

# Board of Directors



## November Board Meeting

<b>Schedule</b>	Tuesday, November 18, 2025 10:00 AM — 11:00 AM CST
<b>Venue</b>	3555 Timmons Lane
<b>Description</b>	Meeting of the Houston-Galveston Area Council Board of Directors.
<b>Organizer</b>	Isaac Perez

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## 1. CALL TO ORDER

## 2. INVOCATION

### **3. PLEDGE OF ALLEGIANCE**

## 4. ROLL CALL



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

## 6. PUBLIC COMMENT

## 7. SAFETY BRIEFING

## 8. CONSENT AGENDA

a. OCTOBER MEETING MINUTES

Request approval of October's Meeting Minutes. (Staff Contact: Kelley Missetich)

**MEETING MINUTES**  
**H-GAC BOARD OF DIRECTORS**  
**OCTOBER 21, 2025**

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**CALL TO ORDER**

- **Date:** October 21, 2025
- **Time:** Approximately 10:12 a.m.
- **Location:** 3555 Timmons Lane, Houston, Texas 77027
- **Meeting Type:** Monthly called meeting of the Houston-Galveston Area Council (H-GAC) Board
- **Presiding:** Mr. Chair, Judge Jay Knight
- **Call to Order and Opening:** The meeting was called to order. The meeting room was declared open and accessible to the public.

**Invocation and Pledges**

- An invocation was offered. *(Item 1)*  
  
*Given by:* Commissioner Brandon Decker
- The Pledge of Allegiance to the flag of the United States of America was recited. *(Item 2)*
- The Pledge to the Texas state flag was recited.

*Given by:* Councilmember Sally Branson

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

**October 2025**

<b>Member</b>	<b>Representing</b>
<b>Judge Tim Lapham</b>	<b>Austin County</b>
<b>Judge KP George</b>	<b>Fort Bend County</b>
<b>Commissioner Adrian Garcia</b>	<b>Harris County</b>
<b>Commissioner Lesley Briones</b>	<b>Harris County</b>

<b>Judge Jay Knight- Chair</b>	<b>Liberty County</b>
<b>Judge Bobby Seiferman</b>	<b>Matagorda County</b>
<b>Judge Mark J. Keough</b>	<b>Montgomery County</b>
<b>Commissioner Brandon Decker</b>	<b>Walker County</b>
<b>Judge Phillip Spenrath</b>	<b>Wharton County</b>
<b>Council member Laura Alvarado</b>	<b>Baytown</b>
<b>Council member Harry Hardman</b>	<b>Conroe</b>
<b>Council member Tommy Ginn</b>	<b>Deer Park</b>
<b>Council member Sally Branson</b>	<b>Friendswood</b>
<b>Council member Sallie Alcorn</b>	<b>Houston</b>
<b>Vice Mayor Pro Term Amy Peck</b>	<b>Houston</b>
<b>Mayor Russell Humphrey</b>	<b>Huntsville</b>
<b>Council member Jeffrey Boney</b>	<b>Missouri City</b>
<b>Council Member Dolan Dow</b>	<b>Pasadena</b>
<b>Mayor Kevin Cole</b>	<b>Pearland</b>
<b>Council member Stewart Jacobson</b>	<b>Sugar Land</b>
<b>Commissioner Jamie Clark</b>	<b>Texas City</b>
<b>Council member Nancy Arnold</b>	<b>General Law</b>
<b>Council member Joe Garcia</b>	<b>General Law</b>
<b>Council member Ross Gordon</b>	<b>Home Rule</b>
<b>Board Member Michelle Cruz Arnold</b>	<b>HISD</b>
<b>Trustee Rissie Owens</b>	<b>ISD Huntsville</b>

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

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

- Melissa Washington, Outreach Manager with the General Land Office.
- Katie Shelton, Public Affairs Liaison with the Office of Councilmember Alcorn.

Judge Bobby Seiferman brought the Class of 2026 Youth Leadership of Matagorda County. 24 students representing all five high school districts within Matagorda County, Palacios Independent School District, Bay City Independent School District, Van Vleck Independent School District, Tidehaven Independent School District and Matagorda.

**Public Comment** (*Item 3*)

No one had signed up in advance.

**Conflicts of Interest** (*Item 4*)

The Chair asked if anyone had conflicts of interest to declare. None were reported at this time.

**Safety Briefing** (*Item 5*) **Mr. Scott Young**

- There is currently no scheduled work on the building life safety systems. So, any alarms heard should be taken seriously.
- Scott also talked about October Safety Month- October in Harris County and surrounding counties means earlier sunsets while hurricane season continues. For Halloween, Scott suggested picking costumes with clear vision, reflective tape, using glowsticks and flashlights, and trick-or-treating in groups.
- October is also National Cybersecurity Awareness Month- use strong passwords, turn on multi-factor authentication, and pause before you click.

