



**AGENDA  
HOUSTON-GALVESTON AREA  
COUNCIL  
BOARD OF DIRECTORS MEETING  
January 19, 2021 10:00 AM  
3555 Timmons Lane, 2nd Floor  
Conference Room B  
Houston, TX 77027**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT - Members of the public may participate by sending comments to BoardPublicComments@h-gac.com; by joining online via our website; or by dialing 1-877-853-5247 or 1-888-788-0099 (Meeting ID 947 8308 1558; Participant ID 128663; Passcode 046332)
4. DECLARE CONFLICTS OF INTEREST

**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 MEETING MINUTES - DECEMBER 15, 2020  
Request approval of the minutes of the December 15, 2020 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)
- b. HGACBUY – FLEET SERVICES EQUIPMENT  
Request authorization of contracts with respondents for Fleet Services Equipment. (Staff Contact: Ronnie Barnes)
- c. H-GAC PERSONNEL POLICY - AMENDMENT  
Request approval of proposed revisions to H-GAC personnel policy. (Staff Contact: Meagan Coughlin)
- d. AGING SERVICES CONTRACTS  
Request authorization to contract with Texas Southern University for evidence-based health education and promotion instruction services for older adults; amount not to exceed \$70,000 (Staff Contact: Mike Temple)
- e. INVESTMENT POLICY  
Request approval of H-GAC's Investment Policy. (Staff Contact: Nancy Haussler)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

- a. MONTHLY FINANCIAL REPORT - DECEMBER 2020  
Request approval of the monthly financial report ending December 31, 2020. (Staff Contact: Nancy Haussler)

7. TRANSPORTATION PLANNING

a. CLEAN VEHICLES PROGRAM - CONGESTION MITIGATION AND AIR QUALITY FUNDING AGREEMENT

Request authorization to enter into a Local Project Advance Funding Agreement with Texas Department of Transportation for the receipt of Congestion Management and Air Quality funding for the Clean Vehicles Program; amount not to exceed \$8,000,000. (Staff Contact: Patrick Mandapaka)

8. LEGISLATIVE COMMITTEE

a. LEGISLATIVE PRINCIPLES - 87TH SESSION OF THE TEXAS LEGISLATURE

Discussion and possible action on recommendation by Legislative Committee on regional legislative principles for the 87th legislative session. (Contact: Chair Nate McDonald)

9. COMMUNITY AND ENVIRONMENTAL PLANNING

a. PARKS AND NATURAL AREAS AWARDS RESOLUTION

Request adoption of resolution recognizing January as Parks and Natural Areas Month in support of Parks and Natural Areas Awards program. (Staff Contact: Jeff Taebel)

10. RESOLUTION HONORING SERVICE TO OUR REGION

a. RESOLUTION HONORING RETIRING BOARD MEMBER

Request approval of Resolution honoring the service to H-GAC and the region of City of Missouri City Council Member Dr. Cheryl Sterling. (Staff Contact: Chuck Wemple)

b. RESOLUTION HONORING SERVICE TO OUR REGION

Request approval of Resolution honoring the service to our region of Mr. David Leyendecker, Jr. (Staff Contact: Chuck Wemple)

**INFORMATION**

11. EXECUTIVE DIRECTOR'S REPORT

a. RESPONSE TO COVID-19 PANDEMIC

No action requested. For information only. (Staff Contact: Chuck Wemple)

b. H-GAC SPOTLIGHT - ECONOMIC DEVELOPMENT UPDATE

No action requested. For information only. (Staff Contact: Jillian Donatto)

c. CURRENT AND UPCOMING H-GAC ACTIVITIES

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

12. ADJOURNMENT

functions. Requests should be received by H-GAC 24 hours prior to the function.

## **H-GAC BOARD MEETING MINUTES - DECEMBER 15, 2020**

### **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 15 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 15, 2020 H-GAC Board Meeting. (Staff Contact: Rick Guerrero)

### **ATTACHMENTS:**

- ▢ Board Meeting Minutes - December 15, 2020      Cover Memo

**MEETING MINUTES  
H-GAC BOARD OF DIRECTORS  
December 15, 2020**

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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 15, 2020 Board meeting, via webinar and/or teleconference:

Brazoria County Commissioner Stacy Adams  
Chambers County Commissioner Gary Nelson  
Colorado County Judge Ty Prause  
Fort Bend County Commissioner Andy Meyers  
Galveston County Commissioner Ken Clark  
Liberty County Judge Jay Knight  
Matagorda County Judge Nate McDonald  
Waller County Judge Trey Duhon  
Wharton County Judge Phillip Spenrath

City of Conroe Mayor Pro Tem Raymond McDonald  
City of Deer Park Councilman Bill Patterson  
City of Friendswood Councilmember Sally Branson  
City of Houston Council Member Sallie Alcorn  
City of Huntsville Mayor Andy Brauninger  
City of La Porte Councilmember Bill Bentley (Alternate)

City of Lake Jackson Mayor Gerald Roznovsky  
City of League City Council Member Andy Mann (Alternate)  
City of Missouri City Council Member Dr. Cheryl Sterling  
City of Pearland Mayor Kevin Cole  
City of Sugar Land Mayor Joe Zimmerman  
City of Texas City Mayor Dedrick Johnson

*Home Rule Cities (Less than 25,000):*  
City of Dickinson Councilmember William King III  
City of Seabrook Mayor Pro Tem Natalie Picha

*General Law Cities:*  
City of Waller Council Member Nancy Arnold  
City of Pattison Mayor Joe Garcia

Huntsville ISD Trustee Rissie Owens

The following Board members were not marked in attendance at the December 15, 2020 Board meeting:

Austin County Judge Tim Lapham  
Harris County Commissioner Adrian Garcia  
Harris County Judge Lina Hidalgo  
Montgomery County Commissioner Charlie Riley  
Walker County Commissioner Jimmy Henry

City of Baytown Council Member Charles Johnson  
City of Galveston Mayor Dr. Craig Brown  
City of Houston Council Member Letitia Plummer  
City of Pasadena Councilmember Cary Bass  
City of Rosenberg Mayor William Benton

## **CALL TO ORDER**

The Board Chair, City of Waller Council Member Nancy Arnold, called the meeting to order at 10:06 a.m. on Tuesday, December 15, 2020 via Webinar and Teleconference at 1-877-853-5247.

## **ROLL CALL**

Chair Arnold asked Rick Guerrero, Houston-Galveston Area Council Director of Intergovernmental Relations, to conduct the Board of Directors Roll Call. Mr. Guerrero conducted the Roll Call and announced that a quorum was present. Mr. Guerrero then welcomed several special guests, including staff from the General Land Office, Senator Cornyn's office, Senator Crenshaw's office, Senator Cruz's office, and the Texas Association of Regional Councils; as well as several of our Board Alternates.

### **1. INVOCATION**

Brazoria County Commissioner Stacy Adams gave the invocation.

