed by Federal Intermediate Credit Banks, Federal Land Banks, Banks for Cooperative, Federal Farm Credit System, Federal Home Loan Banks, Federal National Mortgage Association; any general or special obligations (approved by the Attorney General of Texas) issued by a State of Texas public agency payable from taxes, revenues, either or both, provided all of such obligations are rated A or better by a generally recognized national bond-rating agency.

At all times, such securities shall have a market value of not less than 100% of the amount of the deposits secured thereby, adjusted by the insurance coverage provided those deposits by the Federal Deposit Insurance Corporation.

VI WRITTEN CERTIFICATION FROM INVESTMENT FIRMS

H-GAC may conduct business with any broker licensed to do business in the State of Texas and authorized to negotiate transactions on the national stock exchange. Qualified brokers will be approved by H-GAC's Budget and Finance Committee and Board of Directors to conduct investment transactions on behalf of the Council. Any business organization which seeks to sell an authorized investment

to H-GAC must provide a written instrument certifying that they have received and thoroughly reviewed H-GAC's investment policy and have implemented reasonable procedures and controls in an effort to preclude imprudent or noncompliant investment activities arising from investment transactions.

The governing body of an entity subject to this subchapter or the designated investment committee of the entity shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.

VII PROHIBITED TRANSACTIONS

The Investment Officer is prohibited from:

1. shorting securities;
2. selling calls on securities owned by H-GAC;
3. entering into reverse repurchase agreements;
4. trading in options or futures contracts;
5. purchasing mortgage-backed derivatives known as principal only (PO's), interest only (IO's) and inverse floaters;
6. purchasing or selling securities from dealers or public depositories other than those approved by the Budget and Finance Committee;
7. making any other investment transaction on behalf of H-GAC that is prohibited by law or that has not been authorized by the Budget and Finance Committee.

VIII REPORTING REQUIREMENTS

The investment officer is responsible for preparing and submitting quarterly written reports of investment transactions and performance to the Budget and Finance Committee and the Executive Director as described in the Public Funds Investment Act. The report must:

1. Describe in detail the investment position of H-GAC on the date of the report;
2. Be prepared and signed by the investment officer;
3. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
4. State the maturity date of each directly held separate asset that has a maturity date;
5. Contain a summary statement of each pooled fund group that states the:
 - a. beginning and ending market values for the reporting period, and
 - b. additions and changes to the market value during the period;
6. State the compliance of the investment portfolio of H-GAC as it relates to:
 - a. the investment strategy expressed in H-GAC's investment policy, and
 - b. relevant provisions of Government Code Section 2256.023;

7. State the percentage of the total portfolio which each type of investment represents.

In conjunction with H-GAC's annual financial audit, a compliance audit shall be performed for management controls on investment and adherence to the H-GAC's investment policies.

If the investment officer has a personal business relationship with an entity or is within the second degree by affinity or consanguinity to an individual seeking to sell an investment to H-GAC, the investment officer must file a statement disclosing that personal business interest, or relationship, with the Texas Ethics Commission, the Budget and Finance Committee, and the Board of Directors.

In addition, investment pools must provide investment officers with a disclosure instrument which contains specific and detailed information. Investment pools must provide investment officers with transaction confirmations and a detailed monthly report.

IX CONTINUING EDUCATION

It is H-GAC's policy to provide training required by the Public Funds Investment Act and periodic training in investments for the investment officer through courses and seminars offered by professional organizations and associations in order to insure the quality, capability, and currency of the investment officer in making investment decisions. The Chief Financial Officer and investment officer(s) shall attend at least one training session relating to their investment responsibilities within 12 months of assuming duties this initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008 (a)*.

The Chief Financial Officer and the investment officer(s) shall attend an investment training session not less than once in a two year period that begins on the first day of the agency's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by the Budget & Finance Committee advising the investment officer. *Gov't Code 2256.008(a-1)*.

X ANNUAL REVIEW

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*.

