



**AGENDA**  
**HOUSTON-GALVESTON AREA**  
**COUNCIL**  
**BOARD OF DIRECTORS MEETING**  
**September 16, 2025 10:00 AM**  
**3555 Timmons Lane, 2nd Floor**  
**Conference Room B**  
**Houston, TX 77027**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. SPECIAL PRESENTATION
  - a. HARRIS COUNTY-HOUSTON SPORTS AUTHORITY RYAN WALSH  
Ryan Walsh, CEO of The Harris County-Houston Sports Authority, will present on the 2026 FIFA World Cup. No action requested.
4. PUBLIC COMMENT
5. DECLARE CONFLICTS OF INTEREST
6. SAFETY BRIEFING

**ACTION**

7. 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 – AUGUST 19, 2025  
Request approval of the minutes of the August 19, 2025, H-GAC Board Meeting. (Staff Contact: Isaac Perez)
- b. MAGNOLIA LIVABLE CENTERS STUDY  
Request authorization to contract with firms in order ranked to conduct the Magnolia Livable Centers Study, for a total contract amount not to exceed \$250,000. (Staff Contact: Ellary Makuch)
- c. ASANA PROJECT MANAGEMENT SOLUTION  
Request approval to renew Asana Business License annual subscription for a total amount of \$139,615 (Staff Contact: Chau Le)
- d. FIDELITY BOND INSURANCE POLICY  
Request authorization for H-GAC to engage an insurance broker to secure and to purchase a \$20 million fidelity bond, for a premium amount not to exceed \$60,000 for the period of October 1, 2025, to September 30, 2026. (Staff Contacts: Gilda Mendoza & Scott Young)
- e. STAFF PROFESSIONAL DEVELOPMENT AND TRAINING COURSES  
Request approval for external staff professional development training courses & related services; annual spend not to exceed \$250,000. (Staff Contact: Mary Woody)

8. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT - AUGUST 2025

Request approval of the monthly financial report for month ending August 31, 2025. (Staff Contact: Christina Ordonez-Campos)

b. SPEND DOWN UPDATE - COMMUNITY & ENVIRONMENTAL

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

c. OPERATING RESERVE POLICY

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

9. HUMAN SERVICES

a. AREA AGENCY ON AGING DIRECT SERVICES CONTRACTS

Request authorization to contract with Fiscal Year 2026 Nutrition and Transportation providers in an amount not to exceed \$6,347,540 and to contract with direct service providers listed in amounts not to exceed allowable unit rates for each service as defined by the Texas Health and Human Services Commission. Total amount for all direct services authorized will not exceed \$3,000,000 for Fiscal Year 2026. (Staff Contact: Aaron Sturgeon)

10. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. SEPTEMBER 2025 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS

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

**INFORMATION**

11. BROADBAND COMMITTEE

a. BROADBAND COMMITTEE UPDATE

An update on the Broadband Committee's most recent and upcoming activities. No action requested. (Contact: Judge Tim Lapham, Committee Chair)

12. EXECUTIVE DIRECTOR'S REPORT

a. H-GAC SPOTLIGHT - AIR QUALITY PROGRAMS

For information only. No action requested. (Staff Contact: Pharr Andrews)

b. OUTREACH AND GOVERNMENT AFFAIRS REPORT

Update on important current and upcoming public affairs activities. No action requested. (Staff Contact: Rick Guerrero)

c. EXECUTIVE DIRECTOR'S REPORT

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

13. 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.

**HARRIS COUNTY-HOUSTON SPORTS AUTHORITY RYAN WALSH**

**Background**

N/A

**Current Situation**

N/A

**Funding Source**

N/A

**Budgeted**

N/A

**Action Requested**

Ryan Walsh, CEO of The Harris County-Houston Sports Authority, will present on the 2026 FIFA World Cup. No action requested.

## **H-GAC BOARD MEETING MINUTES – AUGUST 19, 2025**

### **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 August 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 August 19, 2025, H-GAC Board Meeting. (Staff Contact: Isaac Perez)

### **ATTACHMENTS:**

▢ Meeting Minutes

Cover Memo

## MEETING MINUTES H-GAC BOARD OF DIRECTORS AUGUST 19, 2025

### CALL TO ORDER

- **Date:** August 19th, 2025
- **Time:** Approximately 11:02 a.m.
- **Location:** 3555 Timmons Lane, Houston, Texas 77027
- **Meeting Type:** Duly called meeting of the Houston-Galveston Area Council (H-GAC) Board
- **Presiding:** Mr. Chair, Judge Jay Knight
- **Call to Order and Opening:** The meeting was called to order. The meeting room was declared open and accessible to the members of the public.

### Invocation and Pledges

- An invocation was offered by the Chair.
- The Pledge of Allegiance to the flag of the United States of America was recited, followed by the Pledge to the Texas state flag, led by the Chair.

**Roll Call** Isaac Perez conducted the roll call. The following individuals were present:

Member	Representing
Judge Tim Lapham	Austin County
Commissioner Stacy Adams	Brazoria County
Judge Ty Prause	Colorado County
Judge KP George	Fort Bend County
Commissioner Hank Dugie	Galveston County
Commissioner Adrian Garcia	Harris County
Commissioner Leslie Briones	Harris County
Judge Jay Knight	Liberty County

Judge Bobby Seiferman	Matagorda County
Judge Mark Keough	Montgomery County
Commissioner Brandon Decker	Walker County
Judge Phillip Spenrath	Wharton County
Council member Martin Vela	Alvin
Council member Laura Alvarado	Baytown
Council member Harry Hardman	Conroe
Council member Tommy Gin	Deer Park
Council member Sally Branson	Friendswood
Mayor Pro Tem Marie Robb	Galveston
Council member Sallie Alcorn	Houston
Vice Mayor Pro Tem Amy Peck	Houston
Mayor Russell Humphrey	Huntsville
Mayor Pro Tem Chuck Engelken	La Porte
Mayor Gerald Roznovski	Lake Jackson
Council member Jeffrey Boney	Missouri City
Council member Dolan Dow	Pasadena
Council member Stewart Jacobson	Sugar Land
Commissioner Jamie Clark	Texas City
Council member Susan Schwartz	General Law
Council member Joe Garcia	General Law

Council member Joe Compian	Home Rule
Mayor Dan Davis	Home Rule
Michelle Cruz Arnold	HISD Board Member
Trustee Rissie Owens	Region ISDs

**Quorum was confirmed and announced by Isaac Perez.**

**Special Guests** Rick Guerrero introduced special guests in the audience:

- Kelly Waterman with the office of Senator Ted Cruz.
- Melissa Washington from the General Land Office.
- Dickinson City Council member Mark Townsend (acknowledged by Commissioner Dugie).