A special presentation by Ryan Walsh, CEO of the Harris County Sports Authority, on the **2026 FIFA World Cup** was conducted. (*Item 6*)

**Consent Agenda** (*Item 7*)

The motion was to approve the items and seconded with no further discussion.

- **Vote: All in favor said "Aye". No nays. The motion carried.**

**Motion by:** Councilmember Sally Branson

**Second by:** Councilmember Jeffrey Boney



**Finance and Budget Committee** (*Item 8a*) Monthly Financial Report September 2025 –  
**Christina Ordonez-Campos**

**Vote: All in favor said "Aye". No opposed. The motion passed.**

**Motion By:** Councilmember Sally Branson

**Second By:** Councilmember Jeffrey Boney

**Recommended 2026 Salary Program** (*Item 8b*)

- Madison Handy presented the proposed **2026 Salary Ranges** for H-GAC. She presented a salary structure that aligns closely with the state's schedule.

**Vote: All in favor said "Aye". No opposed. The motion passed.**

**Motion By:** Councilmember Sally Branson

**Second By:** Mayor Kevin Cole

**2025 Midyear Budget and Service Plan** (*Item 9a*)

- Yvette Gonzalez presented the 2025 revised budget and service plan for approval.

**Vote: All in favor said "Aye". No opposed. The motion passed.**

**Motion By:** Judge KP George

**Second By:** Councilmember Sally Branson

**PRESENTATION OF PROPOSED H-GAC 2026 BUDGET & SERVICE PLAN**  
(*Item 9b*)

- Yvette Gonzalez presented the October iteration of the proposed H-GAC 2026 Budget & Service Plan. No action requested.

**Transportation Planning** (*Item 10a*)

- Monique Johnson gave an overview of the Montgomery County Mobility Plan.
- Due to close scoring among the top firms in the procurement process, **the board deferred action until the November meeting to conduct interviews with the top two scoring engineering companies.**

**Vote: All in favor said "Aye". No nays. The motion carried.**

**Motion By:** Judge Mark J. Keough

**Second By:** Mayor Kevin Cole

#### **H-GAC Advisory Committee Appointments (*Item 11a*)**

- Isaac Perez presented one nomination to be appointed to the regional air quality planning advisory committee.

**Vote: All in favor said "Aye". No nays. The motion carried.**

**Motion By:** Mayor Kevin Cole

**Second By:** Councilmember Sally Branson

#### **Housing Committee Updates (*Item 12a*)**

- The Housing Committee is updating the regional housing plan with post-pandemic data. One major initiative is the **housing vision plan pilot program**, which will serve as a template for local governments to collect community preferences on the architectural style, density, and amenities of future medium-density housing developments.

This item does not require board action.

#### **Community and Environmental Planning (*Item 13a*)**

- This report was given by Meghan Lyons on H-GAC's Funding Development Program.
- Program officially launched October 21, 2025. It focuses on the board's priority areas including housing, water resources, community infrastructure, public and mental health, solid waste, disaster resilience, and criminal justice.
- The initial focus will be on cities with populations that are under 55,000 and counties with populations under 100,000.
- Everything is now live on the website.

This item does not require board action.

#### **H-GAC Spotlight- Summer Earn and Learn (*Item 14a*)**

- This report was given by LaToya Casimere –Hire Gulf Coast Youth who talked about a few of the program highlights from the program year.

- The SEAL program, celebrating its seventh year, is a partnership providing a five-week work experience for young adults (ages 15 to 22) with physical or mental disabilities.
- Students earn \$13 an hour and are paired with a work experience trainer/job coach.
- Highlights for the program year included \$252,332 paid in wages and a 96% retention rate, with 213 students placed across 45 employers.
- The goal for next year is to support 525 young adults through the SEAL program.

This item does not require board action.

#### **Outreach and Government Affairs Report** *(Item 14b)*

- Rick Guerrero reported on the midyear progress report that accompanies the midyear budget revisions every year.
- Spoke about the sending over the designations for primary and alternate for the caucuses that will be taking place November 18<sup>th</sup> after the board meeting.
- Results will be announced during the Annual Meeting on February 20<sup>th</sup>, 2026

This item does not require board action.

#### **Executive Director's Report** *(Item 14C)*

- Chuck Wemple provided his Executive Director's Report.
- The agency is preparing for the **50th year celebration of the Metropolitan Planning Organization (MPO)** this coming Friday.
- The Aging program recently received an **Impact Award** from the National Association Development Organizations for its "Aging Road Show" initiative.

**Adjournment** The meeting was adjourned at 11:55 A.M.

## **b. LA PORTE LIVABLE CENTERS STUDY**

Request authorization to contract with firms in order ranked to conduct the La Porte Livable Centers Study, for a total contract amount not to exceed \$200,000.  
(Staff Contact: Ellary Makuch)

## La Porte Livable Centers Study

### Background

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

Establishing Livable Centers is one of the implementation strategies to reduce reliance on single-vehicle occupancy in H-GAC's 2045 Regional Transportation Plan. H-GAC and our local partners work with communities to identify a vision for the study area and specific recommendations, such as pedestrian and bicycle facilities, that can help facilitate the creation of Livable Centers.