XI NOTIFICATION OF INVESTMENT CHANGES

It shall be the duty of the investment officer(s) to notify the Budget and Finance Committee of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by this policy or not.

MONTHLY FINANCIAL REPORT - DECEMBER 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 December 31, 2023. (Staff Contact: Christina Ordonez-Campos)

ATTACHMENTS:

- ▯ Monthly Financial Report - December 2023
- Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the Twelve Months Ended December 2023**

Page 2 of 3

	Budget Year to date	Actual Year to date	Variance Dollar	%
Combined Revenues and Expenditures				
Revenues	\$ 456,651,211	\$ 437,108,273	\$ (19,542,938)	-4%
Expenditures	(455,007,296)	(436,249,118)	18,758,178	-4%
Change in Combined Fund Balance	\$ 1,643,915	\$ 859,155	\$ (784,760)	

Change in Fund Balance by Fund Type				
Change in fund balance - General Fund	\$ (541,584)	\$ (1,684,895)	\$ (1,143,311)	
Change in fund balance - Gulf Coast Regional 911	2,080,057	1,739,699	(340,358)	
Change in fund balance - Enterprise Fund	105,442	804,351	698,909	
Total Change in Fund Balances	\$ 1,643,915	\$ 859,155	\$ (784,760)	

Variance Analysis

The Board approved a reduction of H-GAC's fund balance for capital improvement in 2023. This reduction will show on the change in the fund balance above as we are approaching the completion of the renovation project.

* The Cooperative Purchasing program has contributed a \$720,374 increase toward the Enterprise fund balance YTD, and the EnergyPurchasing Corporation is reflecting a \$83,977 increase to the Enterprise fund balance which results in a total of \$804,351.

HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the Twelve Months Ended December 2023

Page 3 of 3

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Dollar	%
Revenues					
General and Enterprise Fund					
Membership dues	\$ 462,136	\$ 462,136	\$ 462,336	\$ 200	0%
HGAC Energy Purchasing Corporation	75,000	69,433	137,642	68,209	98%
Cooperative Purchasing fees (a)	5,500,000	5,343,348	5,113,994	(229,355)	-4%
Gulf Coast Regional 911 fees	2,605,121	3,546,934	4,150,653	603,719	17%
Interest Income	200,000	277,070	750,283	473,213	171%
Other	7,781,387	4,986,302	6,126,799	1,140,497	23%
Total General and Enterprise Fund revenues	\$ 16,623,644	\$ 14,685,223	\$ 16,741,706	\$ 2,056,483	14%
Special Revenue Fund					
Federal Grant	\$ 200,000	\$ 191,303	\$ 167,371	\$ (23,932)	-13%
State Grants	474,015,106	441,774,685	420,199,195	(21,575,489)	-5%
Total Special Revenue Fund revenues	\$ 474,215,106	\$ 441,965,988	\$ 420,366,567	\$ (21,599,421)	-5%
Total Revenues	\$ 490,838,750	\$ 456,651,211	\$ 437,108,273	\$ (19,542,938)	-4%
Expenditures					
Personnel (b)	\$ 34,141,958	\$ 33,400,235	\$ 32,310,616	\$ (1,089,619)	-3%
Pass-through funds - grant	431,342,942	399,432,778	385,189,467	(14,243,310)	-4%
Consultant and contract services	15,392,991	13,173,421	7,695,869	(5,477,552)	-42%
Lease of office space	1,827,797	1,655,538	1,680,916	25,378	2%
Equipment (c)	4,943,200	2,181,349	4,293,195	2,111,845	97%
Travel	687,449	408,783	436,655	27,872	7%
Other expense	4,938,555	4,755,193	4,642,401	(112,792)	-2%
Total Expenditures	\$ 493,274,892	\$ 455,007,296	\$ 436,249,118	\$ (18,758,178)	-4%
Excess of Revenues over(under) Expenditures	\$ (2,436,142)	\$ 1,643,915	\$ 859,155	\$ (784,760)	

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 fees doubled in December and will come close to projections at year end.

b) Personnel is behind due to 80 positions not being filled by the end of this year.

c) Equipment expenses are mainly for the office renovation project this year which is near completion.

