



**A G E N D A**  
**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCE AND BUDGET COMMITTEE MEETING**  
**July 20, 2021 9:15 AM**

[https://zoom.us/webinar/register/WN\\_Lx24cU5kQgOz6ALPeLBb0w](https://zoom.us/webinar/register/WN_Lx24cU5kQgOz6ALPeLBb0w)

1. CALL TO ORDER
2. N/A
3. PUBLIC COMMENTS – Members of the public may participate by sending comments to [BoardPublicComments@h-gac.com](mailto:BoardPublicComments@h-gac.com); by joining online via website; or by dialing US: 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free) (Webinar ID: 975 6817 6569; Participant ID: 238917; Passcode: 582004)
4. N/A
5. DECLARE CONFLICTS OF INTEREST

**ACTION**

6. 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. N/A
  - b. HGACBUY – RADIO COMMUNICATIONS/EMERGENCY RESPONSE EQUIPMENT  
Request authorization to negotiate contracts with respondents listed in the Contract Award Recommendation Table for Radio Communications/Emergency Response Equipment. (Staff Contact: Ronnie Barnes)
  - c. HGACBUY – ALL HAZARDS PREPAREDNESS, PLANNING, CONSULTING, AND RECOVERY SERVICES  
Request authorization to negotiate a contract with the respondents listed in the Contract Award Recommendation Table for all hazards preparedness, planning, consulting, and recovery services. (Staff Contact: Ronnie Barnes)
  - d. CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING  
Request authorization to submit an application for the Coronavirus Emergency Supplemental Funding program in the amount \$249,446. (Staff Contact: Ronnie Barnes)
  - e. PROCUREMENT AND CONTRACTS ASSESSMENT SERVICES  
Request authorization to contract with firms in order ranked to conduct Procurement and Contracts Assessment Services for H-GAC; total amount is \$121,610. (Staff Contact: Chuck Wemple)
  - f. FUNDING AGREEMENT FOR THE REGIONAL INCIDENT MANAGEMENT

Request authorization to enter into an Advance Funding Agreement with the Texas Department of Transportation to continue funding for the regional incident management activities; total amount of \$10,000,000. (Staff Contact: Craig Raborn)

- g. EAST FORK SAN JACINTO RIVER WATERSHED PROTECTION PLAN  
Request approval to enter a contract with the Texas Commission on Environmental Quality to develop a Watershed Protection Plan for the East Fork San Jacinto River Watershed; total amount \$248,101. (Staff Contact: Jeff Taebel)

7. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

- a. MONTHLY FINANCIAL REPORT – JUNE 2021  
Request approval of the monthly financial report ending June 30, 2021. (Staff Contact: Nancy Haussler)

8. COMMUNITY AND ENVIRONMENTAL PLANNING

- a. COMMUNITY NAVIGATORS PILOT PROGRAM  
Request approval to execute letters of commitment with partner organizations and apply for Community Navigators Grant for an amount of \$2,500,00. (Staff Contact: Jeff Taebel)

9. N/A

10. N/A

11. EXECUTIVE DIRECTOR'S REPORT

12. ADJOURNMENT

## HGACBUY – RADIO COMMUNICATIONS/EMERGENCY RESPONSE EQUIPMENT

### Background

The H-GAC Cooperative Purchasing Program (H-GACBuy) 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 proposals for Radio Communications/Emergency Response Equipment on April 15, 2021. The following companies submitted a proposal:

Activu Corporation	Rockaway, NJ
All Points Communication, Inc. dba Advantage Communications	Kerrville, TX
BK Technologies, Inc.	West Melbourne, FL
DAMM Cellular Systems, Inc.	Broomfield, CO
E.F. Johnson Company	Irving, TX
Cloud Dock Solutions LLC dba First In Software	Cypress, TX
Freedom Communication Technologies, Inc.	Kilgore, TX
Icom America, Inc.	Kirkland, WA
IPKeys Power Partners, Inc.	Tinton Falls, NJ
JPS Interoperability Solutions, Inc.	Raleigh, NC
L3Harris Technologies, Inc.	Melbourne, FL
Microwave Networks, Inc.	Stafford, TX
Mobile Communications America, Inc.	Spartanburg, SC
Motorola Solutions, Inc.	Chicago, IL
Nokia of America Corporation dba Nokia Innovations US LLC	Murray Hill, NJ
Northwest Communications, Inc. dba NW Radio	Houston, TX
Power Products Unlimited LLC	Alpharetta, GA
PowerTrunk, Inc.	Jersey City, NJ
SIAE Microelettronica, Inc.	Rochester, NY
Tait North America, Inc. dba Tait Communications	Houston, TX
Zetron, Inc.	Redmond, WA

### Current Situation

This contract is a continuation of an existing contract in our portfolio, consisting of various types of radio communications/emergency response equipment. Northwest Communications did not receive an award because their response did not meet the minimum threshold score. All proposals have been evaluated by H-GAC staff. Twenty are being recommended for award. Request authorization to negotiate contracts with each respondent listed in the Award Recommendation Table.

### Funding Source

Participating local government purchases

**Budgeted**

N/A

**Action Requested**

Request authorization to negotiate contracts with the respondents listed in the Contract Award Recommendation Table for Radio Communications/ Emergency Response Equipment. (Staff Contact: Ronnie Barnes)

**ATTACHMENTS:**

- RA05-21 Award Recommendation Table                      Cover Memo

## H-GAC Product Categories

**A:** Radio Communication Equipment

**B:** Emergency Response Command and Control Equipment

**C:** Mobile Command Interoperable Communication Equipment

**D:** Services

### RA05-21 Award Recommendation Table

<b>Proposal</b>	<b>Product Category</b>
Activu Corporation	WB
All Points Communication, Inc. dba Advantage Communications	AP, XD
BK Technologies, Inc.	XA
DAMM Cellular Systems, Inc.	XA
E.F. Johnson Company	FD, NA
Cloud Dock Solutions LLC dba First In Software	HA, HB
Freedom Communication Technologies, Inc.	XA
Icom America, Inc.	JA
IPKeys Power Partners, Inc.	D
JPS Interoperability Solutions, Inc.	MC
L3Harris Technologies, Inc.	GA
Microwave Networks, Inc.	OA
Mobile Communications America, Inc.	XC, PA, BA, XD, AA, XA
Motorola Solutions, Inc.	PA, PB, PC PD
Nokia of America Corporation dba Nokia Innovations US LLC	AA, AD
Power Products Unlimited LLC	XA
PowerTrunk, Inc.	XA, SA, XD
SIAE Microelettronica, Inc.	XA
Tait North America, Inc. dba Tait Communications	TA, TD
Zetron, Inc. Huffman Communications Sales, Inc.	VA, VD

## HGACBUY – ALL HAZARDS PREPAREDNESS, PLANNING, CONSULTING, AND RECOVERY SERVICES

### 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-nine proposals for all hazards preparedness, planning, consulting, and recovery services on May 3, 2021. The following companies submitted a proposal:

Ardurra Group, LLC	Tampa, FL
AG Witt, LLC	Little Rock, AR
APTIM Corp. dba Environmental & Infrastructure, LLC	Baton Rouge, LA
Atkins North America, Inc.	Tampa, FL
CDR Macguire, Inc.	Miami, FL
The CNA Corporation dba CNA	Arlington, VA
Constant and Associates, Inc.	Torrance, CA
Data Transfer Solutions, LLC	Tampa, FL
DCMC, LLC dba DCMC Partners	Alexandria, VA
Dewberry Engineers, Inc.	Fairfax, VA
Disaster Recovery Services, LLC	Houston, TX
Five23 Group, Inc. dba Lumenor Consulting Group	Alpharetta, GA
GP Strategies Corporation	Columbia, MD
H2O Partners, Inc.	Austin, TX
Hagerty Consulting, Inc.	Evanston, IL
Hill International, Inc.	Philadelphia, PA
Innovative Emergency Management, Inc.	Morrisville, NC
Institute for Building Technology and Safety	Ashburn, VA
Integrated Solution Consulting Corporation	Prospect Heights, IL
iParamedics, LLC	Alpharetta, GA
Mission Critical Partners, LLC	Port Matilda, PA
MPACT Strategic Consulting, LLC	Houston, TX
NewGen Strategies and Solutions, LLC	Lakewood, CO
Safework, Inc.	Woodland Hills, CA
SWCA, Incorporated dba SWCA Environmental Consultants	Phoenix, AZ
Tetra Tech	Pasadena, CA
The Olson Group, LTD	Alexandria, VA
Thompson Consulting Services, LLC	Maitland, FL
Witt O'Brien's, LLC	Washington, DC

**Current Situation**

This contract is a continuation of an existing contract in our portfolio, consisting of various types of services, such as emergency operations, contingency, risk assessment, vulnerability, hazard mitigation, incident response, testing, and training.

All proposal responses have been evaluated by H-GAC staff. Fifteen proposals are being recommended for award. Request authorization to negotiate contracts with each respondent listed in the Contract Award Recommendation Table, and as may be applicable, to extend contract assignments to other authorized entities during the contract period.

**Funding Source**

Participating local government purchases

**Budgeted**

N/A

**Action Requested**

Request authorization to negotiate a contract with the respondents listed in the Contract Award Recommendation Table for all hazards preparedness, planning, consulting, and recovery services. (Staff Contact: Ronnie Barnes)

**ATTACHMENTS:**

- HP08-21 Award Recommendation Table
- Cover Memo

### HP08-21 Award Recommendation Table

Proposal	Services
Ardurra Group, LLC	Hazard mitigation; disaster management; risk assessment; disaster preparedness; emergency response and recovery services
AG Witt, LLC	Preparedness, response, and recovery services
APTIM Corp. dba Environmental & Infrastructure, LLC	Immediate response support services; disaster recovery; hazard mitigation, coastal resiliency and recovery
DCMC, LLC dba DCMC Partners	Preparedness and resiliency services; response and recovery services
Dewberry Engineers, Inc.	Planning; mitigation and response/recovery
Disaster Recovery Services, LLC	Hazard mitigation assistance; preparation and disaster planning
H2O Partners, Inc.	Hazard mitigation and risk planning; grant and flood insurance development / management; disaster recovery monitoring services
Hagerty Consulting, Inc.	Pre-disaster preparedness solutions; training and exercise solutions; response solutions; recovery solutions
Innovative Emergency Management, Inc.	Planning; public information and warning; training; exercises; risk and disaster resilience; modeling and assessment; threats and hazards identification; community resilience; long-term vulnerability reduction
Institute for Building Technology and Safety	Construction management; risk management; design and implementation disaster management; resilience planning; regulatory frameworks
Integrated Solution Consulting Corporation	Emergency operations planning; incident response; community outreach and preparedness development; hazard mitigation planning; vulnerability and hazard risk analysis
SWCA, Incorporated dba SWCA Environmental Consultants	Hazard response; agency consultation and planning; assessments and disaster recovery and mitigation
Tetra Tech	Emergency management consulting services; debris program management; consulting services; grant administration and disaster recovery



Thompson Consulting Services, LLC	Preparedness planning; consulting and recovery services
Witt O'Brien's, LLC	Preparedness, response, recovery and mitigation and crisis management services

## **CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING**

### **Background**

The coronavirus pandemic has put an extraordinary amount of strain on local government resources. Local governments have been burdened with a variety of unplanned expenses including, but not limited to: coronavirus testing, securing personal protective equipment (PPE) for county emergency medical services, sanitizing government buildings, securing storage for PPE, and paying for overtime for essential workers including peace officers. The financial burden on rural jurisdictions was especially acute. This funding will help these jurisdictions recuperate some of those costs.