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

### Current situation

The upcoming Livable Centers study for the City of La Porte is set to begin. The purpose of the La Porte Livable Centers Study is to consolidate recommendations from previous planning efforts to create a comprehensive roadmap for developing La Porte's central core into a well-connected, mixed-use district. The study will also address the need for improved and safe pedestrian and bicycle circulation, ensuring stronger links between area amenities and surrounding neighborhoods. The study will also identify gaps in first- and last-mile connectivity within the Harris County Transit System's fixed-route bus service. In addition, it will evaluate existing zoning and development codes to identify barriers to creating pedestrian-friendly streetscapes, encouraging infill development, supporting adaptive reuse, and preserving the area's unique character. Finally, the study will explore opportunities to strengthen connections between downtown La Porte and Sylvan Beach, leveraging the impact of the planned renovations to enhance regional appeal.

To support H-GAC and La Porte in this process, H-GAC issued a competitive, sealed solicitation to solicit qualified Contractor(s) for the goods or services requested under Project ID: TRN25-09. 7 responsive submissions were received and thoroughly evaluated by a committee of H-GAC representatives and stakeholders. Based on the committee's scoring and evaluation of the proposal responses and interviews, the recommendation and rankings are presented below:

Ranking	Vendor	Score
1	Halff Associates, Inc,	150
2	Baxter & Woodman, Inc	140
3	Kimley-Horn	138
4	Mend Collaborative	78
5	TLC Engineering, Inc.	68
6	TJKM	67

7	AAA Geo Plan Solutions, LLC	41
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Evaluation Criteria: Project Work Program and Schedule, Project Organization and Management Plan, Qualifications, Past Performance and References, Challenge, Opportunity, and Success Statement, and Staff Allocation and Level of Effort.