COMMUTE SOLUTIONS MARKETING CAMPAIGN 2024

Background

The Houston-Galveston Area Council seeks to implement a Commute Solutions marketing campaign in 2024. The goal of the campaign is to increase awareness about the regional transportation demand management program and the various commute options that exist to help reduce congestion and improve air quality. The campaign will focus on major employers and commuters in the eight-county area that has not attained certain federal air quality standards.

Current Situation

The marketing campaign will include advertisements with various media outlets to support outreach efforts to shift travel behavior towards more efficient use of our existing transportation networks. The 2024 campaign will include media buys secured by the H-GAC Communications Department. A list of potential vendors and estimated budget for each is listed below:

Type	Amount	Potential Vendors
Print/Digital Advertising	\$80,000	Houston Chronicle, Houston Business Journal, CityBook, Google; Cox Media – KKBQ, KTHT, iHeart – KOVE, KAMA, KBXX, KMJQ, KODA, KQBT, KTBZ, KRBE, Texas Southern University, University of Houston
Social Media	\$80,000	Facebook, Twitter, Instagram, LinkedIn
Billboards	\$65,000	Outfront, SignAd, ClearChannel, Lamar
Radio/TV/Streaming	\$45,000	KTRK, KPRC, KIAH-TV; KRIV, Cox Media – KKBQ, KTHT, iHeart – KOVE, KAMA, KBXX, KMJQ, KODA, KQBT, KTBZ, KRBE, Texas Southern University, University of Houston, Spotify, You Tube
Tradeshows and Events	\$30,000	Greater Houston Partnership, HR Houston, Texas Parking and Transportation Association

The proposed timeline for the campaign is from January 2024 through December 2024. This project is included in the Transportation Improvement Program and is funded through the federal transportation funds.

Funding Source

Federal – Congestion Mitigation and Air Quality Funds

Budgeted

Yes

Action Requested

Request authorization to contract with media vendors to purchase print/digital, social media,

billboards, and radio/tv to promote commute solutions within the region; total amount is \$300,000.
(Staff Contact: Miguel Segura)

H-GAC JANUARY 2024 ADVISORY COMMITTEE APPOINTMENTS

Background

H-GAC advisory committees are appointed by H-GAC's Board as a whole, based upon nominations from individual Board members and other groups. This month there are nominations to the Criminal Justice Advisory Committee and the Regional Flood Management Committee.

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of appointments to H-GAC advisory committees. (Staff Contact: Rick Guerrero)

ATTACHMENTS:

▯ H-GAC JANUARY 2024 ADVISORY
COMITTEE APPOINTMENTS

Cover Memo

H-GAC JANUARY 2024 ADVISORY COMMITTEE APPOINTMENTS**Criminal Justice Advisory Committee**

Advises H-GAC Board on criminal justice programs and funding priorities.

Nominations for terms expiring in June 2025:

Name	Representing	Nominated by
Rhonda Smith	Harris County	Judge Lina Hidalgo

Regional Flood Management Committee

The Regional Flood Management Council's purpose is to assist and advise elected officials in their decision-making responsibilities by making recommendations on issues related to all aspects of flood management in the Gulf Coast Planning Region.

Nominations received for terms expiring May 2025:

Name	Representing	Nominated by
Peggy Zahler (Primary)	League City	Mayor Nick Long
Christopher Sims (Alternate)	League City	Mayor Nick Long

PROPOSED AMENDMENTS TO H-GAC BYLAWS

Background

In October 2023, Chair Trey Duhon reactivated the Select committee on Board Composition to review the voting structure of the Board as it relates to representation by all participating members, and recommend bylaw changes, if any, to the H-GAC Board of Directors. The work of the committee focused on city of Houston Proposition B and may consider changes beyond the scope of that specific proposition.

Any committee recommendations will be considered for approval by the H-GAC Board of Directors. Changes in the composition of the Board will require an amendment to the H-GAC bylaws.