### **Current Situation**

This project will use the funds provided in the Coronavirus Emergency Supplemental Funding (CERF) Program to reimburse the region's eight rural counties (Austin, Chambers, Colorado, Liberty, Matagorda, Walker, Waller, Wharton) and cities within those counties for expenses incurred responding to the coronavirus pandemic. Per the Request for Applications, allowable projects and purchases include but are not limited to: overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in local and tribal jails and detention centers. The Regional Homeland Security Council has been updated on this project.

### **Proposed Budget**

Personnel	\$9,905
Passthrough	\$236,143
Supplies and Direct Operating Expenses	\$562
Indirect Costs	\$2,836
<b>Total</b>	<b>\$249,446</b>

### **Funding Source**

Federal Funds

### **Budgeted**

No

### **Action Requested**

Request authorization to submit an application for the Coronavirus Emergency Supplemental Funding program in the amount of \$249,446. (Staff Contact: Ronnie Barnes)

### **ATTACHMENTS:**

## **PROCUREMENT AND CONTRACTS ASSESSMENT SERVICES**

### **Background**

H-GAC has established a centralized procurement section and has been working to finalize this centralization of the procurement functions throughout all departments within the agency. At the end of 2019, the H-GAC Executive Director began to standardize, at a high-level, the agency contracts functions throughout the departments. The transition is nearly complete; however, a small percentage of procurement functions remain in the departments. The H-GAC Public Services department houses the HGACBuy cooperative purchasing program which encompasses procurement functions that H-GAC is seeking to transition to the agency Procurement and Contracts section. H-GAC seeks an assessment of the current work processes to evaluate and recommend which functions remain at the project level and which functions transition into a centralized contracts management function. As part of this assessment, current department work processes will be evaluated to increase standardization and process improvements.

### **Current Situation**

Currently, each department has staff who are responsible for project management in conjunction with contracts management and/or procurement functions. As part of this assessment, current department work processes will be evaluated to increase standardization and identify process improvements.

H-GAC issued a Request for Proposals in March 2021. Four proposals were received and evaluated. Based on the committee's scoring and evaluation of the proposals as well as interviews, the committee's ranking is shown below:

1. Civic Initiatives
2. Calyptus Consulting

### **Funding Source**

HGACBuy

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with firms in order ranked to conduct Procurement and Contracts Assessment Services for H-GAC; total amount is \$121,610. (Staff Contact: Chuck Wemple)

## **FUNDING AGREEMENT FOR THE REGIONAL INCIDENT MANAGEMENT**

### **Background**

H-GAC's regional incident management activities include the Gulf Coast Regional Tow and Go Program and the Harris County Sheriff's Office's Motorist Assistance Program and Incident Management Unit. These activities operate out of Houston TranStar, the Regional Transportation Management Center. The Tow and Go Program is a towing program to remove motorists who are stalled on the freeway to a safe location with no direct cost to the motorist. The Incident Management Unit authorizes the tows using the Texas Department of Transportation (TxDOT) Freeway Closed Caption Television cameras at Houston TranStar.

Since the Tow and Go program began on May 1, 2018, almost 95,000 tows have been provided. The average incident clearance time has decreased from over 25 minutes to 16 minutes and 17 seconds over the first three years of the program.

### **Current Situation**

H-GAC staff recommends entering into an Advance Funding Agreement with TxDOT to continue the activities in the Gulf Coast Regional Tow and Go Program and Regional Incident Management. Funds from this agreement would be used in future program expansion to other freeways in the Region while continuing current operations on 244 center line miles of freeways in the City of Houston and Harris County.