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

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

### **3. PUBLIC COMMENT**

Chair Arnold invited comments from any members of the public who wished to participate during the call and asked Mr. Guerrero if any public comments had been received via email prior to the meeting. Mr. Guerrero stated that we had not received any public comments via the email address posted publicly. He then opened the floor for public comments to those who had joined the meeting via webinar or teleconference. Mr. Guerrero announced if there was anyone on the line who would like to make a public comment, they could do so now by stating their name and they will have three minutes to make a public comment. He asked them to unmute their microphones at this time. There were no public comments.

### **4. DECLARE CONFLICTS OF INTEREST**

Chair Arnold called for any Board member with a conflict of interest to declare it at that time. There being none, Chair Arnold proceeded to the next item on the agenda.

### **5. CONSENT AGENDA**

Chair Arnold called for the Consent Agenda and asked if there were any questions. Hearing none, she entertained motions from the floor for approval of the eight items on the Consent Agenda. City of Sugar Land Mayor Joe Zimmerman moved to approve the consent agenda. City of Pattison Mayor Joe Garcia seconded the motion. Chair Arnold then called for a vote which resulted in unanimous approval by all members present.

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

- a. H-GAC BOARD MEETING MINUTES – November 17, 2020** – approved minutes of the November 17, 2020 Board Meeting.

- b. HGACBUY – PORTABLE CONSTRUCTION AND MAINTENANCE EQUIPMENT** – authorized contracts with the lowest responsible bidders for portable construction and maintenance equipment
- c. HGACBUY – OFFICE MANAGEMENT SOFTWARE SOLUTIONS** – authorized to negotiate contracts with the respondents listed for Office Management Software Applications and Services.
- d. REGIONAL SAFETY CAMPAIGN** – authorized to make media buys for billboards, radio airtime and social media to conduct a Regional Safety Outreach Campaign; amount not to exceed \$500,000.
- e. RENEWAL OF AGREEMENT WITH HARRIS COUNTY FOR THE TOW AND GO PROGRAM** – authorized to enter into an interlocal agreement with Harris County for Freeway Surveillance for the Tow and Go Program; amount not to exceed \$3,300,000.
- f. WORKFORCE SYSTEM BOOTCAMPS FOR ENTREPRENEURS** – approved two contracts for entrepreneurial bootcamps: Women’s Business Enterprise Alliance, amount not to exceed \$29,700; and MassChallenge Inc., amount not to exceed of \$49,996.
- g. RENEWAL OF GEOGRAPHIC INFORMATION SOFTWARE MAINTENANCE AGREEMENT WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE** – approved renewal of annual maintenance and support agreement with Environmental Systems Research Institute; amount not to exceed \$63,300.

## **6. FINANCE AND BUDGET COMMITTEE**

### **a. Monthly Financial Report – November 2020**

Vice Chair King announced that the Finance and Budget Committee convened earlier in the morning, with a quorum present, to hear the details of this month’s financial matters. Vice Chair King then recognized Nancy Haussler, H-GAC Chief Financial Officer, to present the Financial Report for November. Ms. Haussler stated that our revenues are above our expenditures and our change in fund balance is also reflective of that. Our Membership Dues, we had a few that are still outstanding for this year. We are in contact with those entities to see if they intend to submit their membership dues to us. Our Energy Purchasing Corporation I had mentioned in past months and so I won’t belabor it here; but I think it is notable that our Cooperative Purchasing revenue is off by 1%. For it to be off by 1%, gives us great hope that we will actually meet our Annual Budget. December is always Co-op’s biggest month and even though this is a COVID year, we do think we will come very close if not meet our Cooperative Purchasing revenue forecast.

Ms. Haussler also reported that the other programs in terms of revenue, I have given a little note to particularly in “other”; but, a note about our grant revenue, both federal and state. We do our best to estimate when our programs will be active and spend the money that is awarded to them. In the Transportation Program, it was a bit challenging this year, as you can imagine.

(over)

Conversely, in our Workforce Program, we had significant increases in our Child Care Program as reflected in the state grant revenue number, as well as the pass-through grant expenditure. I have given some detail on the expenditures and revenues in the variance analysis. Ms. Haussler opened the floor for questions.

Chair Arnold asked if there were any questions on the Financial Report. There being none, City of Friendswood Councilmember Sally Branson moved to approve and Mayor Zimmerman seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

## **7. BUDGET AND SERVICE PLAN**

### **a. Public Hearing**

Chair Arnold recessed the Board Meeting temporarily to move into a Public Hearing on the Budget and Service Plans. She then called the Public Hearing to order.

### **b. H-GAC 2021 Budget and Service Plan**

Chuck Wemple, Executive Director of Houston-Galveston Area Council began to present the Houston-Galveston Area Council's 2021 Budget and Service Plan. Mr. Wemple explained that they traditionally present the budget first in October as a draft, then in November with any revisions, and then again in December for a Public Hearing and proposed action by the Board of Directors. The Budget and Service Plan and the Salary and Benefit Plan, which will also be discussed after the Public Hearing, remain unchanged from the versions that were presented in November.

Mr. Wemple stated that before looking ahead, they always like to look back briefly, to the year that is wrapping up. In 2020 H-GAC had substantial accomplishments: maintaining excellent service to the region, in spite of the COVID-19 pandemic, associated shutdowns, and other challenges that came during the first quarter actually of 2020. He reported that the agency was able to go fully remote very quickly and keep all of the programs moving. Barring two slight delays in Transportation projects, we met or exceeded goals in the other activities that we had underway and responded to the region's needs with some new tools and approaches. We hosted a number of webinars right away to help you and others be able to conduct meetings in a virtual setting. We also did sales tax forecasts that helped our local governments during their budget cycle understand what the options might look like for recovery. And we rapidly went remote in our Aging Program, moving from senior citizens gathering together at senior centers, community centers, and other locations to having their meals delivered via curbside and home delivery.

Mr. Wemple also reported that the workforce program, which was in high demand because of many of the business shutdowns, went virtual as well and people were able to access an array of services remotely. We also held virtual job fairs, and a variety of other activities throughout our region.

Additionally, Mr. Wemple announced that H-GAC also elevated our policy conversations. We have our planning activities and our service activities, but we also have policy activities of the Houston-Galveston Area Council. The Water Resources Committee really began to position our region for multi-jurisdictional flood mitigation projects, and preparing our region to take advantage of state competitions issued by the Texas Water Development Board and the Texas General Land Office; to start our next allocation of funds approach, our method of distribution for the mitigation funds for our region after Hurricane Harvey.



Mr. Wemple reported that on our Transportation Policy Council, the leadership worked hard to ensure that we not only prioritized and allocated funding for transportation projects; but that we had serious discussions about transportation improvement priorities and goals and moved in a direction for enhanced public outreach for the Transportation Policy Council.