**Funding Source**

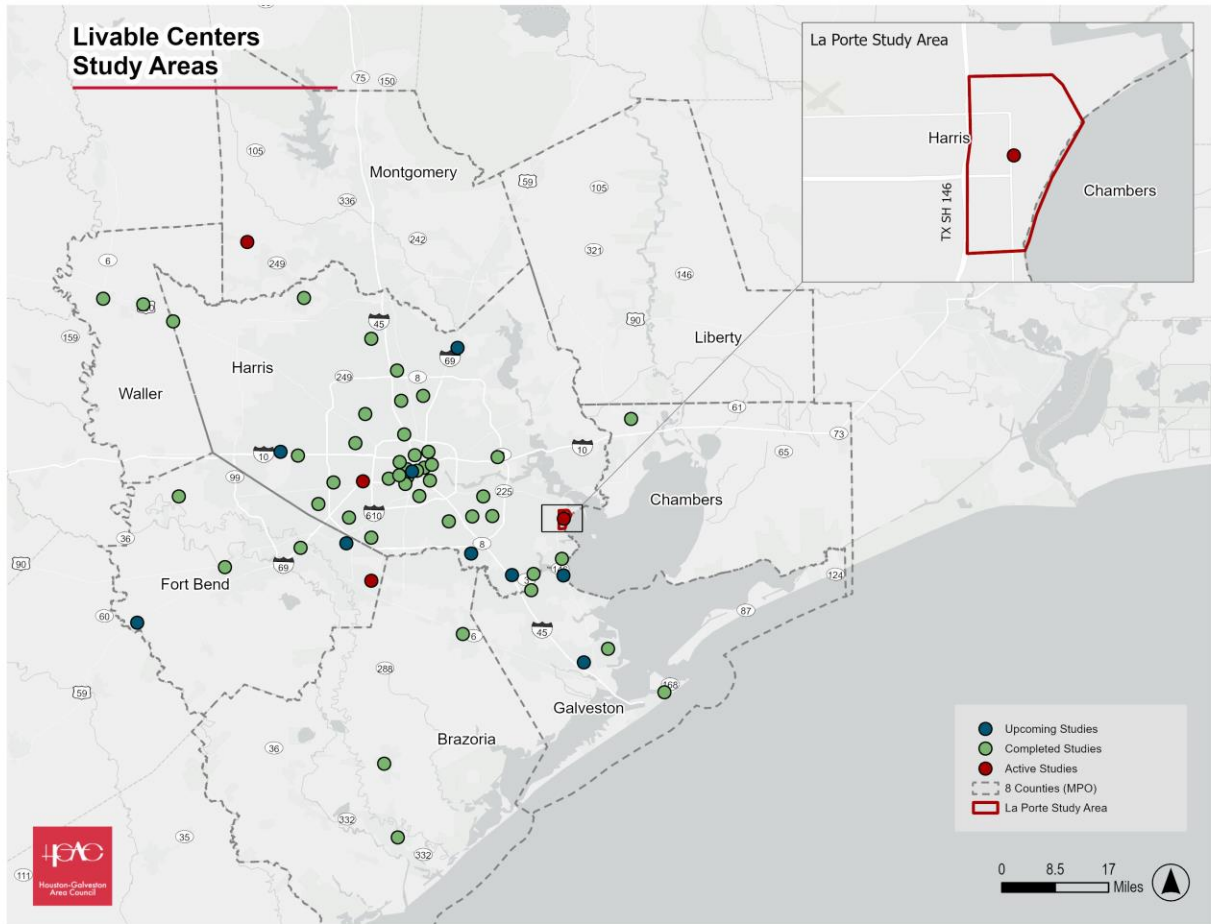
Transportation Planning Funds

**Budgeted**

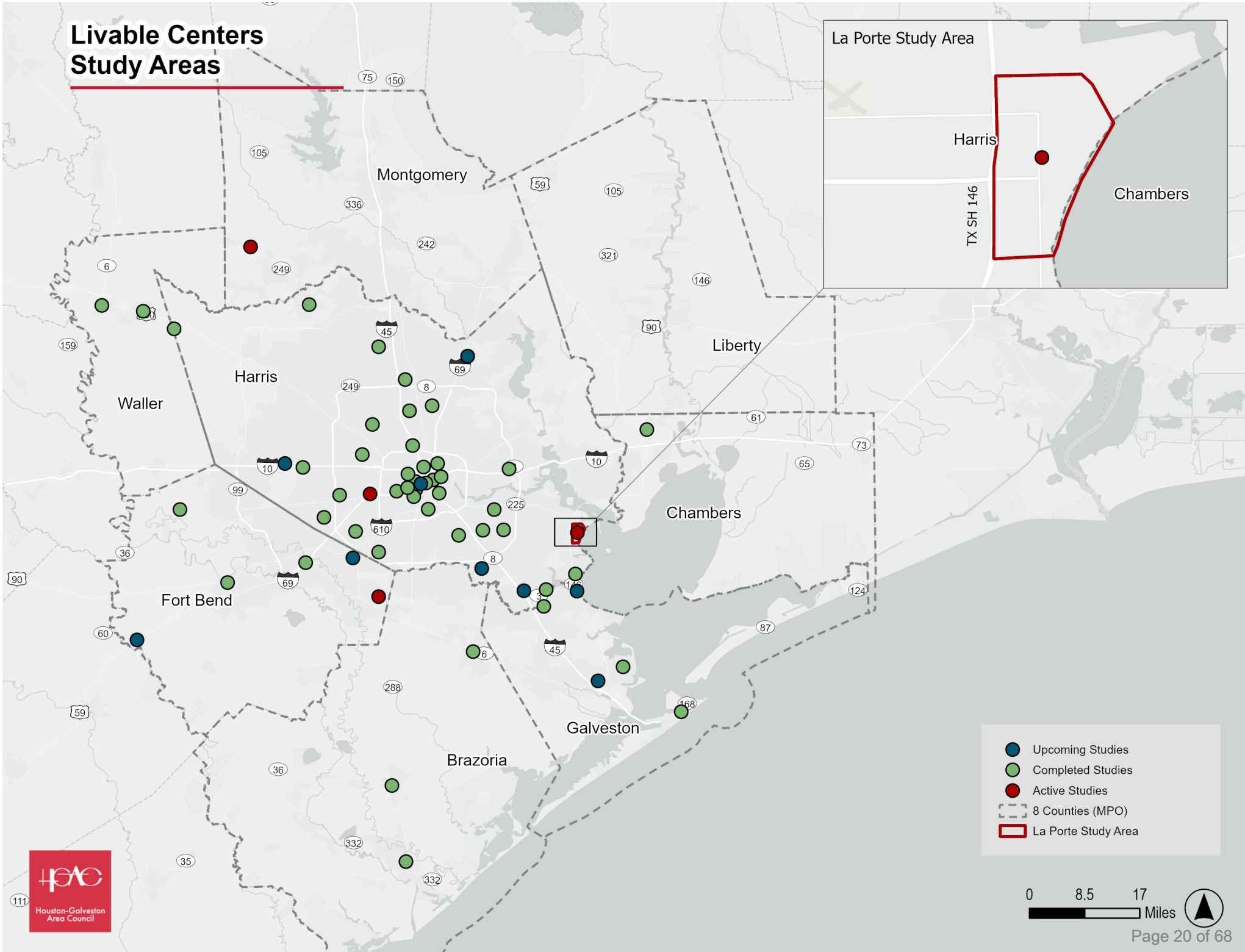
Yes

**Action requested**

Request authorization to contract with firms in order ranked to conduct the La Porte Livable Centers Study, for a total contract amount not to exceed \$200,000. (Staff Contact: Ellary Makuch)



## Livable Centers Study Areas





**c. COMMUTE SOLUTIONS AND  
BAYTRAN INTERLOCAL AGREEMENT**

Request authorization to enter into an Interlocal Agreement with Baytran for one year in an amount not to exceed \$210,000 with an option to renew two additional one-year contracts with a total awarded amount not to exceed \$630,000. (Staff Contact: Robyn Egbert)

## **Commute Solutions Baytran Interlocal Agreement**

### **Background**

Commute Solutions is the Houston-Galveston Area Council's travel demand management outreach and education program. The program provides marketing, education, and outreach about the transportation options in the region that help reduce congestion and improve air quality. The Commute Solutions program is administered by the Houston-Galveston Area Council, in partnership with the Texas Department of Transportation, regional transportation agencies, area employers, universities, local governments, and other community organizations.