Current Situation

Article X, Section 2 of H-GAC's bylaws calls for proposed amendments to be fully set out in writing as a ballot and furnished to each member of the Board of Directors, at least fourteen (14) days in advance of the meeting at which amendments are to be acted upon. Each member of the Board of Directors shall execute and return the ballot in a sealed envelope in accordance with instructions contained in the ballot for tabulation by the Elections Committee. Bylaws may be amended by a three-quarters affirmative majority vote of the Board of Directors.

Funding Source

N/A

Budgeted

N/A

Action Requested

Discussion and possible action on proposed amendments to H-GAC bylaws and authorization to mail amendment ballots. (Staff Contact: Chuck Wemple)

H-GAC SPOTLIGHT - PARKS AND NATURAL AREAS AWARDS

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

No action requested. For information only. (Staff Contact: Andrea Tantillo)

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)

2024 H-GAC BOARD OF DIRECTORS

Page 1 of 5

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
Commissioner Rodney Ellis
VACANT
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
Commissioner Richard Zahn

CITY OF ALVIN

Councilmember Martin Vela
Councilmember Joel Castro

CITY OF BAYTOWN

Council Member Laura Alvarado
Mayor Brandon Capetillo

CITY OF CONROE

Councilman Howard Wood
Councilman Todd Yancey

CITY OF DEER PARK

Council Member Bill Patterson
Council Member Tommy Ginn

CITY OF FRIENDSWOOD

Councilmember Sally Branson
Mayor Mike Foreman

CITY OF GALVESTON

Mayor Dr. Craig Brown
Mayor Pro Tem David Collins

CITY OF HOUSTON

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

CITY OF HUNTSVILLE

Mayor Russell Humphrey
VACANT

CITY OF LA PORTE

Councilmember Chuck Engelken, Jr.
Councilman Bill Bentley

CITY OF LAKE JACKSON

Mayor Gerald Roznovsky
Councilmember R.L. "Buster" Buell

CITY OF LEAGUE CITY

Council Member Tommy Cones
Council Member Andy Mann

CITY OF MISSOURI CITY

Council Member Jeffrey Boney
Council Member Floyd Emery

CITY OF PASADENA

Council Member Dolan Dow
Council Member Ruben Villarreal

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 Stewart Jacobson

CITY OF TEXAS CITY

Commissioner Jami Clark
Mayor Dedrick Johnson, Sr.

GENERAL LAW CITIES

Mayor Joe Garcia, City of Pattison
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
Mayor Dan Davis, City of Manvel

Council Member Ross Gordon,
City of Bellaire
Mayor Pro Tem Joe Compian,
City of La Marque