He also stated that emerging from the COVID-19 pandemic will be a challenge for our agency and for our region. We are here to help with that. We're also encouraged by the shipment of vaccines and other activities in our region. We are launching a new Data Analysis and Research Department which is actually the merging of two groups – one that was embedded in the Transportation Department and one that was in Community and Environmental Planning – to really bring the power of our Data Analysis Teams, our Modeling Teams together to serve you beyond our traditional land use and population efforts, our transportation efforts, to expand in economic development analysis and other types of activities that can be useful for our region.

H-GACBuy is our Cooperative Purchasing Program. Revenue from that program is incredibly important. It allows us to keep our dues the lowest in the country for a council of governments and it allows members to get great products, great services, and reduce the cost of their procurements. We're going to strengthen and expand H-GACBuy in 2021. Our Procurement and Contracts program is working with the H-GACBuy team to make sure our procurements, and our contracting is rock solid, and looking to expand the services and products to make sure we offer things that you need so you can take advantage of that program.

We've talked about our Rural Transportation Planning Organization. Eight of the thirteen counties in our council of governments are part of the Metropolitan Planning Organization, which really focuses on transportation investments and improvements in the more urban and suburban parts of our region. But the rural areas, those outlying rural areas, have traditionally been left out of the conversation. We're looking to establish a Rural Transportation Planning Organization in 2021; to discuss freight and goods movement, the future of growth, evacuation, and a variety of other factors in those rural areas. We look forward to engaging TxDOT and our rural partners going forward in 2021. This is a priority of our State Association as well.

We're looking at some new opportunities to enhance and increase our lending to small businesses. We talked about our High-Speed Internet Access Plan earlier this year. We're looking at doing on-the-ground implementation in 2021, moving beyond the plan to implementation and case studies. Our team is working hard to identify communities and opportunities as we speak. And then diversifying our funding streams. We are largely funded by state and federal grants. We have had some very good opportunities come our way that have been developed by our Community and Environmental Planning Department. We're looking to increase those types of activities in 2021.

I mentioned the Budget Review Sequence earlier. It's important to understand that the Houston-Galveston Area Council is funded almost the exact opposite of most of our local government members. The vast majority of our funds are restricted; they are for very specific uses and very specific purposes.

We're proposing to add two new holidays, Martin Luther King Day and Veterans Day, to our list of holidays. There is not a recommendation for a merit pool, which we traditionally put in to adjust salaries based on performance, to provide raises. We know that there is some question about the future of some federal funding and some possible reductions in state funding for our programs. We're very sensitive to that and this budget does not include a set aside amount for those merit adjustments. We do reserve the opportunity to come back in our mid-year adjustment and reconsider that if the economy improves.

We'll do a quick overview of the budget so you can see the dollar amounts. Our total unified budget for the Houston-Galveston Area Council is up a little over 3.5%, up a little over \$13 million, for a total of just under \$387 million for our fiscal year, which will run from January through December of 2021. There's a category called pass-through funds. Those funds come back to our communities in the form of services and programs, sometimes grants. The main thing is those are direct impacts to our region and our community, up about 2.2%, a little over \$7 million. The vast majority of our budget, \$341 million.

So the questions before you, as the Board of Directors, as you look at the Budget and Service Plan that we'll seek your approval on in the next few minutes: is it responsive to the needs of our region and the communities of our region? Is it a sound financial plan? And is it accountable? Mr. Wemple concluded his presentation and offered to take questions from the floor.

Chair Arnold asked if there were any questions for Mr. Wemple. Hearing none, she adjourned the Public Hearing and reconvened the Board Meeting. Mayor Zimmerman moved to approve the 2021 Budget and Service Plan. Vice Chair King seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

### **c. Salary and Benefit Program - 2021**

Ms. Haussler once again took the floor and explained that this plan was presented as the second draft last month and there have been no changes. Ms. Haussler also stated that we are required to submit our Salary and Benefit Program to the state every year.

She also reported that our salary schedule compares very favorably to that of the state, and we request that you review it and approve it today. Ms. Haussler stated that not much has changed, from year-to-year. We are not recommending a merit pool increase at this time. We have 14 salary levels at H-GAC within the organization. We show each level and the various titles under that level. We also show the range and the mid-point and how that compares with the state schedule.

In addition, we are presenting our Benefit Program to you as Mr. Wemple mentioned earlier. We are adding two Holidays to our Benefit Program this year. We have not made any changes to the offerings for our insurance that we brought to you earlier this year. We believe our Benefit Program is very competitive and offers our employees real value at a reasonable cost. We are asking for your approval of our Salary and Benefit Program today.

Vice Chair King moved to approve the 2021 Salary and Benefit Program. Mayor Garcia seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

## **8. AUDIT COMMITTEE**

### **a. Selection of External Auditor for Annual Audit**

Chair Arnold asked Liberty County Judge Jay Knight, Chair of the Audit Committee, to present the audit committee items. Judge Knight announced that the committee convened the week prior to the Board meeting to discuss the External Auditor Performance for 2020. He reported that although no action is required by the Board for this item, they also reviewed the Internal Audit Annual Plan for Fiscal Year 2021 with a possible action of recommendation for approval by the Board. Judge Knight asked Charles Hill, H-GAC Director of Internal Audit, to present the information for the next item.

### **b. Internal Audit Annual Plan for Fiscal Year 2021**

Mr. Hill explained that the Internal Audit Annual Plan includes a list of the team's jobs and allocation of hours. He also reported that they try to divide up our audit work between sub-recipient monitoring, contract monitoring, and traditional audit work. Mr. Hill offered to answer any questions from the floor. Judge Knight and Mayor Pro Tem Picha, Vice Chair of the Audit Committee, both expressed that the Audit Committee was very pleased with the Internal Audit department's work and the External Auditor's results as well.

Hearing no questions, Judge Knight moved to approve the 2021 Internal Audit Annual Plan. Vice Chair King seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

## **9. WATER RESOURCES COMMITTEE**

### **a. Water Resources Committee Update**

Chair Arnold recognized Fort Bend County Commissioner Andy Meyers, Chair of the Water Resources Committee, to report on the next item. Commissioner Meyers announced that the committee met on December 9. He also announced that the committee is working to schedule a meeting with the General Land Office (GLO) to discuss the qualification criteria for flood mitigation projects with the GLO Governmental Relations staff as well as the GLO Disaster Recovery staff. We'll report to you the results of that meeting.

Commissioner Meyers also announced that the other matter is to elevate the Lower Brazos Flood Protection Planning Study to tier one on the Priority Flood Mitigation List. Commissioner Meyers asked Justin Bower, H-GAC Principal Planner, to give the report for this item.

Mr. Bower reported that the committee is recommending two changes to the list of Priority Flood Mitigation Projects that we maintain, that H-GAC may have an active role in supporting. First, as Commissioner Meyers stated is the elevation of the Lower Brazos Flood Protection Planning Study to tier one status. This change reflects that it's an active, multi-jurisdictional project. The second is the addition of the cities of Liberty and Dayton as partners to the Chambers County and City of Mont Belvieu Flood Protection Planning for Watersheds Project.