### **Current Situation**

H-GAC is seeking approval to enter into an Interlocal Agreement with the Bay Area Houston Transportation Partnership (BayTran). Once approved, BayTran will provide additional outreach and marketing services for Commute Solutions by extending the reach and benefits of the program within BayTran's partnerships and networks.

### **Funding Source**

Federal Highway Administration

### **Budgeted**

Yes

### **Action Requested**

Request approval to enter into an Interlocal Agreement with the Bay Area Houston Transportation Partnership for one year for an amount not to exceed \$210,000 with the option to renew for up to two additional years for a total amount not to exceed \$630,000 for all three years. (Staff Contact: Robyn Egbert)

d. 2026 CONGESTION MANAGEMENT  
PLAN UPDATE

Request authorization to contract with firms in the order ranked, in an amount not to exceed \$550,000. (Staff Contact: Alan Rodenstein)

## **Congestion Management 2026 Plan Update**

### **Background**

A Congestion Management Process is required by the Federal Highway Administration to be developed as part of the metropolitan planning process in urbanized areas with a population over 200,000. These metropolitan areas are known as Transportation Management Areas and are officially designated by the Secretary of Transportation using population figures from the latest decennial census. The last Congestion Management Process was completed in 2021.

### **Current Situation**

In coordination with the 2050 Regional Transportation Plan Update, the 2026 Congestion Management Plan is designed to be a comprehensive update of the Congestion Management Process by looking at all elements of the prior plans and developing a more robust process.

H-GAC issued a competitive solicitation asking qualified contractors for the services requested under Project ID: RFP-TRN25-19. Three qualifying submissions were submitted and thoroughly evaluated by a committee of H-GAC and TxDOT representatives. Based on the committee's scoring and evaluation of the proposal's responses, the recommendations and rankings are presented below.

Rank	Vendor	Score
1	Cambridge Systematics	88
2	ICF incorporated, LLC	81
3	WSP USA, Inc.	70

Evaluation Criteria: Study Methodology; Qualifications, Experience, and Capabilities; Challenge, Opportunity, and Success' Schedule and Level of Effort by Task.

### **Funding Source**

Federal Planning Funds, Section 5304

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with the top scoring consulting firm in the order presented, in an amount not to exceed \$550,000. (Staff Contact: Alan Rodenstein)

e. TRANSPORTATION PROJECT  
DATABASE SYSTEM

Request authorization to contract with the firms in the order listed for one year with the option to renew for a second year for an annual amount not to exceed \$250,000 per year. (Staff Contact: Vishu Lingala)

## Transportation Project Database System

### Background

H-GAC currently stores and manages transportation projects programmed in the Transportation Improvement Program, the 10-Year Plan, and the Regional Transportation Plan using the Transportation Economic Land Use System. This system was developed by the New Jersey Institute of Technology in 2006 and no longer meets the current needs. The existing system lacks many essential features, such as project selection processes, project development tracking, financial analysis, and reporting capabilities for the Transportation Improvement Program and Regional Transportation Plan amendments.

### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified contractors for the goods or services requested under Project ID:TRN25-18. Four responsive submissions were received and thoroughly evaluated by a committee of H-GAC representatives. Based on the committee's scoring and evaluation of the proposal responses, the recommendation and rankings are presented below:

Ranking Order	Vendor	Written Proposals Scores
1	EcoInteractive LLC	86.43
2	Tetra Tech, Inc.	73.43
3	Workflow Manager	72
4	Aurigo Software Technologies, Inc.	55.71
Written Proposal Evaluation Criteria: Technical Criteria: System Functionality/Technical Architecture/User Experience, Qualifications/Experience/Capability, Pricing/Cost Proposal, and Methodology/Approach		

### Funding Source

Federal; Transportation Planning Funds

### Budgeted

Yes

**Action Requested**

Request authorization to contract with the firms in the order listed for one year with the option to renew for a second year for an amount not to exceed \$250,000 per year. (Staff Contact: Vishu Lingala)

## f. REGIONAL BIKE ENCOURAGEMENT CAMPAIGN

Request authorization to contract with Love to Ride for two years in an amount not to exceed \$250,000. (Staff Contact: Emanuel Andrews)



## Regional Bike Encouragement Campaign Vendor Selection

### Background

The Houston-Galveston Area Council (H-GAC) released a solicitation for a qualified contractor to develop and manage a regional biking encouragement campaign. This initiative aims to strategically promote active transportation and drive mode shift away from single-occupancy vehicles. This campaign will build on the proven success of its prior pilot campaign from March 2023 to February 2025. The pilot demonstrated the effectiveness of biking as a core Travel Demand Management strategy, yielding significant results, including:

- Trip Reduction: Nearly 43,000 trips were shifted from driving to biking
- Vehicle Miles Traveled Reduction: Participants reduced regional Vehicle Miles Traveled by 500,000 miles
- Emissions Reduction: Over 19,000 lbs. of CO2 emissions were saved

The awarded vendor will provide a robust platform and campaign management. The key objectives are to engage riders of all levels and encourage biking for transportation, not just recreation.