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

HON. STACY L. ADAMS COMMISSIONER, PRECINCT 3 BRAZORIA COUNTY PO Box 548 ALVIN, TX 77512 (281)331-3197 (281)331-6586 FAX STACYA@BRAZORIA-COUNTY.COM	HON. SALLIE ALCORN COUNCIL MEMBER, AT-LARGE POSITION 5 CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3017 (832)395-9426 FAX ATLARGE5@HOUSTONTX.GOV
HON. LAURA ALVARADO COUNCIL MEMBER, DISTRICT 1 CITY OF BAYTOWN PO Box 424 BAYTOWN, TX 77522 (281)420-6500 (281)420-7176 FAX DISTRICT.1@BAYTOWN.ORG	HON. DARRELL APFFEL COMMISSIONER, PRECINCT 1 GALVESTON COUNTY PO Box 8327 BACLIF, TX 77518 (409)770-5474 (409) 765-2915 FAX DARRELL.APFFEL@CO.GALVESTON.TX.US
HON. NANCY ARNOLD COUNCIL MEMBER CITY OF WALLER 2105 BOIS D'ARC ST WALLER, TX 77484 (281)813-2511 (936)372-3477 FAX ARNOLDN@MSN.COM	HON. JEFFREY BONEY COUNCIL MEMBER CITY OF MISSOURI CITY 1522 TEXAS PKWY MISSOURI CITY, TX 77489-2170 (281)403-8500 (281)403-0683 FAX JEFFREY.BONEY@MISSOURICITYTX.GOV
HON. SALLY HARRIS BRANSON COUNCILMEMBER, POSITION 2 CITY OF FRIENDSWOOD 910 S FRIENDSWOOD DR FRIENDSWOOD, TX 77546-4856 (281)996-3270 (281)482-1634 FAX SBRANSON@FRIENDSWOOD.COM	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	HON. KEVIN COLE MAYOR CITY OF PEARLAND 3519 LIBERTY DR PEARLAND, TX 77581 (281)652-1780 (281)652-1708 FAX KCOLE@PEARLANDTX.GOV
HON. TOMMY CONES COUNCIL MEMBER CITY OF LEAGUE CITY 300 W WALKER ST LEAGUE CITY, TX 77573 281)554-1000 (281)554-1020 FAX TOMMY.CONES@LEAGUECITYTX.GOV	HON. BRANDON DECKER COMMISSIONER, PRECINCT 4 WALKER COUNTY 9368 SH 75 S NEW WAVERLY, TX 77358 (936)435-8055 (936)436-4914 FAX BDECKER@CO.WALKER.TX.US
HON. DOLAN DOW COUNCIL MEMBER, DISTRICT F CITY OF PASADENA PO Box 672 PASADENA, TX 77501-0672 (713)475-7858 (713)475-7817 FAX DDOW@PASADENATX.GOV	HON. TREY DUHON III COUNTY JUDGE WALLER COUNTY 836 AUSTIN ST, STE 203 HEMPSTEAD, TX 77445 (979)826-3357 (979)826-2112 FAX T.DUHON@WALLERCOUNTY
HON. CHUCK ENGELKEN JR. COUNCILMEMBER, DISTRICT 2 CITY OF LA PORTE 604 W FAIRMONT PKWY LA PORTE, TX 77571 (281)471-5020 (281)842-3701 FAX ENGELKENC@LAPORTETX.GOV.US	HON. JOE GARCIA MAYOR CITY OF PATTISON PO Box 223 PATTISON, TX 77466-0223 (832)557-6310 (281)934-3516 FAX MAYOR@PATTISON.TEXAS.GOV
HON. KP GEORGE COUNTY JUDGE FORT BEND COUNTY 301 JACKSON ST RICHMOND, TX 77469 (281)341-8608 (281)341-8609 FAX KP.GEORGE@FORTBENDCOUNTYTX.GOV	HON. ROSS GORDON COUNCIL MEMBER CITY OF BELLAIRE 7008 S RICE AVENUE BELLAIRE, TX 77401 (713)662-8222 RGORDON@BELLAIRETX.GOV