Mr. Bower also stated that the committee had a chance to discuss potential comments to the Draft Feasibility Report for the Coastal Texas Study by the U.S. Army Corps of Engineers and GLO. This report recommends a fairly significant potential federal investment of \$2.6 billion in improving storm resilience in Galveston Bay, and also a series of ecological restoration projects for the entire coast. They are currently accepting public comments through January 13. The committee has proposed six comments. First, that we appreciate the thorough public engagement process by the study partners. Second, that we believe the federal investment is warranted because of our vulnerable coastal communities in our industrial base. Third, that we recommend and incorporate natural infrastructure to either supplement or compliment flood mitigation efforts. Fourth, that we encourage the partners to adjust any upcoming environmental impact evaluations to include the public feedback from this process. Fifth, that we recommend they pursue a more certain resolution on who's going to be paying the ongoing costs of approximately \$131 million annually for upkeep of the infrastructure, before they begin the final development. And last, that they consider potentially adverse impacts to the economically disadvantaged, physically challenged residents in the areas where the voluntary home elevations are a recommendation.

Commissioner Meyers moved to approve the Water Resources Committee Update and Mayor Zimmerman seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

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

### **a. H-GAC 2020 Advisory Committee Appointments**

Chair Arnold asked Mr. Guerrero to present this item. Mr. Guerrero announced that we have several appointments to the H-GAC Energy Purchasing Cooperative Corporation board. It does require that the H-GAC Board take action on the current members that are eligible for appointment: Commissioner Andy Meyers, Councilmember Chuck Engelken, Judge Nate McDonald, and Councilmember William King.

Mr. Guerrero also stated that each year the Transportation Policy Council and Transportation Advisory Committee for the Metropolitan Planning Organization appoints one member to represent our at-large interest as a region. That is Chuck Wemple, our Executive Director, and his alternate Jeff Taebel. We are also eligible to make an appointment for a representative of Harris County and small cities: Councilmember Nancy Arnold and Mayor Pro Tem Natalie Picha, who are currently serving and would like to continue to serve in 2021. Jeff Taebel, H-GAC Director of Community and Environmental Planning, will continue to serve on The Transportation Advisory Committee and his alternate will be Meagan Coughlin, H-GAC Director of Communications.

Mayor Zimmerman moved to approve and Mayor Garcia seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

## **11. ELECTION COMMITTEE**

### **a. Election Committee – 2021 H-GAC Board Officers**

Chair Arnold once again recognized Commissioner Adams, who announced the Elections Committee met twice, with a quorum each time. The first meeting was to review the history of Executive Board selections. The second meeting was to consider the members who have expressed an interest in serving as officers. I appreciate the committee getting together twice to do this. The recommendation we are making is in the form of a motion: we request approval of the Election Committee's recommendations for the 2021 H-GAC Officers and also to authorize issuance of General Assembly ballots with Chair, Judge Phillip Spennath from Wharton County; Chair-Elect, Councilmember William King, City of Dickinson, representing the Home-Rule Cities; and Vice Chair, Commissioner Ken Clark of Galveston County.

Commissioner Adams so moved and Commissioner Meyers seconded the motion. Chair Arnold called for the vote, which resulted in unanimous approval by all members present.

## **12. EXECUTIVE DIRECTOR'S REPORT**

### **a. Response to COVID-19 Pandemic**

Chair Arnold once again yielded the floor to Mr. Wemple. He stated that the Agency remains remote. A few of us are in the office today for various tasks, it's essential staff only. Others are working remote. The team has remained productive and we're adapting along the way; including regular check-ins with our team, a lot of team building and a lot of collaboration across departments and programs to keep everyone focused, productive, and fresh; and also to feel part of the team. That can be a bit of a challenge and they're doing a fantastic job. We are making great progress on that. Our holiday event will be later this afternoon, where we get together and share virtually.

Our Workforce Program continues to explore a variety of options such as hybrid opportunities, as some of our Workforce locations are still mainly virtual. Our Economic Development Team has helped our region position ourselves to apply for funding that was passed

down, related to COVID-19, for economic development. The Economic Development Administration also funded, or recapitalized a small business loan program, which is available across the entire 13-county region. We're also getting ready to get additional funds to announce after the first of the year.

We're also participating with a number of national peers and colleagues on how COVID-19 and the subsequent recovery and impacts could last beyond the actual virus itself. We're exploring what might happen as far as residential patterns and other land use changes associated post COVID-19, with the new patterns that many of us are developing in our lives and our work.

We'll go to our Spotlight next to talk about our Apprenticeship Program and specifically how they're starting to work with people who've been displaced because of the COVID-19 pandemic.

#### **b. H-GAC Spotlight – Apprenticeships**

Mr. Wemple asked Crosby Brito, H-GAC Employer Services Account Executive, to discuss apprenticeships in our region. Mr. Brito reported that unemployment and our economy have devastated a lot of residents, but we have focused and put a lot of attention into providing career and job opportunities for those who are affected. But we know that education and training are just as important. So we have found a way to combine both into one.

As most of you are aware, our registered apprenticeship programs and pre-apprenticeship programs are employment-based. So not only are you able to work and earn wages, but you are working your way into obtaining your credentials and your licenses as you go.

We're still in recovery mode and we're slowly getting closer to normalcy. But again, there are a lot of folk that are not going to be returning the career they had before the pandemic. So as they're discovering or they're trying to analyze where to go next, what to do next, we are investing resources, our time, our efforts into developing and expanding apprenticeship programs. Again, apprenticeship programs are employment-based, so you are working from day one. Every hour that you work and are getting paid, also counts toward educational credits. So within one year, two years, three years, depending on the career and the industry, not only have you made sustainable wages, but you've also earned your degree or earned your credential in that related field.

We are the leader in Texas. Workforce Solutions in our region, in apprenticeship programs, in expanding programs, and individuals that have been placed in apprenticeship programs. We are very proud to say that for the last two years, we have won awards in our region for the work that we're doing with apprenticeships. But we're not satisfied with that and we're continuing to expand and continue to put effort on that.

For example, we know that construction is something that is not going to slow down anytime soon. But construction is not for everybody and we want to be diverse. We want to be able to provide opportunities for our diverse populations. So with that, we're increasing opportunities in the child care development arena. We're developing opportunities for psychiatric nurses with UT Health. JP Morgan Chase has programs in computer support and System Analysts. We have IT Generalist positions. And again, medical is something that's only going to increase and the demand is going to be there; including pharmacy technicians and dental assistants, as well. Houston Methodist Hospitals has begun talks with our Department of Labor to develop apprenticeship programs for their Health Information Specialist positions.

We have also developed a consortium with the Water Environment Association of Texas, so we can develop wastewater operation jobs. We're continuing to invest in early childhood development education careers. We know that that is going to be a need where virtual learning

may or may not go away. And there seems to be a need for more staff and more employees in early childhood development.