### **Funding Source**

Federal: \$10,000,000

### **Budgeted**

Yes

### **Action Requested**

Request authorization to enter into an Advance Funding Agreement with the Texas Department of Transportation to continue funding for the regional incident management activities; total amount of \$10,000,000. (Staff Contact: Craig Raborn)

### **ATTACHMENTS:**

## **EAST FORK SAN JACINTO RIVER WATERSHED PROTECTION PLAN**

### **Background**

The East Fork San Jacinto Watershed has been identified through H-GAC's water quality monitoring and planning efforts as a priority area for water quality protection and improvement. H-GAC has secured funding from the Texas Commission on Environmental Quality, with support from member governments, to work with local stakeholders in completing a Watershed Protection Plan for this area.

The plan will focus on voluntary measures that can be taken to reduce water pollution, based on input from local stakeholders and the public.

### **Current Situation**

Project elements will include:

- Compiling and evaluating water quality data and trends.
- Identifying sources of pollution.
- Working with local stakeholders to recommend voluntary strategies to reduce pollution in the watershed.
- Engaging with project partners and the public throughout the development of the plan.
- The project will start in September 2021 and end in August 2025.

### **Funding Source**

Texas Commission on Environmental Quality \$148,861

Match (Clean Rivers Program, in-kind) \$99,240

### **Budgeted**

Yes

### **Action Requested**

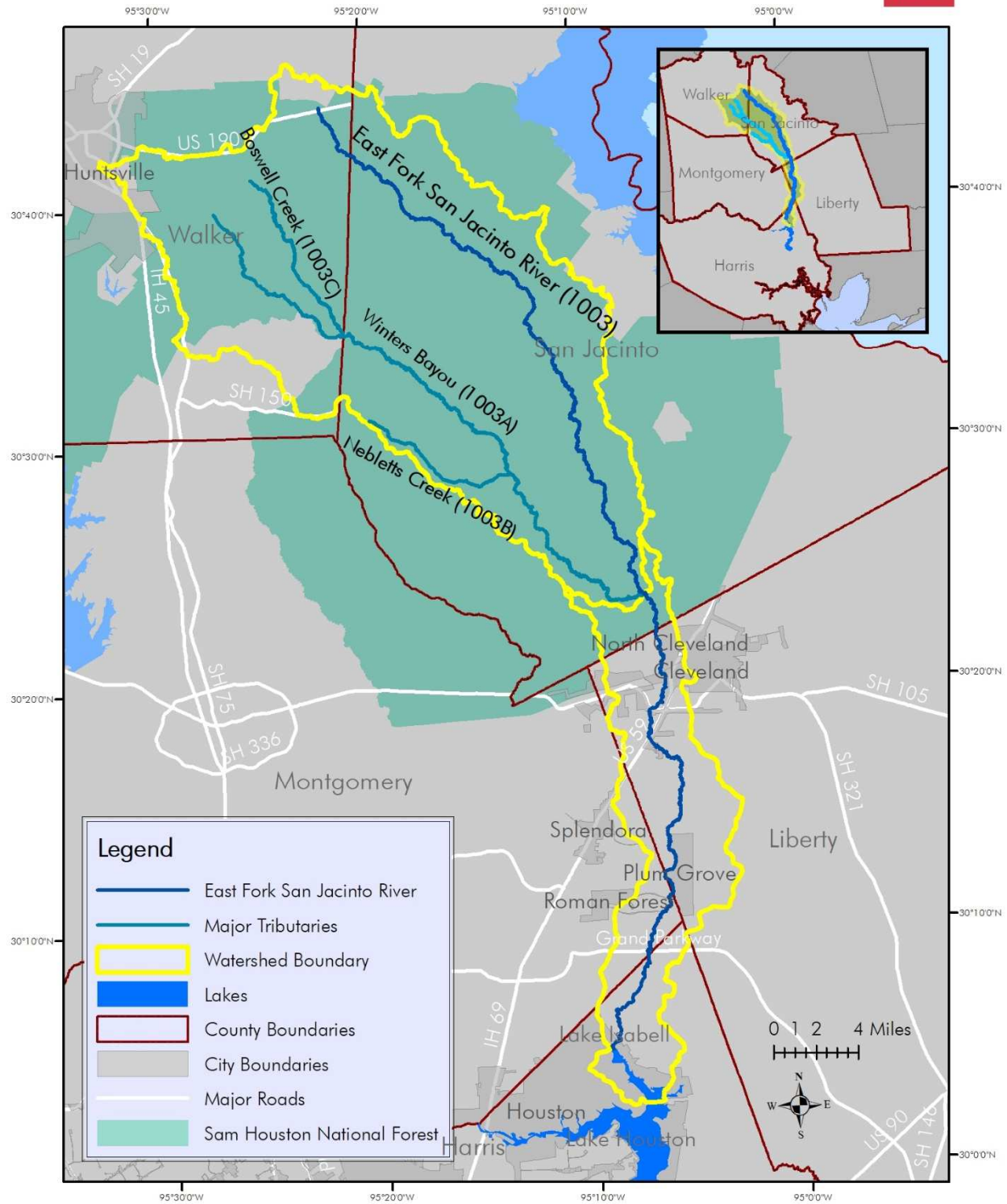
Request approval to enter a contract with the Texas Commission on Environmental Quality to develop a Watershed Protection Plan for the East Fork San Jacinto River Watershed; total amount \$248,101. (Staff Contact: Jeff Taebel)