**Public Comment** The Chair invited public comment, noting that members could participate in person or by sending comments to [boardpubliccomments@hgac.com](mailto:boardpubliccomments@hgac.com) prior to the board meeting. Public comments were limited to 3 minutes and could not lead to deliberation or action on matters not included in the agenda.

- **Commissioner Stacy Adams** from Brazoria County introduced representatives from Grant Works to discuss the elevation program.
  - **Steve and Bruce Pitzlingon** (President of Grant Works) presented on the elevation program, highlighting the achievement of bringing 100 families home in Brazoria County after Hurricane Harvey through the program. A short video was
- **Kevin Strickland**, co-founder of Walk and Roll Houston and a member of the H-GAC ped-bike subcommittee, expressed strong criticism of the phrase "guiding mobility principles".
- Rick Guerrero confirmed no one else had signed up for public comment.

**Conflicts of Interest** The Chair asked if anyone had conflicts of interest to declare. Hearing none, the meeting moved on.

**Safety Briefing** Mr. Scott Young provided the safety briefing:

- **August Seasonal Safety:** With summer breaks ending and school routines resuming, a focus on safe driving habits was emphasized.



- Drivers were urged to be mindful of school zones, avoid distracted driving (keeping phones away), follow school bus safety rules (stopping when flashing lights are on), and pay attention during school drop-offs and pick-ups.

### **Executive Session (Item #13 - Taken out of order)**

- The meeting moved into Executive Session at 11:21 a.m. on August 19, 2025, to discuss a confidential personnel matter in accordance with Government Code Title 5 Section 551.074 of Vernon's Texas codes annotated.
- The live stream was adjusted accordingly for the executive session.

### **Executive Session Follow-up Session**

- The meeting returned to regular session.
- **Subject:** Evaluation of the H-GAC Executive Director; discussion and possible action following executive session to evaluate the performance of H-GAC's Executive Director. Judge Prause chaired the budget & finance committee executive session.
- A motion was made by Judge Keough to give **Chuck (Wemple) a vote of confidence** and an **annual increase of 3%**. The motion was seconded by Councilmember Alcorn.
- An amendment was proposed by Adrian Garcia to increase the raise to **4%**. The amendment was seconded by Councilmember Branson
- **Vote on the amended motion (4% increase):** The motion **failed**.
- **Vote on the original motion (3% increase):** All in favor raised their right hands. The motion **passed**.
- Chuck Wemple expressed his gratitude for the support and the adjustment, stating it was an honor to serve the board and the region and to lead the agency.

### **Action Items: Consent Agenda (Item #6)**

- The consent agenda items, being of a routine nature, were presented for action in a single motion.
- A motion to approve the consent agenda as it stands was made by Councilmember Jacobson. The motion was seconded by Councilmember Branson.
- **Vote:** All in favor said "I". The motion **carried**.

**Finance and Budget Committee (Item #7)** Judge Prause led the discussion for the Finance and Budget Committee.

#### **7A: Monthly Financial Report**

- Ms. Christina Ordonez-Campos presented the monthly financial report.
- Approval of the report was requested.
- A motion to approve the monthly financial report was made by Councilmember Joe Garcia and seconded by Judge Prause.
- **Vote:** All in favor said "I". The motion **carried**.

#### **7B: Automation of Revenue Recognition and Enhancements to Board Level Monthly Financial Reporting (Information Only)**

- Ms. Christina Ordonez-Campos reported on engaging external auditors to review revenue recognition and monthly closing processes to find best practices and improve efficiency.
- No action was required for this item.

#### **7C: Spenddown Update Aging (Information Only)**

- Gilda Mendoza (Controller) and Aaron Sturgeon (Assistant Director of Human Services) presented a spenddown update on aging contracts.
- No action was required for this item.

#### **7D: Benefits, Insurance, Coverage, Renewal, 2025 to 2026 Plan Year**

- Laura Tomlinson (Human Resources Manager) presented the employee benefits renewal proposal.
- A motion to approve the renewal for benefit coverages was made Judge George and seconded by Commissioner Decker.
- **Vote:** All in favor said "I". The motion **carried**.

#### **Human Services (Item #8)**

#### **8A: GF Coast Workforce Board 2026 Contract Awards**

- AJ Dean (Senior Manager, Human Services) presented a request for approval to negotiate and execute contracts in accordance with specified funding amounts, providers, and program purposes, not to exceed **\$451,135,000**.
- A motion to approve was made by Councilmember Boney and seconded by Commissioner Decker.

- **Vote:** All in favor said "I". The motion **carried**.

## **H-GAC Advisory Committee Appointments (Item #9)**

### **9A: August 2025 Advisory Committee and Affiliate Group Appointments**

- William Matthews requested approval of appointments to H-GAC advisory committees.
- A motion to approve was made by Commissioner Decker and seconded by Councilmember Branson.
- **Vote:** All in favor said "I". The motion **carried**.

## **Texas Association of Regional Councils (TARC) 2026 Board Nomination (Item #10)**

- Chuck Wemple presented this annual item, noting H-GAC's heavy engagement with TARC, which serves the entire state.
- He proposed to nominate **Nancy Arnold** to continue her representation on the TARC Board, commending her fantastic job and leadership roles.
- A motion to approve the nomination was made by Council member Sally Branson and seconded by Commissioner Adrian Garcia.
- **Vote:** All in favor said "I". The motion **carried**.

## **Budget and Service Plan 2025 Midyear Budget Status Update (Item #11 - Information Only)**

- Chuck Wemple provided a high-level overview.
- No action was requested for this item.