And last but not least, we're continuing to make sure that we expand on IT security, healthcare, insurance, and finance. Me and Ms. Susan Dixon are the points of contact for any questions that you may have.

Mr. Wemple stated that he hopes everyone finds value in the Spotlight Program. It's an opportunity to learn more about the services we provide and the wide variety of things that are available at the Houston-Galveston Area Council.

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

Mr. Wemple took the floor once again to report on upcoming H-GAC activities. He first noted that staff is doing a fantastic job and that he could not be more proud of everybody at the Agency.

He also reported that we're wrapping up an incredibly strong year as mentioned earlier. We're always looking for your feedback, input, and support. I want to acknowledge two of our team members, in particular, who have just been given fantastic leadership opportunities in their various associations. First, Meagan Coughlin, our Director of Communications, has recently been elected the President of the Houston Chapter of the Public Relations Society of America. Also, Ronnie Barnes, our Director of Public Services who also oversees HGACBuy and our Small Business Loan Program, will be installed as Board Chair for his national association, The National Cooperative Procurement Partners.

## **13. ADJOURNMENT**

There being no further business to discuss, Chair Arnold adjourned the December Meeting of the H-GAC Board of Directors at 11:10 a.m.

## HGACBUY – FLEET SERVICES EQUIPMENT

### Background

The H-GAC Cooperative Purchasing Program (HGACBuy) establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. HGACBuy received and opened twenty-one bids for Fleet Services Equipment on November 12, 2020. The following companies submitted bids:

Argos Connected Solutions, LLC	Indianapolis, IN
ARI Phoenix, Inc.	Lebanon, OH
Baus Systems, LLC	Seattle, WA
Envue Telematics, LLC	Longview, TX
Fleetcard Inc., dba Impac Fleet	The Woodlands, TX
Fleet Solutions LLC, dba USA Fleet Solutions	Reno, NV
GoFleet Corp.	Mississauga, ONTARIO
Gray Manufacturing Company, Inc.	St. Joseph, MO
Liftnow Automotive Equipment Corp.	Yorktown Heights, NY
Mohawk Lifts LLC	Amsterdam, NY
MTF Equipment Sales, Inc	Houston, TX
N/S Corp.	Inglewood, CA
Rossmann Enterprises, Inc., dba Clean Air Concepts *	Cincinnati, OH
Routeware, Inc.	Portland, OR
Rubicon Global, LLC	Atlanta, GA
SafetyFirst Advantage, LLC, dba SafetyFirst Advantage	Parsippany, NJ
Track Star International, Inc.	Calabash, NC
Vehicle Service Group, LLC, dba Rotary Lift	Madison, IN
Veracity Wireless, Inc., dba FieldLogix	San Diego, CA
Washing Equipment of Texas, Inc.	Austin, TX
Whiting Systems, Inc.	Alexander, AR

\* Joint bid

### Current Situation

This contract is a continuation of an existing contract in our portfolio, consisting of equipment relating to vehicle lift and support, tire and wheel maintenance, exhaust extraction, lubrication and fluid management, pressure washing/shop cleaning, compressors, as well as vehicle wash systems and GPS fleet monitoring solutions.

Fifteen manufacturers were added covering material handling and lift equipment, brake lathe equipment, idling vehicle exhaust-extraction equipment, vehicle lube & fluid equipment, air compressors, GPS fleet vehicle tracking & reporting solutions, and battery-powered large vehicle mobile wash equipment. All bid responses have been evaluated by HGAC staff.

Fourteen bids (consisting of seventeen vendors) are being recommended for award.

**Funding Source**

Participating local government purchases

**Budgeted**

N/A

**Action Requested**

Request authorization of contracts with respondents for Fleet Services Equipment. (Staff Contact: Ronnie Barnes)

**ATTACHMENTS:**

- ▢ FL03-21: Award Recommendations Table      Cover Memo



**FL03-21: Award Recommendations Table**

<b>Manufacturer</b>	<b>Product Code</b>	<b>Bidder</b>
<b>A: Vehicle Lift and Support Equipment</b>		
American Forge & Foundry	FL21A01	Liftnow Automotive Equipment Corp.
ARI-Hetra	FL21A02	ARI Phoenix, Inc.
BendPak	FL21A03	Liftnow Automotive Equipment Corp.
Challenger Lifts	FL21A04	Liftnow Automotive Equipment Corp.
Gray Manufacturing	FL21A05	Gray Manufacturing Company, Inc.
Hein-Werner	FL21A06	Liftnow Automotive Equipment Corp.
Hunter	FL21A07	Mohawk Lifts LLC
Mohawk	FL21A08	Mohawk Lifts LLC
Norco	FL21A09	MTF Equipment Sales, Inc.
Omega Lift (Hein-Werner)	FL21A10	Liftnow Automotive Equipment Corp.
Pro-Lift (Hein-Werner)	FL21A12	Liftnow Automotive Equipment Corp.
QSP (Quality Stainless Products)	FL21A13	Liftnow Automotive Equipment Corp.
Rotary Lift	FL21A14 - FL21A15	Liftnow Automotive Equipment Corp.
<b>B: Tire and Wheel Equipment</b>		
Ammco (Hennessy Industries)	FL21B01	Liftnow Automotive Equipment Corp.
ARI-Hetra	FL21B02	ARI Phoenix, Inc.
Coats (Hennessy Industries)	FL21B03	Liftnow Automotive Equipment Corp.
Hunter	FL21B04	Mohawk Lifts LLC
Pro-Cut	FL21B05	Liftnow Automotive Equipment Corp.
Rotary Lift	FL21B06	Liftnow Automotive Equipment Corp.
<b>C: Exhaust Extraction Equipment</b>		
ARI-Hetra	FL21C01	ARI Phoenix, Inc.
Magnegrip (Clean Air Concepts)	FL21C02	Rossman Enterprises, Inc., dba Clean Air Concepts; Deborah A. Anstett, dba Aire-Deb Corp.; Murphy Specialties, Inc.; Weidner & Associates, Inc.
NS Corporation	FL21C03	N/S Corp.
<b>D: Lubrication and Fluid Management Equipment</b>		
Lincoln Industrial	FL21D03	Liftnow Automotive Equipment Corp.
Mahle	FL21D04	Liftnow Automotive Equipment Corp.
Motorvac	FL21D05	MTF Equipment Sales, Inc.
<b>E: Miscellaneous Catalogs (covering portable/stationary cleaning equipment, compressors, and waste oil/ water processing equipment)</b>		
Aaladin Cleaning Systems	FL21E01	Washing Equipment of Texas, Inc.