### Current Situation

The Houston-Galveston Area Council issued a competitive, sealed solicitation to qualified contractors for the goods or services requested under Project ID: TRN25-14 on 5/27/25 and closed on 6/26/25. Two (2) responsive submissions were received and thoroughly evaluated by a committee of H-GAC staff. Submissions were evaluated based on the following criteria: Experience/Qualifications, Methodology/Approach, Cloud-Based Digital Platform, Staff Allocation and Level of Effort, Past Performance/References:

Rank	Vendor	Score
1	Love to Ride	92
2	Prolific Success Events & Consulting, LLC	41

### Funding Source

Federal; Federal Highway Administration

### Budgeted

Yes

### Action Requested

Request authorization to contract with Love to Ride for two years in an amount not to exceed \$250,000. (Staff Contact: Emanuel Andrews)

g. SPATIAL EMISSIONS ESTIMATOR  
UPDATE

Request authorization to negotiate a two-year contract with Eastern Research Group, Inc. in an amount not to exceed \$100,000. (Staff Contact: Jochen Floesser)

## **Spatial Emissions Estimator Update**

### **Background**

Since its initial development in 2014, the Spatial Emissions Estimator Tool has been updated with multiple versions of the U.S. Environmental Protection Agency's (EPA) Motor Vehicle Emission Simulator (MOVES), including MOVES2010b, MOVES3, and MOVES4. MOVES is required by EPA for Transportation Conformity air quality determinations.

The Spatial Emissions Estimator Tool is critical to H-GAC's role as the Metropolitan Planning Organization for the eight-county area. By linking the travel demand model with the latest MOVES version, it generates emission inventories required for Transportation Conformity, ensuring transportation plans meet motor vehicle emissions budgets.

### **Current Situation**

The EPA released MOVES5 in November 2024. Updating the estimator to work with MOVES5 is essential for H-GAC to maintain regulatory-compliant emissions inventories for Transportation Conformity. MOVES5 includes updated emission factors, new activity data, recent rules, and improved modeling of older vehicles. The Spatial Emissions Estimator must be updated to remain compatible with the latest EPA-approved model for Conformity Determination.

H-GAC issued a competitive, sealed solicitation to solicit qualified Contractors for the goods or services requested under Project ID: RFP-TRN25-20. One responsive submission was received and thoroughly evaluated by a committee of H-GAC representatives.

### **Funding Source**

Transportation Planning Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to negotiate a two-year contract with Eastern Research Group, Inc. to update the Spatial Emissions Estimator in an amount not to exceed \$100,000. (Staff Contact: Jochen Flosseur)

#### h. TEX POOL UPDATE

Request approval to update the authorized signers on the TexPool investment account. (Staff Contact: Gilda Mendoza)

## **TEXPOOL INVESTMENT ACCOUNT AUTHORIZED SIGNER**

### **Background**

The Houston Galveston Area Council has utilized TexPool, an investment pool, as part of its investment strategy for several years. The authorized signers on the account are no longer employed by H-GAC, requiring a change.

### **Current Situation**

To make transfers and withdrawals to the TexPool investment account, a new signer designated by the Board is needed on the TexPool account in accordance with Government Code 2256.005 (f)

### **Funding Source**

Not Applicable

### **Budgeted**

Not Applicable

### **Action Requested**

Request approval to update the authorized signers on the TexPool investment account. (Staff contact: Gilda Mendoza)



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

**\* Required Fields**

## 1. Resolution

**WHEREAS,**

Houston-Galveston Area Council 

79802

  
Participant Name\* Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("TexPool /Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool /TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

- Christina-Ordonez Campos

Chief Financial Officer

7139934510

Christina.Ordonez-Campos@h-gac.com
- Charles Wemple

Executive Director

7139934514

Charles.Wemple@h-gac.com
- Arathi Nayak

Manager

7139934564

arathi.nayak@h-gac.com

## 1. Resolution (continued)

4.   
Name

Title

Phone

Fax

Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Arathi Nayak  
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Arathi Nayak  
Name

Manager  
Title

7 1 3 9 9 3 4 5 6 4  
Phone

Fax

Arathi.Nayak@h-gac.com  
Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of  November, 2025.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Houston-Galveston Area Council  
Name of Participant\*