## **Reports (Item #12)**

### **12A: H-GAC Spotlight Small Business Financing**

- Ricardo Gonzalez (Senior Business Developer Coordinator) presented on H-GAC's business development initiatives, filling in for Doris Guzman.
  - **Call to Action for Board Members:** Ricardo asked for the board's help in three ways to reach more businesses:
    - **Advocating and Sharing:** Talk about the programs and share success stories within their networks, informing people that H-GAC offers lending tools when traditional banks say no.

- **Making Introductions:** Connect H-GAC with bankers, business owners, Chambers of Commerce, or other organizations supporting entrepreneurs.
  - **Exploring Local Triple R Programs:** In regions without such programs, help identify local partners, seed funding sources, or community champions to launch new local funds.
- No action was requested for this item.

#### **12B: Outreach and Government Affairs Report Update**

- Rick Guerrero provided an update on public affairs activities.
- No action was requested for this item.

#### **Executive Director's Report (Item #13)**

- Chuck Wemple provided a brief report.
- No action was requested for this item.

**Adjournment** The meeting was adjourned at 12:25 p.m.

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## MAGNOLIA LIVABLE CENTERS STUDY

### Background

Livable Centers are places where people can live, work, and play with less reliance on their cars. They encourage a complementary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation, including bus, bike, or walking.

Conducting Livable Centers studies is one of the implementation strategies in H-GAC's 2045 Regional Transportation Plan. H-GAC and our local partners work with communities to identify a vision for the study area and specific recommendations, such as pedestrian and bicycle facilities, that can help facilitate the creation of Livable Centers. Livable Centers studies develop recommendations for local communities that highlight a complementary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation, including bus, bike, or walking.

A total of forty-six Livable Centers studies have been completed in our region, with thirteen more in process or planned, as shown on the attached map. As part of the development of these studies, H-GAC engages consultants to provide planning and study development services.

### Current Situation

The City of Magnolia, like many cities in the Houston-Galveston region, sits within a rapidly growing corridor shaped by recent regional thoroughfare expansions. Magnolia's small-town atmosphere is increasingly challenged by the demands of rapid growth. Its car-oriented transportation network, the lack of sidewalks, narrow streets, and railroad crossings makes all modes of travel challenging. Limited neighborhood connectivity has created isolated pockets, contributing to rising auto-pedestrian accidents and limiting access to education, employment, and essential services. These gaps hinder individual and area economic potential, and also leave the city less prepared to respond to emergencies. Magnolia's vulnerability to flooding and wildfires underscores the need for a more connected, resilient transportation network that can support both daily mobility and critical emergency response efforts.

The Livable Centers Study represents Magnolia's commitment to develop a community-driven vision that enhances infrastructure while preserving its small-town identity. The Study will outline strategies to reduce car dependency by expanding pedestrian and bicycle infrastructure, improve local sense of place through its public space design, and help the City plan proactively for future growth.

To support H-GAC and City of Magnolia in this process, H-GAC issued a competitive, sealed solicitation to solicit qualified contractor(s) for the goods or services requested under TRN25-05. Eleven (11) responsive submissions were received and thoroughly evaluated by a committee of representatives from H-GAC, City of Magnolia, and TxDOT. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are presented below:

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Company Name	Score
The Goodman Corporation	146
Mend Collaborative	135
Huitt-Zollars, Inc.	127
TEI Planning + Design	84
Conсор Engineers, LLC	76
Nelson\Nygaard Consulting Associates, Inc.,	71.45
Momentum Transport Consultancy, LLC	71
Fivengineering, LLC.,	70.95
TJKM	61
TLC Engineering, Inc.	54
Fatt Chance Enterprises, LLC.	11

Evaluation Criteria: Project Work Program and Schedule, Project Organization and Management Plan, Qualifications, Past Performance and References, Challenge, Opportunity, and Success Statement, and Staff Allocation and Level of Effort.

### **Funding Source**

Transportation Planning Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with firms in order ranked to conduct the Magnolia Livable Centers Study, for a total contract amount not to exceed \$250,000. (Staff Contact: Ellary Makuch)