Carolina Pride	FL21E03	Washing Equipment of Texas, Inc.
Champion Compressors	FL21E04	Liftnow Automotive Equipment Corp.
Landa Cleaning Systems	FL21E05	Washing Equipment of Texas, Inc.
Mattei Compressors	FL21E06	Liftnow Automotive Equipment Corp.
Saylor-Beall	FL21E07	MTF Equipment Sales, Inc.
Steel Eagle	FL21E08	Washing Equipment of Texas, Inc.
Water Maze	FL21E09	Washing Equipment of Texas, Inc.
<b>F: Vehicle Wash (and Related) Systems</b>		
Bitimec	FL21F01	Washing Equipment of Texas, Inc.
Istobal	FL21F05 - FL21F08	Washing Equipment of Texas, Inc.
MacNeil	FL21F10 - FL21F11	Washing Equipment of Texas, Inc.
NS Corporation	FL21F12 - FL21F17	N/S Corp.
PDQ	FL21F18 - FL21F20	Washing Equipment of Texas, Inc.
Whiting Systems	FL21F25 - FL21F30	Whiting Systems, Inc.
<b>G: GPS Tracking and Other Monitoring Solutions</b>		
FieldLogix	FL21G01	Veracity Wireless, Inc., dba FieldLogix
Geotab	FL21G02	Argos Connected Solutions, LLC
Routeware	FL21G04 - FL21G05	Routeware, Inc.
Rubicon Global	FL21G06	Rubicon Global, LLC
Track Star	FL21G07	Track Star International, Inc.

## **H-GAC PERSONNEL POLICY - AMENDMENT**

### **Background**

As the governing body of the Houston-Galveston Area Council, the H-GAC Board is responsible for the general policies and programs for the Houston-Galveston Area Council.

### **Current Situation**

The communications department proposes revisions to the agency personnel policy. The changes being proposed at this time are in the Communications section of our policy and are aimed at updating the policies with more timely and accurate information. Changes include:

- Transferring communications oversight from the intergovernmental relations manager to the communications department
- Referencing the agency branding guidelines in the style guide and communications reference guide
- Determining what communications and outreach work can be produced in-house versus outsourcing to a consultant

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of proposed revisions to H-GAC personnel policy. (Staff Contact: Meagan Coughlin)

### **ATTACHMENTS:**

▢ Communications Policy Revisions

Cover Memo

### **3.08 COMMUNICATIONS**

**3.08.01** From time to time, an employee may be given work instructions from persons other than his or her immediate supervisor or the Executive Director. In such cases, it is the employee's responsibility to notify his or her immediate supervisor about the instruction, its purpose, and the relevant facts of the situation. Failure to do so in a timely manner may result in disciplinary action.

**3.08.02** Matters that involve *H-GAC* policy, operations, and organization are brought before *H-GAC's* Board of Directors by the Executive Director or by a person designated to do so by the Executive Director.

**3.08.03** An employee may request that a matter be considered by *H-GAC's* Board of Directors by submitting the item in writing to his or her supervisor.

**3.08.04** Because much of *H-GAC's* work involves matters that are sensitive and highly judgmental in nature, general news media inquiries should be handled by the communications department. The communications director is the chief staff resource for news media relations, and should be advised of all such contacts. All media inquiries should be immediately referred to the communications department as soon as the request is received from any news organization or media outlet.

News releases on *H-GAC* matters of public interest are encouraged. All proposed news releases should be reviewed, approved, and distributed by the communications department.

**3.08.05** The communications department maintains an agency style guide and communications reference guide to maintain agency branding guidelines and standard communication and outreach practices. The style guide outlines creative and editorial standards that staff should follow when developing outreach and promotional materials for internal and external audiences. The communications reference guide ensures that programs and departments communicate to our internal and external stakeholders in a consistent and complementary way. All parties involved in the development, delivery, and management of agency programs and initiatives should adhere to the communications reference guide and its components.

**3.08.06** The official agency email signature should be used across all email communications sent from an h-gac.com email address. No substitutes, omissions, or additions allowed except for affiliate programs as outlined in the communications reference guide and style guide. Special provisions for agency outreach campaigns and initiatives may be approved by the Executive Director.

**3.08.07** Prior to developing a request for proposal and a scope of work for external communications and outreach consultants, project managers should work with the communications department to determine what can be completed in-house and what can be outsourced to a consultant.

### **3.14 SOCIAL MEDIA (Added June 28, 2011)**

#### **3.14.01 Purpose**

H-GAC recognizes electronic media including social media as valid communications tools in the workplace. H-GAC is committed to maintaining the reputation, consistency,

and professional integrity of the agency; therefore, all H-GAC social media presence should abide by the following policy.

### **3.14.02 Use of Social Media Defined**

The use of social media using agency resources is for H-GAC business purposes only. Personal use of social media should be limited to personal time away from the office. Social media can include text, audio, video, images, etc., and includes media such as blogs, RSS, social news, social networking and bookmarking. Some examples include Instagram, Facebook, LinkedIn, Twitter, YouTube, and others.

Social media may be used by H-GAC:

- as a communication tool to engage the public,
- to promote programs or services, and
- to receive public comments about H-GAC's programs and services.

Information published on H-GAC's social media pages by H-GAC staff and its representatives should comply with agency policies.

The communications department provides oversight of social media accounts for the agency and a limited amount of agency staff should be designated to manage social media accounts. New social media accounts should be considered on a case-by-case basis. The communications department should have access to all social media accounts, usernames, and passwords and should regularly evaluate social stagnant accounts to determine if they should be closed based on factors such as purpose, function, engagement, and analytics.

### **3.14.03 Business Use of Social Media**

H-GAC expects that all employees should exercise good professional judgment in any use of social media. Only authorized staff as delegated and approved by the communications department should be allowed to create a social media presence for H-GAC. These social media accounts belong to H-GAC and not to the authorized staff person. All requests for an H-GAC presence on any social media space should have prior approval of the department director and the communications department.

All content should be monitored by the communications department. Public relations professionals or other consultants may be hired to assist authorized staff in the creation of content for social media presence; however, all content delivered from non-H-GAC personnel should be approved by the communications department prior to publishing online.

H-GAC staff should request access to social media via an email to the appropriate department director and the communications department; the communications department should notify data services via IssueTrak that access should be given. Consultants who are hired to provide content on social media platforms need to sign the *Consultant Access Request Form* to be submitted by the program manager responsible for the consultant contract. Always allow at least one full business day for each step of the approval process.

Use of personal email accounts or H-GAC's email account to create any type of business account or presence on a social media network on behalf of H-GAC is strictly prohibited. When necessary, data services should set up specific email accounts for use with social

media outlets upon approval of both the department director and the communications department.

Use of H-GAC's email account for personal social media outlets is prohibited.

#### **3.14.04 Personal Use of Social Media**

In personal use of social media outside H-GAC's network and work hours, staff should understand that they cannot make disparaging remarks about H-GAC, its staff, or its programs. Care should be taken to prevent release of confidential, private, or personal information via a social media outlet, regarding either H-GAC or coworkers. When participating in online discussions concerning H-GAC or any of its personnel or programs, staff should identify him/herself as an employee. Staff may not show nonsupport of H-GAC policies or programs in any social media setting. Staff should not respond to public comments about H-GAC plans or policies to disagree or attempt to change the opinion of the public. Staff may respond to correct erroneous information.