### **ATTACHMENTS:**

▫ Map of East Fork Watershed

Cover Memo

# The East Fork San Jacinto River Watershed



**MONTHLY FINANCIAL REPORT – JUNE 2021**

**ATTACHMENTS:**

- Monthly Financial Report - June 2021 PDF

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Six Months Ended June 2021**

	Budget Year to date	Actual Year to date	Variance Dollar	%
<b>Combined Revenues and Expenditures</b>				
Revenues	\$ 193,900,296	\$ 161,281,940	\$ (32,618,356)	-17%
Expenditures	(193,424,799)	(159,791,556)	33,633,243	-17%
<b>Change in Combined Fund Balance</b>	<b>\$ 475,497</b>	<b>\$ 1,490,383</b>	<b>\$ 1,014,887</b>	

<b>Change in Fund Balance by Fund Type</b>				
Change in fund balance - General Fund	\$ 60,364	\$ 313,801	\$ 253,437	
Change in fund balance - Gulf Coast Regional 911	447,755	1,035,873	588,119	
Change in fund balance - Enterprise Fund	122,622	140,710	18,088	
<b>Total Change in Fund Balances</b>	<b>\$ 630,740</b>	<b>\$ 1,490,384</b>	<b>\$ 859,643</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 a \$142,167 increase toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a (\$1,457) a decrease to the Enterprise fund balance.