### **ATTACHMENTS:**

- ▢ Map of Livable Centers study area locations
- Cover Memo

# Livable Centers Study Areas

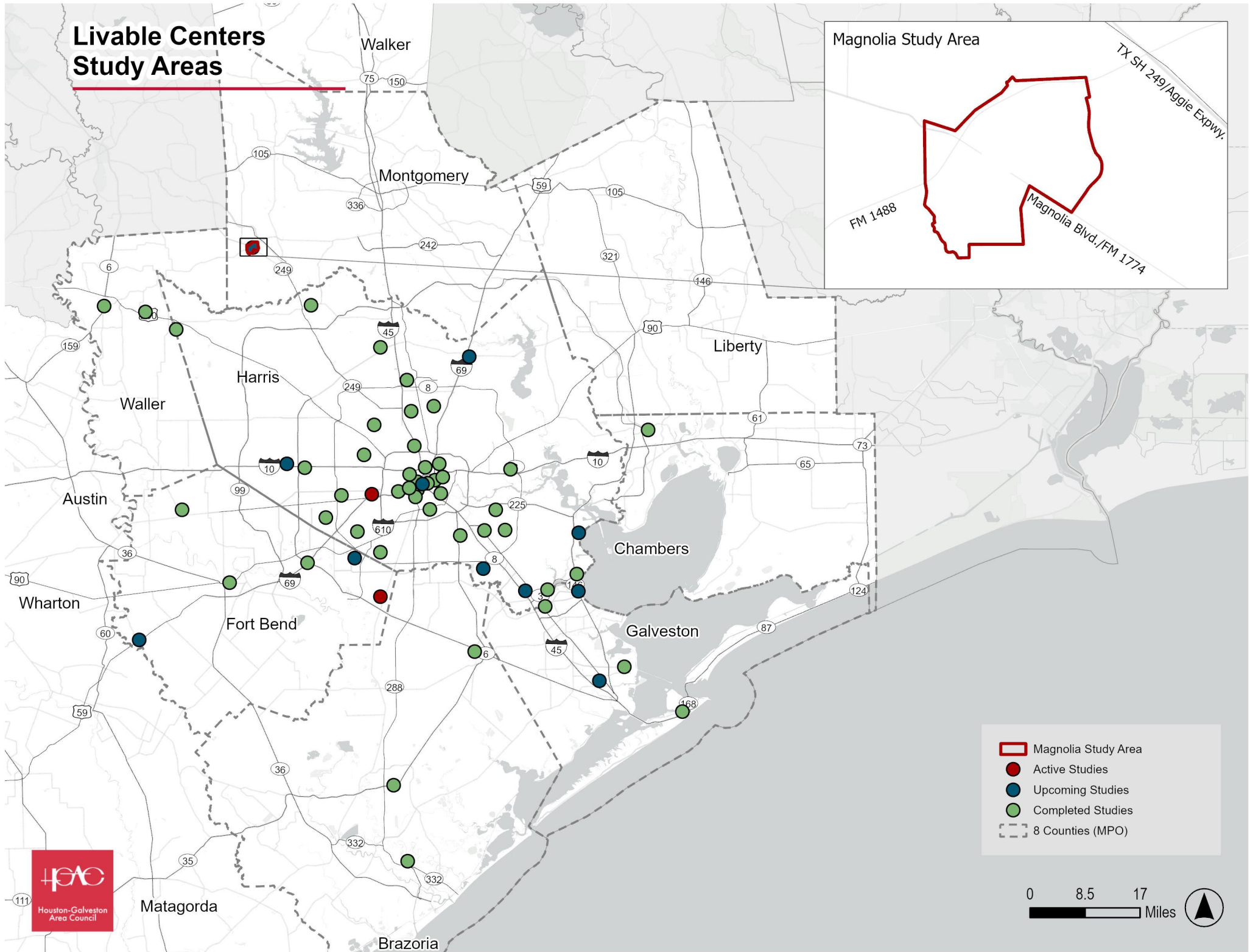
## Magnolia Study Area

FM 1488

Magnolia Blvd./FM 1774

TX SH 249/Aggie Expwy.

- Magnolia Study Area
- Active Studies
- Upcoming Studies
- Completed Studies
- 8 Counties (MPO)



## **ASANA PROJECT MANAGEMENT SOLUTION**

### **Background**

H-GAC uses Asana to provide organization-wide visibility, transparency, and accountability across the projects and services we deliver to the region. The platform streamlines reporting and metrics generation, reducing manual effort and improving data consistency. Over the current term, Asana has expanded its capabilities as an automated business process platform; we now leverage Asana forms and workflow automations that feed directly into projects and integrate with SharePoint and Outlook. Renewal will preserve these efficiencies and support continued process automation.

### **Current Situation**

The current subscription for H-GAC is at the end of the annual agreement with Asana and will require a new subscription to continue operation. Data Services recommends renewing the subscription for a total of 450 licenses for one year from 10/16/2025 to 10/15/2026, at the cost of \$139,615. The subscription licenses will be purchased through an approved purchasing contract.

### **Funding Source**

Local Funds

### **Budgeted**

Yes

### **Action Requested**

Request approval to renew Asana Business License annual subscription for a total amount of \$139,615 (Staff Contact: Chau Le)



## **FIDELITY BOND INSURANCE POLICY**

### **Background**

Per chapter 3 of TWC's Financial Manual for Grants and Contracts, H-GAC, as the grantee for all TWC grants, is required to maintain a fidelity bond for the amount of cash draws that are needed on a weekly basis. The bond must indemnify TWC against losses arising from a fraudulent or dishonest act of the grantee's officers and employees holding positions of fiduciary trust. For most of this fiscal year, the cash draw amounts were approximately \$9 million. Over the last few months, the amounts have increased to nearly \$20 million due to the increased weekly payment amounts required by TWC. Our insurance broker, Texas Municipal League (TML) which is a non-profit risk pool, is unable to continue to provide insurance at the needed levels. The current policy with TML expires on September 30, 2025.

### **Current Situation**

H-GAC has connected with a broker who is a TML partner, to identify and secure a fidelity bond for \$20 million. This broker, Victor Insurance, went to the insurance market on behalf of H-GAC. Only two companies provided quotes, Hiscox and Great American. A comparison was performed, and a combination (primary/excess) coverage was chosen due to lower premiums & lower deductibles.

### **Funding Source**

State; Texas Workforce Commission

### **Budgeted**

No

### **Action Requested**

Request authorization for H-GAC to engage an insurance broker to secure and to purchase a \$20 million fidelity bond, for a premium amount not to exceed \$60,000 for the period of October 1, 2025, to September 30, 2026. (Staff Contacts: Gilda Mendoza & Scott Young)

## STAFF PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

### Background

The Houston-Galveston Area Council (H-GAC) is seeking professional development training courses and related services for the support and development of our agency staff. Professional learning and development opportunities from subject matter experts are essential to the business needs of our agency. Investing in our people is the highest-leverage way to improve performance, consistency, and outcomes for those we serve. Targeted, ongoing professional learning strengthens our ability to execute the strategic plan, supports retention and engagement, keeps us compliant, and equips staff with the skills needed to innovate and deliver high-quality services.

To achieve this efficiently, we request approval to contract with qualified professional development providers. External partners offer specialized expertise, current best practices, and scalable delivery that are more cost-effective than building comparable capacity in-house. Contracts will include clear deliverables, milestones, and outcome metrics (e.g., performance indicators, satisfaction, and impact measures) to ensure accountability and value, enabling us to launch priority training quickly while allowing our team to focus on core operations.

### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified Contractor(s) for the goods or services requested under Project ID: RFP-HR-SPDTCRS-06-25. 62 responsive submissions were received and thoroughly evaluated by a committee of H-GAC representatives. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are attached:

Evaluation Criteria: Reasonableness of Total Fee Schedule/Hourly Rate/Level of Effort, Experience/Qualifications, Curriculum Offerings, and Capacity and Readiness.