### SIGNED

Signature\*

Judge Jay Knight  
Printed Name\*

H-GAC Board of Directors Chairman  
Title\*

### ATTEST

Signature\*

Councilmember Joe Garcia  
Printed Name\*

H-GAC Board of Directors Chair-Elect  
Title\*

## 2. Delivery Instructions

Please return this document to **TexPool Participant Services**:

**Email:** [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

**Fax:** 866-839-3291

## i. CONCUR TRAVEL SOFTWARE

Request to approve purchase of Concur Software for a total contract amount not to exceed \$40,000 annually for a two year term. (Staff contact Gilda Mendoza)



## **CONCUR TRAVEL SOFTWARE**

### **Background**

The Houston-Galveston Area Council utilizes Concur Software to assist in managing and processing employee travel expense reporting throughout the agency. The platform reduces manual effort, provides more accountability, increases transparency, and improves efficiency. The contract with Concur Software will preserve this efficiency, transparency, and accountability.

### **Current Situation**

H-GAC would like to enter a contract with Concur to obtain best pricing and avoid sudden price increases. H-GAC will be going through Carahsoft, a reseller with a GSA Cooperative Contract for the software contract. The contract will be effective for two years from 01/01/2026 to 12/31/2027 at a cost not to exceed \$40,000 annually.

### **Funding Source**

Indirect

### **Budgeted**

Yes

### **Action Requested**

Request authorization to purchase Concur Software for a two-year term with an amount not to exceed \$40,000 per year. (Staff Contact Gilda Mendoza)

## 9. FINANCE AND BUDGET

a. MONTHLY FINANCIAL REPORT

Request approval of the October Monthly Financial Report. (Staff Contact: Christina Ordonez-Campos)

## **MONTHLY FINANCIAL REPORT – OCTOBER 2025**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

Not Applicable

### **Action Requested**

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



# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Monthly Financial Report

For Month Ending October 31, 2025

Prepared on November 5, 2025

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

### SUMMARY OF KEY CHANGES

\*\*\* Please note that the budget adjustments made during the mid-year revision( approved by the Board in September) are reflected on this report. \*\*\*

#### REVENUES

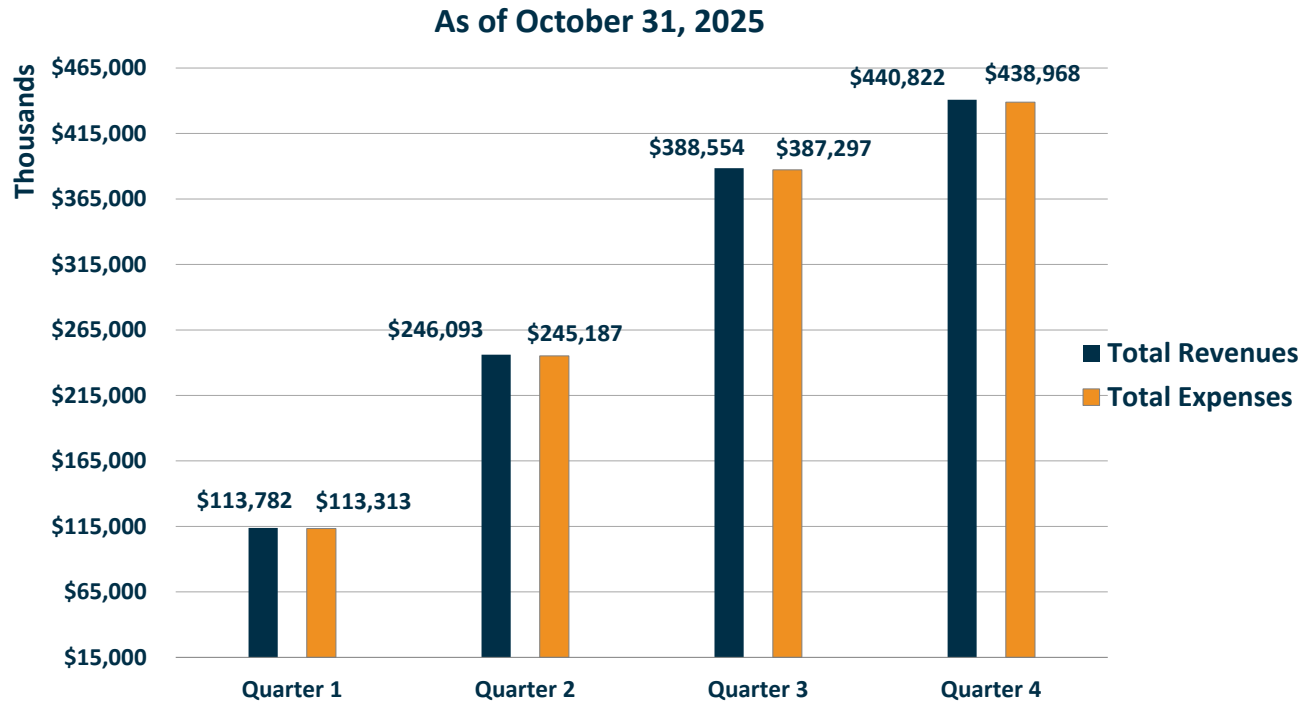
- > Although interest income has declined compared to recent months due to lower interest rates, it remains strong and continues to perform well relative to the revised budget.
- > As of October 2025, the cooperative purchasing revenue has reached 70% of budget. October fee collections totaled 925K, the highest billing to date in 2025, with a major portion of this revenue attributed to Q3 reporting contracts.
- > Federal revenue is performing well. In October, it stands at 75%, compared to 46% in October 2024. The budgeted level should be reached by year-end.