HON. TOMMY HAMMOND COMMISSIONER, PRECINCT 3 CHAMBERS COUNTY 10616 EAGLE DRIVE MONT BELVIEU, TX 77580 (281)576-2243 (281)385-5635 FAX TGHAMMOND@CHAMBERSTX.GOV	HON. LINA HIDALGO COUNTY JUDGE HARRIS COUNTY 1001 PRESTON ST, STE 911 HOUSTON, TX 77002 (713)274-7000 (713)755-8379 FAX JUDGE.HIDALGO@CJO.HCTX.NET
HON. RUSSELL HUMPHREY MAYOR CITY OF HUNTSVILLE 1212 AVE M HUNTSVILLE, TX 77340 (936)291-5403 RHUMPHREY@HUNTSVILLETX.GOV	HON. MARK J. KEOUGH COUNTY JUDGE MONTGOMERY COUNTY 501 NORTH THOMPSON, STE 401 CONROE, TX 77301 (936)539-7812 (936)760-6919 FAX COJUDGE@MCTX.ORG
HON. JAY KNIGHT COUNTY JUDGE LIBERTY COUNTY 1923 SAM HOUSTON ST, RM 201 LIBERTY, TX 77575 (936)336-4665 (936)336-4518 FAX COJUDGE@CO.LIBERTY.TX.US	HON. TIM LAPHAM COUNTY JUDGE AUSTIN COUNTY ONE E MAIN ST BELLVILLE, TX 77418 (979)865-5911 (979)865-8786 FAX TLAPHAM@AUSTINCOUNTY.COM
HON. RISSIE L. OWENS TRUSTEE, POSITION 2 HUNTSVILLE INDEPENDENT SCHOOL DISTRICT 180 ELKINS LAKE HUNTSVILLE, TX 77340-7304 (936)294-0262 (936)291-3444 FAX RLAODST@YAHOO.COM	HON. BILL PATTERSON COUNCIL MEMBER, POSITION 4 CITY OF DEER PARK 2309 WEST LONESOME DOVE DEER PARK, TX 77536 (281)478-7247 (281)542-9796 FAX BPATTERSON@DEERPARKTX.ORG
HON. AMY PECK COUNCIL MEMBER, DISTRICT A CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3010 (832)393-3302 FAX DISTRICTA@HOUSTONTX.GOV	HON. TY PRAUSE COUNTY JUDGE COLORADO COUNTY PO BOX 236 COLUMBUS, TX 78934 (979)732-2604 (979)732-9389 FAX TY.PRAUSE@CO.COLORADO.TX.US
HON. KEVIN RAINES MAYOR CITY OF ROSENBERG PO BOX 32 ROSENBERG, TX 77471 (832)595-3340 (832)595-3333 FAX KRAINES@ROSENBERGTX.GOV	HON. GERALD ROZNOVSKY MAYOR CITY OF LAKE JACKSON 25 OAK DR LAKE JACKSON, TX 77566 (979)415-2500 (979)297-8823 FAX GROZNOVSKY@LAKEJACKSONTX.GOV
HON. BOBBY SEIFERMAN COUNTY JUDGE MATAGORDA COUNTY 1700 7TH ST, RM 301 BAY CITY, TX 77414 (979)244-7605 (979)245-3697 FAX COJUDGE@CO.MATAGORDA.TX.US	HON. JOHNNIE SIMPSON JR. MAYOR PRO TEM CITY OF DICKINSON 4403 HIGHWAY 3 DICKINSON, TX 77539 (832)517-1563 (281)337-2489 FAX JSIMPSON@DICKINSONTEXAS.GOV
HON. PHILLIP S. SPENRATH COUNTY JUDGE WHARTON COUNTY 100 S FULTON ST #100 WHARTON, TX 77488 (979)532-4612 (979)532-1970 FAX JUDGE.SPENRATH@CO.WHARTON.TX.US	HON. MARTIN VELA COUNCILMEMBER CITY OF ALVIN 216 W SEALY ALVIN, TX 77511 (281)388-4278 (281)388-4278 FAX MVELA@CITYOFALVIN.COM
HON. HOWARD WOOD COUNCILMAN CITY OF CONROE 300 W DAVIS CONROE, TX 77301 (936) 522-3010 (936) 522-3009 FAX HWOOD@CITYOFCONROE.ORG	HON. JOE R. ZIMMERMAN MAYOR CITY OF SUGAR LAND PO BOX 110 SUGAR LAND, TX 77487-0110 (281)275-2710 (281)275-2721 FAX JZIMMERMAN@SUGARLANDTX.GOV