Company Name	Score
1. New Horizons Learning, LLC dba New Horizons	84
2. Learning Designs, Inc.	79.5
3. The Atkins Impact Consulting Firm	76
4. SkillPath	75.5
5. The Center for Leadership Studies, Inc.	74

### Funding Source

By department

### Budgeted

Yes

**Action Requested**

Request approval for external staff professional development training courses & related services; annual spend not to exceed \$250,000. (Staff Contact: Mary Woody)

## MONTHLY FINANCIAL REPORT - AUGUST 2025

### Background

N/A

### Current Situation

N/A

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Request approval of the monthly financial report for month ending August 31, 2025. (Staff Contact: Christina Ordonez-Campos)

### ATTACHMENTS:

▢ Monthly Financial Report - August 2025

Cover Memo

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Monthly Financial Report

For Month Ending August 31, 2025

Prepared on September 3, 2025



Esteemed H-GAC Board of Directors and Executive Director Wemple, please find attached the financial report for last month. The information contained within is intended for managerial reporting purposes. All figures are unaudited and subject to change. Should you have any questions, please feel free to let me or a member of my staff know. Respectfully submitted, Christina Ordóñez-Campos, CPA - Chief Financial Officer.

### SUMMARY OF KEY CHANGES

#### REVENUES

- > As of the end of August, membership dues collections total 307K. No payments were received in August, but we continue to work with members on outstanding balances.
- > As of the end of August, interest income has reached 94% of the annual budget, surpassing projections. During the mid-year budget revision, we increased the interest income budget by an additional 200K to better align with anticipated results.
- > As of August 31, 2025, the cooperative purchasing revenue stands at 55% of budget, slightly below last year's level of 56%. Year-to-date collections total 3.7 million, compared to 3.1 million at this point in time last year; this reflects a stronger overall performance despite being slightly behind in percentage wise.

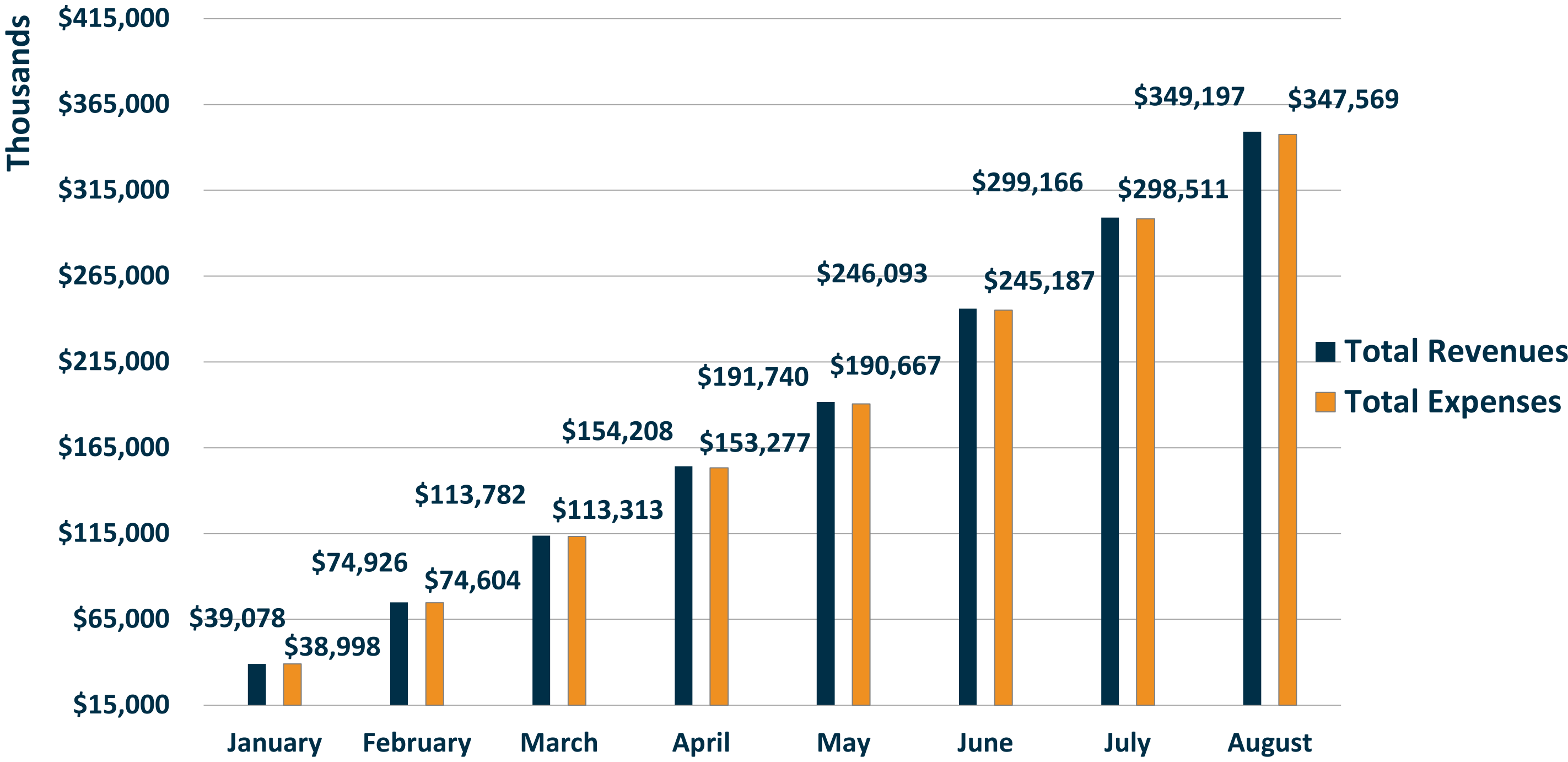
#### EXPENDITURES

- > Personnel expenditures remain within budget as we continue to fill vacant positions. Year-to-date, personnel costs are at 54% of the budget, compared to 66.67% of the year elapsed. At August 31, 2025, we had 433 employees compared to 355 in August 2024.
- > The majority of equipment expenditures for the 911 program call-handling equipment replacement and the H-GAC additional leased space are expected to materialize by the end of the fourth quarter.
- > Pass-thru expenses have fluctuated over the past three months, and we anticipate an increase in the coming months as more grants reach the end of their cycle.