#### **3.14.05 Responsibilities**

Department directors and program managers should be responsible for monitoring their staff members' activity with regard to personal use of social media during work hours. The communications department should monitor social media sites for compliance with H-GAC policy. Violators of this policy are subject to disciplinary action, up to and including termination.

## **AGING SERVICES CONTRACTS**

### **Background**

H-GAC is the Area Agency on Aging for 12 of the 13 counties in our region. As part of our service to help older individuals live healthy and independent lives, we contract with providers to deliver health education and health promotion instruction for those individuals and their caregivers.

### **Current Situation**

We recently solicited bids from providers to deliver evidence-based instruction on strategies for managing and living with chronic illness. This includes classes on managing medications; living with diabetes and other chronic illnesses; maintaining mobility and balance; and other topics.

We received three proposals: Texas Southern University - Center on the Family; GDIT2 Medical Coding & Billing Service; and Nguyen and Associates Counseling Center.

On December 17, 2020 the Aging and Disability Advisory Committee recommended funding Texas Southern University, the highest scoring bidder, for health education and promotion for a term that extends from February 1, 2021 to September 30, 2021.

### **Funding Source**

Texas Health and Human Services Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with Texas Southern University for evidence-based health education and promotion instruction services for older adults; amount not to exceed \$70,000 (Staff Contact: Mike Temple)

## **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 for 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: Nancy Haussler)

### **ATTACHMENTS:**

▢ Investment Policy

Cover Memo



## INVESTMENT POLICY

### 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 Controller, the Executive Director, and the Investment Officer. 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 requires similar approval.

An investment officer must be designated and approved by the Budget and Finance Committee and the Board of Directors. The investment officer 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 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 investment officer must attend at least one training session relating to the officer's responsibilities within 12 months of assuming duties

## X NOTIFICATION OF INVESTMENT CHANGES

It shall be the duty of the investment officer 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 2020**

**ATTACHMENTS:**

- ▯ Monthly Financial Report - December 2020 PDF

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Twelve Months Ended December 2020**

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		<b>Budget Year to date</b>	<b>Actual Year to date</b>	<b>Variance Dollar</b>	<b>%</b>
<b>Combined Revenues and Expenditures</b>					
Revenues	\$	373,971,674	\$ 379,883,199	\$ 5,911,525	2%
Expenditures		(373,745,945)	(377,184,034)	(3,438,089)	1%
<b>Change in Combined Fund Balance</b>	<b>\$</b>	<b>225,729</b>	<b>\$ 2,699,165</b>	<b>\$ 2,473,436</b>	

<b>Change in Fund Balance by Fund Type</b>					
Change in fund balance - General Fund	\$	80,485	\$ 80,775	\$ 290	
Change in fund balance - Gulf Coast Regional 911		895,509	1,531,248	635,739	
Change in fund balance - Enterprise Fund		245,244	1,087,142	841,898	
<b>Total Change in Fund Balances</b>	<b>\$</b>	<b>1,221,238</b>	<b>\$ 2,699,165</b>	<b>\$ 1,477,927</b>	

**Variance Analysis**

The presentation of the change in fund balance by fund type is intended to highlight the effects of revenue and expenditure transactions by fund. The General Fund (GF) consists of those funds not associated with grant programs or enterprise activities. The Special Revenue Fund (SRF) consists of those funds that are restricted for a specific purpose. HGAC's grant programs are in this fund. The Enterprise Fund is used to track activities of the Cooperative Purchasing program and the Energy Purchasing Corporation. The variances of specific revenues and expenditures are explained on the second page of this report.

\*\*\* The Cooperative Purchasing program has contributed \$1,088,106 an increase toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a (\$964.00) decrease in the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Twelve Months Ended December 2020**

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	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues	\$ 395,538	\$ 395,538	\$ 390,790	\$ (4,748)	-1%
HGAC Energy Purchasing Corporation	130,000	130,000	93,534	(36,466)	-28%
Cooperative Purchasing fees (a)	5,200,000	5,200,000	5,259,588	59,588	1%
Gulf Coast Regional 911 fees	2,574,698	2,574,698	3,807,157	1,232,459	48%
Interest Income	100,000	100,000	67,413	(32,587)	-33%
Other (b)	4,145,750	4,145,750	3,022,725	(1,123,025)	-27%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 12,545,986</b>	<b>\$ 12,545,986</b>	<b>\$ 12,641,206</b>	<b>\$ 95,220</b>	<b>1%</b>
<b>Special Revenue Fund</b>					
Federal Grant	\$ 3,556,065	\$ 3,556,065	\$ 878,416	\$ (2,677,649)	-75%
State Grants (c)	357,869,623	357,869,623	366,363,576	8,493,953	2%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 361,425,688</b>	<b>\$ 361,425,688</b>	<b>\$ 367,241,993</b>	<b>\$ 5,816,305</b>	<b>2%</b>
<b>Total Revenues</b>	<b>\$ 373,971,674</b>	<b>\$ 373,971,674</b>	<b>\$ 379,883,199</b>	<b>\$ 5,911,525</b>	<b>2%</b>
<b>Expenditures</b>					
Personnel	\$ 26,432,820	\$ 26,432,820	\$ 26,527,413	\$ 94,593	0%
Pass-through funds - grant	333,717,011	333,717,011	339,976,833	6,259,822	2%
Consultant and contract services (d)	6,408,180	6,408,180	6,153,421	(254,759)	-4%
Lease of office space	1,947,854	1,947,854	1,528,775	(419,079)	-22%
Equipment (b)	2,014,457	2,014,457	398,900	(1,615,557)	-80%
Travel (e)	240,252	240,252	99,621	(140,631)	-59%
Other expense (f)	2,985,371	2,985,371	2,499,071	(486,300)	-16%
<b>Total Expenditures</b>	<b>\$ 373,745,945</b>	<b>\$ 373,745,945</b>	<b>\$ 377,184,034</b>	<b>\$ 3,438,089</b>	<b>1%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ 225,729</b>	<b>\$ 225,729</b>	<b>\$ 2,699,165</b>	<b>\$ 2,473,436</b>	

**Variances:**

- a) The Cooperative Purchasing program did meet its revenue projections for the year. Deliveries on some items has been impacted due to Covid-19.
- b) The renovations that were originally scheduled to occur in 2020 have been postponed, in large part, to 2021.
- c) State grant revenue and the corresponding Pass-thru expense are both higher than anticipated. This is largely due to the childcare program within Workforce Solutions. These programs continue to be in high-demand due to the fluctuations of Covid. Additional funding has been received to support the level of expenditures in this program.
- d) Consultant and contract services have been reduced during the office shut-down but should resume when the office reopens. We anticipate that consultant billings will come closer to our projection as the firms close their books and remit invoices to us over the next 30 days.
- e) Travel expenses, like everything else, was severely curtailed due to COVID. Most of these funds will still be available in 2021.
- f). Other expenses are largely related to operational/office expenses which were all decreased due to remote working since March 2020.