HON. GREG ARTHUR COMMISSIONER, PRECINCT 2 LIBERTY COUNTY PO Box 77 HARDIN, TX 77561 (936)298-2790 (936)298-9737 FAX GREG.ARTHUR@CO.LIBERTY.TX.US	HON. JUSTIN BECKENDORFF COMMISSIONER, PRECINCT 4 WALLER COUNTY PO Box 7 PATTISON, TX 77466 (281)375-5231 (281)375-7751 FAX J.BECKENDORFF@WALLERCOUNTY.US
HON. BILL BENTLEY COUNCILPERSON, DISTRICT 3 CITY OF LA PORTE 604 W FAIRMONT PKWY LA PORTE, TX 77571 (281)471-5020 (281)842-3701 FAX DISTRICT3@LAPORTETX.GOV	HON. R.L. BUSTER BUELL COUNCILMEMBER, POSITION 4 CITY OF LAKE JACKSON 25 OAK DR LAKE JACKSON, TX 77566-5289 (979)415-2400 (979)297-8823 FAX RBUELL@LAKEJACKSONTX.GOV
HON. RYAN CADE, JR. COMMISSIONER, PRECINCT 2 BRAZORIA COUNTY 21017 CR 171, DEPT 3 ANGLETON, TX 77515 (979)864-1548 (979)864-1080 FAX RCADE@BRAZORIA-COUNTY.COM	HON. BRANDON CAPETILLO MAYOR CITY OF BAYTOWN P.O. Box 424 BAYTOWN, TX 77522 (281)420-6500 MAYOR@BAYTOWN.ORG
HON. TONY CARBONE MAYOR PRO TEM CITY OF PEARLAND 3519 LIBERTY DR PEARLAND, TX 77581 (281)652-1662 (281)652-1708 FAX TCARBONE@PEARLANDTX.GOV	HON. JOEL CASTRO COUNCIL MEMBER, AT LARGE 2 CITY OF ALVIN 216 W SEALY ALVIN, TX 77511 (281)388-4278 JCASTRO@CITYOFALVIN.COM
HON. DAVID COLLINS MAYOR PRO TEM CITY OF GALVESTON PO Box 779 GALVESTON, TX 77553 (409)797-3510 (409)797-3511 FAX DAVIDCOLLINS@GALVESTONTX.GOV	HON. JOE COMPIAN MAYOR PRO TEM CITY OF LA MARQUE 1111 BAYOU RD LA MARQUE, TX 77568 (409)257-6187 (409)935-0401 FAX J.COMPIAN@CITYOFLAMARQUE.ORG
HON. BILL DAUGETTE COMMISSIONER WALKER COUNTY 2986-B HWY 19 HUNTSVILLE, TX 77320 (936)295-7999 (936)522-3009 FAX BDAUGETTE@CO.WALKER.TX.US	HON. DAN DAVIS MAYOR CITY OF MANVEL P O Box 187 MANVEL, TX 77578 (281)489-0630 (281) 489-0634 FAX DAN.DAVIS@CITYOFMANVEL.COM
HON. FLOYD EMERY COUNCIL MEMBER, DISTRICT D CITY OF MISSOURI CITY 1522 TEXAS PKWY MISSOURI CITY, TX 77489-2170 (281)403-8500 (281)403-0683 FAX FLOYD.EMERY@MISSOURICITYTX.GOV	HON. MIKE ESTLINBAUM COMMISSIONER, PRECINCT 2 MATAGORDA COUNTY PO Box 571 MATAGORDA, TX 77457 (979)863-7861 (979)863-2155 FAX PCT2@CO.MATAGORDA.TX.US
HON. MIKE FOREMAN MAYOR CITY OF FRIENDSWOOD 910 S FRIENDSWOOD DR FRIENDSWOOD, TX 77546-4856 (281)996-3270(281)482-1634 FAX MFOREMAN@FRIENDSWOOD.COM	HON. DARRELL GERTSON COMMISSIONER, PRECINCT 4 COLORADO COUNTY 310 S MCCARTY AVE EAGLE LAKE, TX 77434 (979)234-2633 (979)234-3832 FAX DARRELL.GERTSON@CO.COLORADO.TX.US
HON. TOMMY GINN COUNCIL MEMBER, POSITION 3 CITY OF DEER PARK PO Box 700 DEER PARK, TX 77536 (281)478-7247 (281)478-7217 FAX TGINN@DEERPARKTX.ORG	HON. JOSEPH GIUSTI COMMISSIONER, PRECINCT 2 GALVESTON COUNTY 722 MOODY GALVESTON, TX 77550 (409)766-2244 (409) 765-2915 FAX JOSEPH.GIUSTI@CO.GALVESTON.TX.US
HON. MARY NAN HUFFMAN COUNCIL MEMBER, DISTRICT G CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3007 (832)393-3302 FAX DISTRICTG@HOUSTONTX.GOV	HON. DEDRICK JOHNSON, SR MAYOR CITY OF TEXAS CITY PO Box 2608 TEXAS CITY, TX 77592-2608 (409)948-3111 (409)949-3090 FAX MAYOR-TX@TEXASCITYTX.GOV