\*\*\* Please note: the financial activity outlined above and in the report falls within the past trends observed in H-GAC's operations and is not out of the ordinary. \*\*\*

Monthly Trends Chart

As of August 31, 2025



# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Monthly Trends Report

For Month Ending August 31, 2025

	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	Aug-25
<b>Revenues</b>								
<b>General &amp; Enterprise Fund Revenues</b>								
Membership Dues	\$ -	\$ -	\$ -	\$ 106,065	\$ 10,284	\$ 189,246	\$ 1,850	\$ -
HGAC Energy Corporation	7,717	5,117	11,474	11,788	6,346	11,227	11,745	10,107
Cooperative Purchasing Fees	333,326	576,612	166,092	743,821	371,832	433,284	589,909	502,560
Gulf Coast Regional 911 Fees	327,668	384,194	333,500	738,018	518,790	510,681	473,504	421,141
Interest Income	32,271	148,962	233,354	98,060	96,532	94,695	112,676	125,044
Other Revenues	175,158	153,458	113,386	484,824	152,194	384,184	133,472	98,683
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 876,140</b>	<b>\$ 1,268,343</b>	<b>\$ 857,807</b>	<b>\$ 2,182,577</b>	<b>\$ 1,155,977</b>	<b>\$ 1,623,316</b>	<b>\$ 1,323,158</b>	<b>\$ 1,157,534</b>
<b>Special Revenue Fund</b>								
Federal Grants	\$ 11,608	\$ 17,191	\$ 52,377	\$ 32,807	\$ 18,789	\$ 17,116	\$ 29,674	\$ 39,144
State Grants	38,190,394	34,562,137	37,945,983	38,210,641	36,357,417	52,712,629	51,720,074	48,834,017
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 38,202,002</b>	<b>\$ 34,579,328</b>	<b>\$ 37,998,359</b>	<b>\$ 38,243,448</b>	<b>\$ 36,376,206</b>	<b>\$ 52,729,745</b>	<b>\$ 51,749,748</b>	<b>\$ 48,873,161</b>
<b>Total Revenues</b>	<b>\$ 39,078,142</b>	<b>\$ 35,847,671</b>	<b>\$ 38,856,167</b>	<b>\$ 40,426,025</b>	<b>\$ 37,532,184</b>	<b>\$ 54,353,061</b>	<b>\$ 53,072,905</b>	<b>\$ 50,030,695</b>
<b>Expenditures</b>								
Personnel	\$ 3,268,715	\$ 3,361,995	\$ 3,529,778	\$ 3,728,298	\$ 3,644,811	\$ 4,130,436	\$ 4,254,196	\$ 4,419,853
Pass-through Funds - Grant	34,905,968	30,929,587	33,629,396	34,519,569	31,917,739	48,609,574	46,948,353	42,841,557
Consultant and Contract Services	133,856	710,131	1,035,209	967,884	1,078,611	982,750	973,735	974,132
Lease of Office Space	121,103	127,746	126,566	126,555	126,811	124,510	126,739	127,229
Equipment	91,509	29,489	25,888	42,127	23,747	43,941	92,447	86,253
Travel	6,081	48,615	44,477	32,228	63,796	64,127	53,014	66,432
Other Expenses	471,070	398,528	317,584	547,381	534,353	564,410	875,353	542,746
<b>Total Expenditures</b>	<b>\$ 38,998,301</b>	<b>\$ 35,606,091</b>	<b>\$ 38,708,898</b>	<b>\$ 39,964,044</b>	<b>\$ 37,389,868</b>	<b>\$ 54,519,749</b>	<b>\$ 53,323,837</b>	<b>\$ 49,058,203</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ 79,841</b>	<b>\$ 241,580</b>	<b>\$ 147,269</b>	<b>\$ 461,981</b>	<b>\$ 142,315</b>	<b>\$ (166,688)</b>	<b>\$ (250,932)</b>	<b>\$ 972,492</b>

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Budget to Actual Report - All Funds

For Month Ending August 31, 2025

66.67% of Year Elapsed

	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
<b>Revenues</b>						
<b>General &amp; Enterprise Fund Revenues</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Membership Dues	\$ 462,937	\$ 307,445	66%	\$ 462,137	\$ 320,517	69%
HGAC Energy Purchasing Corporation	130,000	75,520	58%	80,000	91,460	114%
Cooperative Purchasing Fees	6,704,157	3,717,436	55%	5,640,451	3,153,685	56%
Gulf Coast Regional 911 Fees	5,793,623	3,707,496	64%	2,767,797	3,353,976	121%
Interest Income	1,000,000	941,594	94%	1,200,000	1,054,293	88%
Other Revenues	8,713,867	1,695,360	19%	7,173,876	3,769,560	53%
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 22,804,584</b>	<b>\$ 10,444,852</b>	<b>46%</b>	<b>\$ 17,324,261</b>	<b>\$ 11,743,490</b>	<b>68%</b>
<b>Special Revenue Fund</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Federal Grant	\$ 695,000	\$ 218,705	31%	\$ 695,000	\$ 236,780	34%
State Grants	571,145,162	338,533,292	59%	523,305,764	337,479,653	64%
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 571,840,162</b>	<b>\$ 338,751,997</b>	<b>59%</b>	<b>\$ 524,000,764</b>	<b>\$ 337,716,433</b>	<b>64%</b>
<b>Total Revenues</b>	<b>\$ 594,644,746</b>	<b>\$ 349,196,849</b>	<b>59%</b>	<b>\$ 541,325,025</b>	<b>\$ 349,459,923</b>	<b>65%</b>
<b>Expenditures</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Personnel	\$ 55,702,282	\$ 30,338,083	54%	\$ 39,263,214	\$ 24,318,334	62%
Pass-through Funds - Grant	497,596,133	304,301,742	61%	478,270,303	310,835,568	65%
Consultant and Contract Services	20,414,078	6,856,308	34%	14,691,223	6,824,826	46%
Lease of Office Space	2,525,527	1,007,259	40%	1,461,237	977,469	67%
Equipment	5,765,834	435,401	8%	602,696	502,307	83%
Travel	909,870	378,770	42%	700,865	267,878	38%
Other Expenses	11,731,022	4,251,426	36%	6,754,873	3,031,699	45%
<b>Total Expenditures</b>	<b>\$ 594,644,746</b>	<b>\$ 347,568,990</b>	<b>58%</b>	<b>\$ 541,744,411</b>	<b>\$ 346,758,083</b>	<b>64%</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ -</b>	<b>\$ 1,627,859</b>		<b>\$ (419,386)</b>	<b>\$ 2,701,840</b>	
<b>Beginning Fund Balance (all funds) - Jan. 1 (1)</b>	<b>\$ 45,454,933</b>	<b>\$ 48,127,368</b>		<b>\$ 43,468,636</b>	<b>\$ 43,468,636</b>	
<b>Ending Fund Balance (all funds) - July 31 (2)</b>	<b>\$ 45,454,933</b>	<b>\$ 49,755,227</b>		<b>\$ 43,049,250</b>	<b>\$ 46,170,476</b>	

(1) All beginning fund balances are as of January 1 for each year. Jan. 1, 2025 beginning fund balance is based on the 2024 ACFR which was presented during the May 2025 Board.