## **CLEAN VEHICLES PROGRAM - CONGESTION MITIGATION AND AIR QUALITY FUNDING AGREEMENT**

### **Background**

The Clean Vehicles program is designed to offset the cost of replacing or retrofitting older, high emission diesel and gasoline engines with cleaner, low-emission engines and support the deployment of alternative fuels and advanced vehicle technologies. The primary goal of the program is to reduce nitrogen oxides, a critical component in the formation of ground-level ozone.

Award amounts are based upon the projected emissions that are expected to be reduced by the project, factoring in usage patterns, engine specifications, and the fuel/technology types. The program has funded over 3,300 replacements/retrofits and reduced approximately 3,700 tons of nitrogen oxides since its inception in 2003.

### **Current Situation**

H-GAC has received a Local Project Advance Funding Agreement (CSJ 912-00-643) from the Texas Department of Transportation to provide \$8,000,000 in Congestion Mitigation and Air Quality funds to implement the Clean Vehicles program.

### **Funding Source**

Texas Department of Transportation – Federal Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to enter into a Local Project Advance Funding Agreement with Texas Department of Transportation for the receipt of Congestion Management and Air Quality funding for the Clean Vehicles Program; amount not to exceed \$8,000,000. (Staff Contact: Patrick Mandapaka)

### **ATTACHMENTS:**

## **LEGISLATIVE PRINCIPLES - 87TH SESSION OF THE TEXAS LEGISLATURE**

### **Background**

The H-GAC Legislative Committee consists of 12 members representing cities, counties, and school districts from throughout the region. The Legislative Committee, Chaired by Judge Nate McDonald of Matagorda County, studies state and federal legislation that may have an impact on the region and reports to the Board of Directors.

### **Current Situation**

The 87th Regular Session of the Texas Legislature will convene on January 12. The deadline for the unrestricted filing of bills is on March 12, 2021. This excludes local bills, emergency appropriations, and bills that have been declared an emergency by the governor. Each legislative session, the H-GAC Legislative Committee develops principles or priorities for the session that outlines the types of legislation that H-GAC should support, monitor and oppose.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Discussion and possible action on recommendation by Legislative Committee on regional legislative principles for the 87th legislative session. (Contact: Chair Nate McDonald)

## **PARKS AND NATURAL AREAS AWARDS RESOLUTION**

### **Background**

The Parks and Natural Areas Subcommittee of H-GAC's Natural Resources Advisory Committee has a mission to promote the expansion and enhancement of the region's parks and natural areas. The subcommittee, which includes representatives of local governments, state agencies, nonprofit organizations, and the private sector, established an awards program in 2006 to highlight best practices and innovative approaches to parks planning and implementation.

### **Current Situation**

Eighteen applications were submitted by local entities for the 2020 Parks and Natural Areas Awards program. Winners were selected by a panel of five judges and are listed on the next page.

To celebrate this year's honorees and support the goals of the region's program, H-GAC Board members, honorees and guests are invited to attend a recognition ceremony and reception at 9:00 a.m. Friday, February 5 on Zoom.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request adoption of resolution recognizing January as Parks and Natural Areas Month in support of Parks and Natural Areas Awards program. (Staff Contact: Jeff Taebel)

### **ATTACHMENTS:**

- ▢ Parks and Natural Areas Award Winners - 2020      Backup Material

## PARKS AND NATURAL AREAS HONOR AWARDS

There were 18 applications submitted by local entities for the 2020 program. Winners were selected by a panel of five judges.

*Projects On-the-Ground of \$500,000 or more; Projects On-the-Ground under \$500,000; and Planning Process.* This year's winners are as follows:

- Projects On-the-Ground Over \$500,000:
  - *Clay Family Eastern Glades (Memorial Park Conservancy)*
- Projects On-the-Ground Under \$500,000:
  - *Butterfly Pocket Park (Greater Northside Management District)*
- Planning Process:
  - *Buffalo Bayou East Master Plan (Buffalo Bayou Partnership)*

### Honorable Mention

- Projects On-the-Ground Over \$500,000:
  - *Atascocita Area Park (Harris County Precinct 2)*
- Projects On-the-Ground Under \$500,000:
  - *Trailside Park (Westchase District)*
- Planning Process:
  - *Pasadena Healthy Parks Plan (City of Pasadena Parks and Recreation)*

### Special Recognition

- Projects On-the-Ground Over \$500,000:
  - *Greens Bayou (Houston Parks Board)*
  - *Heart of the Zoo: Katherine G. McGovern Texas Wetlands Exhibit (Houston Zoo, Inc.)*
  - *Kathrine G. McGovern Canopy Walkway & Visitor Pavilion (Houston Audubon Society)*
  - *Timber Lane Utility District Community Center (Timber Lane Utility District)*
  - *Willow Fork Park (Willow Fork Drainage District)*
- Planning Process:
  - *Parkland Square (Bridgeland - The Howard Hughes Corporation)*
  - *Parks and Pathways Master Plan (City of Fulshear)*
  - *Strategic Conservation Plan (Bayou Land Conservancy)*
  - *Sylvan Beach Park Master Plan (Harris County Precinct 2)*
  - *The Groves (Ashlar Development)*
  - *Wilcrest Park (Westchase District)*
  - *Woodchase Park (Westchase District)*

## **RESOLUTION HONORING RETIRING BOARD MEMBER**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of Resolution honoring the service to H-GAC and the region of City of Missouri City Council Member Dr. Cheryl Sterling. (Staff Contact: Chuck Wemple)

## **RESOLUTION HONORING SERVICE TO OUR REGION**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of Resolution honoring the service to our region of Mr. David Leyendecker, Jr.  
(Staff Contact: Chuck Wemple)

## **RESPONSE TO COVID-19 PANDEMIC**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Staff Contact: Chuck Wemple)

## **H-GAC SPOTLIGHT - ECONOMIC DEVELOPMENT UPDATE**

### **Background**

Staff will review 2020 economic development program accomplishments and key findings from a survey and interviews of economic development leaders from across the region. An overview of planned 2021 activities will also be provided, including a pilot project to help provide support systems for entrepreneurship in local communities.

### **Current Situation**

For more information about this program, please contact Jillian Donatto at [jillian.donatto@h-gac.com](mailto:jillian.donatto@h-gac.com) or 713-993-4547.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Staff Contact: Jillian Donatto)



## **CURRENT AND UPCOMING H-GAC ACTIVITIES**

### **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)

## 2021 H-GAC BOARD OF DIRECTORS

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TBD

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TBD

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Trustee Jennifer Key, Alief ISD

*Note: Names of Alternates are indented*

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