HON. MATT GRAY COUNTY COMMISSIONER MONTGOMERY COUNTY PO Box 84 NEW CANEY, TEXAS 77357 (936)537-4444 CONTACTP4@MCTX.ORG	HON. STEWART JACOBSON COUNCIL MEMBER CITY OF SUGAR LAND PO Box 110 SUGAR LAND, TX 77487-0110 (281)275-2313 (281)275-2721 FAX SJACOBSON@SUGARLANDTX.GOV
HON. JENNIFER KEY TRUSTEE, POSITION 6 ALIEF INDEPENDENT SCHOOL DISTRICT 4250 COOK RD HOUSTON, TX 77072 (281)498-8110 (281)983-8466 FAX JENNIFER.KEY@ALIEFISD.NET	HON. TIM KRUGH COUNCILOR AT-LARGE, POSITION 1 CITY OF ROSENBERG PO Box 32 ROSENBERG, TX 77471 (832)595-3340 (832)595-3333 FAX TKRUGH@ROSENBERGTX.GOV
HON. ANDY MANN COUNCIL MEMBER CITY OF LEAGUE CITY 2986-B HWY 19 LEAGUE CITY, TX 77320 (936)295-7999 (936)522-3009 FAX ANDY.MANN@LEAGUECITYTX.GOV	HON. ANDY MEYERS COMMISSIONER, PRECINCT 3 FORT BEND COUNTY 13131 DAIRY ASHFORD, STE 390 SUGAR LAND, TX 77478 (281)238-1400 (281)238-1401 FAX ANDY.MEYERS@FORTBENDCOUNTYTX.GOV
HON. EDWARD POLLARD COUNCIL MEMBER, DISTRICT J CITY OF HOUSTON 900 BAGBY ST, 1ST FLOOR HOUSTON, TX 77002 (832)393-3015 (832)395-9423 FAX DISTRICTJ@HOUSTONTX.GOV	HON. SUSAN SCHWARTZ COUNCILMEMBER, POSITION 2 CITY OF BUNKER HILL VILLAGE 11977 MEMORIAL DR HOUSTON, TX 77024 (713)467-9762 (713)827-8752 FAX SSCHWARTZ@BUNKERHILLTX.GOV
HON. MARK TICE COMMISSIONER, PRECINCT 2 CHAMBERS COUNTY 7911 COVE LOOP COVE, TX 77523 (409)267-2409 (409)267-6685 FAX KMTICE@CHAMBERSTX.GOV	HON. TERESA VAZQUEZ-EVANS COUNCIL MEMBER, POSITION 1 CITY OF KEMAH 1401 HWY 146 KEMAH, TX 77565 (281)334-1611 (281)334-6583 FAX TVAZQUEZ-EVANS@KEMAH-TX.COM
HON. RUBEN VILLARREAL COUNCIL MEMBER, DISTRICT A CITY OF PASADENA PO Box 672 PASADENA, TX 77501-0672 713-475-7858 (713)475-7817 FAX RVILLARREAL@PASADENATX.GOV	HON. TODD YANCEY COUNCILMAN CITY OF CONROE 300 W DAVIS CONROE, TX 77301 (936)522-3010 (936) 522-3009 FAX TYANCEY@CITYOFCONROE.ORG
HON. RICHARD ZAHN COMMISSIONER, PRECINCT 1 WHARTON COUNTY PO Box 399 EAST BERNARD, TX 77435 (979)335-7541 (979)335-6029 FAX RICHARD.ZAHN@CO.WHARTON.TX.US	