(2) All ending fund balances are as August 31 for each year.



## **SPEND DOWN UPDATE - COMMUNITY & ENVIRONMENTAL**

### **Background**

An overview of the H-GAC Spend Down Policy was provided to the Board by Chuck Wemple during the August 2024 Board Meeting.

### **Current Situation**

Staff will provide an update on the spend down process for one of the Community & Environmental programs.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

## **OPERATING RESERVE POLICY**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action required. For information only. (Staff Contact: Christina Ordonez-Campos)

### **ATTACHMENTS:**

▢ Operating Reserve Policy

Cover Memo



# **HOUSTON GALVESTON AREA COUNCIL**

## **(H-GAC)**

### **OPERATING RESERVE POLICY**

*By Christina Ordóñez-Campos, CPA, Chief Financial Officer – As of September 2<sup>nd</sup>, 2025*

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#### **1. Background**

Establishing an operating reserve is a mechanism that governments can implement to ensure adequate levels of cash balances are available to mitigate current and future risks.

#### **2. Policy Statement**

The primary objective of this policy is to establish an operating reserve for H-GAC that will allow the agency to continue to operate during difficult financial times. The following are two types of operating reserves addressed within this policy:

- I. Operating Cash Flow: Maintain adequate level of cash for day-to-day operations.
- II. Emergencies: Accommodate unusual and/or unforeseen emergency cash needs.

#### **3. Level of Funding**

The target reserve level is a minimum of 60 days' worth of funding based on the annual budget for revenues approved by the agency's Board of Directors; this target should exclude revenues associated with sub-recipient payments/pass thru activities. Generally, the 60 days of funding should be maintained in the operating cash account or in easily accessible investment



vehicles. Any investment strategy utilized to meet the targeted reserve levels must also comply with H-GAC's investment policy.

Funding for the reserve may come from diverse areas. On the Annual Comprehensive Financial Report (ACFR), the reserve balance must be part of the general fund's unassigned fund balance.

To attain the long-term goal, HGAC will seek to allocate additional funds to the reserve every year from various sources, including membership dues and/or enterprise fund revenues if no other funds are available, as approved by the Board of Directors. All funds must be directly tied to the general fund or the enterprise fund.

If the targeted reserve levels fall below the 60 days at year-end, an amount should be built into the budget during the mid-year revision to increase the operating reserve.

#### **4. Allowable Uses**

##### **I. Operating Cash Flow:**

The operating cash flow reserve is intended to provide an internal source of funds for situations that would interrupt the normal day-to-day operations as determined by management to the extent authorized by the Board of Directors. Examples of situations that fall under this category are economic recession, revenue shortfall, early retirement of debt & capital asset acquisition. The Board may delegate authority to the Executive Director & Chief Financial Officer to authorize operating use to the extent that the funds are available.

##### **II. Emergencies:**

The emergency reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, uninsured losses and other emergency needs as determined by the Board of Directors. The Board may delegate authority to the Executive Director & Chief Financial Officer to authorize emergency use to the extent that the funds are available.



## **5. Authorization and Replenishment**

The use of operating reserves must be adequately budgeted. Earnings from the operating reserve investments will be retained within the operating reserve, unless otherwise budgeted and appropriated by the Board (e.g., interest reinvestment fund). The use of the reserve must be accompanied by a description of the analysis and determination of the use along with plans for replenishing the reserve. The analysis must include identification of whether the use is anticipated to be a one-time issue or expense or likely to be multiple occurrences.

## **6. Reporting and Monitoring**

The Chief Financial Officer (CFO) is responsible for ensuring that the operating reserve is maintained and used only as described in this policy. Upon approval for the use of the operating reserve, the CFO will ensure adequate maintenance of records of the use of funds and plan for replenishment. They will ensure adequate and regular reporting to the H-GAC Budget & Finance Committee of the Board of progress to restore the fund.

The ultimate responsibility for investment oversight resides with the H-GAC Board.

Bi-annually, the CFO will ensure adequate reporting to the H-GAC Budget & Finance Committee of the Board of any activities of the operating reserve to demonstrate compliance with the operating reserve policy.

## **7. Effective Date:**

## **AREA AGENCY ON AGING DIRECT SERVICES CONTRACTS**

### **Background**

H-GAC is the Area Agency on Aging (AAA) 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.

### **Current Situation**

#### **Nutrition and Transportation Services**

Nutrition contractors provide congregate and home delivered meals. Transportation contractors transport older individuals to and from senior centers, errands, and to health care providers. The existing contractors have performed satisfactorily. We recommend continued funding.

Attachment A summarizes the proposed FY2026 provider funding recommendations.

### **Direct Services**

H-GAC issues an open competitive procurement process to solicit qualified contractors to deliver direct services. Applications are evaluated on a quarterly basis. The goals of this process are to increase consumer choice, provide timely service that reduces wait times, and ensure comparable service delivery across our region. Older adults, individuals with disabilities, and caregivers are able to select from a list approved contractors to receive direct services as authorized by program policies and procedures.

Based on the review of current contractor performance, who are in good standing, and the evaluation of proposal responses, the recommended direct services contractors are summarized in Attachment B.

The Aging and Disability Advisory Committee (ADAC) Executive Committee approved the Fiscal Year 2026 funding at a September 2025 committee meeting.