**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Six Months Ended June 2021**

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues (a)	\$ 395,538	\$ 395,538	\$ 277,350	\$ (118,188)	-30%
HGAC Energy Purchasing Corporation	90,000	45,000	45,367	367	1%
Cooperative Purchasing fees	5,500,000	2,750,000	2,283,412	(466,588)	-17%
Gulf Coast Regional 911 fees	4,036,797	2,018,399	2,132,651	114,253	6%
Interest Income (b)	35,000	17,500	728	(16,772)	-96%
Other (c)	3,981,468	1,990,734	2,329,353	338,619	17%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 14,038,803</b>	<b>\$ 7,217,171</b>	<b>\$ 7,068,862</b>	<b>\$ (148,309)</b>	<b>-2%</b>
<b>Special Revenue Fund</b>					
Federal Grant (d)	\$ 3,556,065	\$ 1,778,033	\$ 127,804	\$ (1,650,229)	-93%
State Grants	369,810,185	184,905,093	154,085,272	(30,819,821)	-17%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 373,366,250</b>	<b>\$ 186,683,125</b>	<b>\$ 154,213,076</b>	<b>\$ (32,470,049)</b>	<b>-17%</b>
<b>Total Revenues</b>	<b>\$ 387,405,053</b>	<b>\$ 193,900,296</b>	<b>\$ 161,281,938</b>	<b>\$ (32,618,358)</b>	<b>-17%</b>
<b>Expenditures</b>					
Personnel	\$ 27,608,829	\$ 13,804,415	\$ 13,579,799	\$ (224,616)	-2%
Pass-through funds - grant	341,090,281	170,545,141	140,503,453	(30,041,688)	-18%
Consultant and contract services	11,480,098	5,740,049	3,323,268	(2,416,781)	-42%
Lease of office space	1,791,142	895,571	871,337	(24,234)	-3%
Equipment	1,677,448	838,724	216,466	(622,258)	-74%
Travel (f)	327,205	163,603	23,167	(140,436)	-86%
Other expense	2,874,595	1,437,298	1,274,065	(163,233)	-11%
<b>Total Expenditures</b>	<b>\$ 386,849,598</b>	<b>\$ 193,424,799</b>	<b>\$ 159,791,555</b>	<b>\$ (33,633,244)</b>	<b>-17%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ 55,455</b>	<b>\$ 475,497</b>	<b>\$ 1,490,383</b>	<b>\$ 1,014,886</b>	

**Variances:**

- a) We have been in contact with entities that have outstanding dues, and we anticipate payment soon.
- b) Interest income is down due to the Federal Reserve holding interest rates low. H-GAC has made investments in government securities that will mature later in the fiscal year. We anticipate meeting our interest income projection.
- c) Other revenue includes the EDA loan program that has seen increased activity due to COVID related funds being made available to small businesses. These funds were not originally in H-GAC's budget and will need to be included in the mid-year revision.
- d) Federal pass-through revenue and expense in an EPA program administered by the Transportation department is off to a slow start for the year. We will review and revise the anticipated progress on this grant during the budget revision process.
- f) The travel budget was anticipating that Covid restrictions would end in 2021. We are starting to see some easing of restrictions and requests for in-person events that include in-region and out-of-region travel, so we expect that our expenses will increase later in the year.

## COMMUNITY NAVIGATORS PILOT PROGRAM

### Background

The American Rescue Plan Act authorized the Small Business Administration to establish the Community Navigator Pilot Program. The program is designed to provide high quality technical assistance to underserved small businesses and entrepreneurs impacted by the COVID-19 pandemic and other economic disruptions.

Programs are delivered through a *hub and spoke* model, where the lead applicant (H-GAC) will serve as the coordinating "hub" and a coalition of "spoke" organizations will deliver the technical assistance services to the businesses.

### Current Situation

H-GAC has identified the following public and non-profit organizations as potential partners for this project:

- BakerRipley
- Brazoria County Hispanic Chamber of Commerce
- Bay Area Houston Economic Partnership
- El Campo Economic Development Corporation
- Houston Business Development, Inc.
- Galveston Economic Development Partnership
- Tax Increment Reinvestment Zone 25/Hiram Clark Redevelopment Authority
- Texas A&M Corpus Christi Sea Grant Mariculture Program (Palacios)
- Weimar Economic Development Corporation/Chamber of Commerce
- Wharton Economic Development Corporation
- University of Houston, Bauer College of Business, Stimulating Urban Renewal through Entrepreneurship (SURE) Program

H-GAC will pursue a total grant amount of \$2.5 million and each partner may receive up to \$200,000 to carry out technical assistance activities. As part of the application, H-GAC must execute letters of commitment with each coalition partner. Additional partners may be added as the program is finalized.

### Funding Source

U.S. Small Business Administration

### Budgeted

No; amends H-GAC Budget

### Action Requested

Request approval to apply for Community Navigators Grant for an amount of \$2,500,000. (Staff Contact: Jeff Taebel)