### **Funding Source**

Texas Health and Human Services Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with Fiscal Year 2026 Nutrition and Transportation providers in an amount not to exceed \$6,347,540 and to contract with direct service providers listed in amounts not to exceed allowable unit rates for each service as defined by the Texas Health and Human Services Commission. Total amount for all direct services authorized will not exceed \$3,000,000 for Fiscal

Year 2026. (Staff Contact: Aaron Sturgeon)

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**ATTACHMENTS:**

- ▢ Attachment A: Nutrition-Transportation providers Cover Memo
- ▢ Attachment B: Direct Service Providers Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL / AREA AGENCY ON AGING**  
**FY 2026 Area Agency on Aging Contract Recommendation**  
**Attachment A - Community Providers**

<b>Contractor Name</b>	<b>Service Area</b>	<b>2026 Proposed</b>	<b>Service(s)</b>
Actions of Brazoria County	Brazoria	\$ 892,066	Congregate & Home Delivered Meals, Transportation
Catholic Charities of the Archdiocese of Galveston-Houston	Fort Bend	\$ 195,852	Congregate Meals
Chambers County Public Hospital District #1	Chamber	\$ 125,307	Congregate & Home Delivered Meals, Transportation
Cleveland Senior Citizens Organization	Liberty	\$ 207,111	Congregate & Home Delivered Meals, Transportation
Colorado Valley Transit, Inc.	Austin Waller	\$ 103,654	Transportation
Economic Action Committee of the Gulf Coast	Matagorda	\$ 161,122	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc.	Fort Bend	\$ 1,658,977	Congregate & Home Delivered Meals, Transportation
Fort Bend Seniors Meals on Wheels & Much Much More, Inc. - Waller County Sr. Citizens	Waller	\$ 110,951	Congregate & Home Delivered Meals
G.R.A.C.E Initiative of South Liberty County	Liberty	\$ 60,022	Home Delivered Meals
Galveston County	Galveston	\$ 578,531	Congregate Meals and Transportation
Helping One Another, Inc. of Austin County	Austin	\$ 108,395	Congregate & Home Delivered Meals
Interfaith Ministries for Greater Houston	Galveston	\$ 399,958	Home Delivered Meals
Meals on Wheels Montgomery County	Montgomery	\$ 1,257,590	Congregate & Home Delivered Meals, Transportation
Meals on Wheels of Walker County	Walker	\$ 180,228	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Colorado County	Colorado	\$ 123,430	Congregate & Home Delivered Meals, Transportation
Wharton County Junior College - Wharton County	Wharton	\$ 184,347	Congregate & Home Delivered Meals, Transportation
<b>Community Providers' Total</b>		<b>\$ 6,347,540</b>	



<b><u>Provider Name</u></b>	<b><u>Service Provided</u></b>
* 360TXC, LLC	Residential Repair
ADT LLC	Emergency Response Services
* AgeSpace Care, LLC	Personal Assistance/Respite
Aegis Senior Care Group, LLC	Personal Assistance/Respite
Brown Sterling Builders, Inc.	Residential Repair
DPP II, LLC dba Home Care Providers of Texas	Personal Assistance/Respite
EntraMed, Inc	Health Maintenance
* EveryFit, Inc. dba QMedic	Emergency Response
Fort Bend Habitat for Humanity	Residential Repair
Haselden HomeCare, LLC	Personal Assistance/Respite
* Home Ownership Opportunities for People Everywhere (HOPE)	Residential Repair
Houston Plumbing & Gas LLC	Residential Repair
Ibn Sina Foundation, Inc.	Health Maintenance
Merc Medical Supply Company, Inc.	Health Maintenance
Mimac Health Services, Inc.	Personal Assistance/Respite
Mosher Initiatives, Inc.	Personal Assistance/Respite
SLJ Ventures LLC	Personal Assistance/Respite
Texas Mobile Dentists, Inc.	Health Maintenance
Texas Southern University	Health Promotion
Valued Relationships, Inc.	Emergency Response

\* *Indicates new provider*

## **SEPTEMBER 2025 ADVISORY COMMITTEE AND AFFILIATE GROUP 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.

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

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

### **ATTACHMENTS:**

▢ Nominations

Cover Memo

## **2025 ADVISORY COMMITTEE AND AFFILIATE GROUP APPOINTMENTS**

### **CRIMINAL JUSTICE ADVISORY COMMITTEE**

The Criminal Justice Advisory Committee advises the Houston-Galveston Area Council Board on law enforcement and criminal justice issues, recommending funding priorities for criminal justice grants and other regional criminal justice issues.

Nominations received for terms expiring in May 2027:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
Glen Watson	Galveston County	Commissioner Giusti

### **GULF COAST ECONOMIC DEVELOPMENT DISTRICT**

The Gulf Coast Economic Development District assists and advises elected officials by making recommendations on issues related to economic development. The Gulf Coast Economic Development District provides oversight to H-GAC's economic development planning programs in the Gulf Coast planning region.

Nominations received for terms expiring in May 2028:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
Stephanie Smith (primary) Colt Christian (alternate)	Walker County	Commissioner Decker

### **REGIONAL FLOOD MANAGEMENT COMMITTEE**

The Regional Flood Management Committee (RFMC) is appointed by the Board of Directors of the Houston-Galveston Area Council 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 in May 2027:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
Lisa Krobot (primary) Taina Frazier (alternate)	Matagorda County	Judge Seiferman

**SOLID WASTE MANAGEMENT COMMITTEE**

Solid Waste Management Program, established in 1983 by the Texas Comprehensive Municipal Solid Waste Management Resource Recovery and Conservation Act, provides technical assistance to local governments on solid waste issues, as well as continuing education opportunities for local governments and solid waste professionals.

Nominations received for terms expiring in May 2027:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
Walter Hambrick (primary) Patrick Munguia (alternate)	Harris County	Commissioner Briones

## **BROADBAND COMMITTEE UPDATE**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

An update on the Broadband Committee's most recent and upcoming activities. No action requested.  
(Contact: Judge Tim Lapham, Committee Chair)

## **H-GAC SPOTLIGHT - AIR QUALITY PROGRAMS**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

For information only. No action requested. (Staff Contact: Pharr Andrews)

## **OUTREACH AND GOVERNMENT AFFAIRS REPORT**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Update on important current and upcoming public affairs activities. No action requested. (Staff Contact: Rick Guerrero)

## **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)