#### EXPENDITURES

- > Personnel expenditures remain within budget as we continue to fill vacant positions. Year-to-date, personnel costs are at 67% of the budget, compared to 83.33% of the year that has elapsed. At October 31, we had 446 employees, compared to 365 in October 2024.
- > Pass-through and consultant expenses are currently below projections. October-related expenses and some grant closeout reports are still in the process of being finalized.
- > As a percentage of its budgeted amount, rent expense seems to be lower than expected; however, it increased from 45% of the budget in September 2025 to 52% in October 2025. With the rent abatement period for some of our new spaces being completed, we should see gradual increases in the coming months.

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

## Quarterly Trends Chart



# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Quarterly Trends Report

For Month Ending October 31, 2025

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b><u>Revenues</u></b>				
<b>General &amp; Enterprise Fund Revenues</b>				
Membership Dues	\$ -	\$ 305,595	\$ 6,028	\$ -
HGAC Energy Corporation	24,309	29,360	38,154	3,720
Cooperative Purchasing Fees	1,076,030	1,548,937	1,419,954	925,501
Gulf Coast Regional 911 Fees	1,045,363	1,767,489	1,292,038	362,482
Interest Income	414,587	289,287	326,018	85,570
Other Revenues	442,002	1,021,203	349,528	146,945
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 3,002,290</b>	<b>\$ 4,961,871</b>	<b>\$ 3,431,720</b>	<b>\$ 1,524,217</b>
<b>Special Revenue Fund</b>				
Federal Grants	\$ 81,175	\$ 68,712	\$ 168,559	\$ 203,076
State Grants	110,698,514	127,280,687	138,860,704	50,540,572
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 110,779,690</b>	<b>\$ 127,349,398</b>	<b>\$ 139,029,263</b>	<b>\$ 50,743,649</b>
<b>Total Revenues</b>	<b>\$ 113,781,979</b>	<b>\$ 132,311,269</b>	<b>\$ 142,460,982</b>	<b>\$ 52,267,865</b>
<b><u>Expenditures</u></b>				
Personnel	\$ 10,160,488	\$ 11,503,546	\$ 13,759,635	\$ 4,182,219
Pass-through Funds - Grant	99,464,950	115,046,882	123,167,828	46,305,291
Consultant and Contract Services	1,879,196	3,029,246	2,315,159	223,907
Lease of Office Space	375,414	377,877	387,330	150,449
Equipment	146,886	109,815	301,694	111,592
Travel	99,172	160,152	215,702	77,473
Other Expenses	1,187,183	1,646,144	1,963,138	620,075
<b>Total Expenditures</b>	<b>\$ 113,313,289</b>	<b>\$ 131,873,661</b>	<b>\$ 142,110,485</b>	<b>\$ 51,671,006</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ 468,690</b>	<b>\$ 437,608</b>	<b>\$ 350,498</b>	<b>\$ 596,860</b>

# HOUSTON GALVESTON AREA COUNCIL (H-GAC)

## FY25 Budget to Actual Report - All Funds

For Month Ending October 31, 2025

83.33% of Year  
Elapsed

	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
<b>Revenues</b>						
<b>General &amp; Enterprise Fund Revenues</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Membership Dues	\$ 466,414	\$ 311,623	67%	\$ 462,137	\$ 354,553	77%
HGAC Energy Purchasing Corporation	130,000	95,542	73%	80,000	107,522	134%
Cooperative Purchasing Fees	7,124,694	4,970,421	70%	5,640,451	4,473,614	79%
Gulf Coast Regional 911 Fees	5,465,253	4,467,371	82%	2,767,797	4,028,851	146%
Interest Income	1,200,000	1,115,462	93%	1,200,000	1,287,653	107%
Other Revenues	7,992,736	1,959,678	25%	7,173,876	4,531,667	63%
<b>Total General &amp; Enterprise Fund Revenues</b>	<b>\$ 22,379,097</b>	<b>\$ 12,920,096</b>	<b>58%</b>	<b>\$ 17,324,261</b>	<b>\$ 14,783,860</b>	<b>85%</b>
<b>Special Revenue Fund</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Federal Grant	\$ 695,000	\$ 521,522	75%	\$ 695,000	\$ 317,417	46%
State Grants	568,351,064	427,380,478	75%	523,305,764	415,458,784	79%
<b>Total Special Revenue Fund Revenues</b>	<b>\$ 569,046,064</b>	<b>\$ 427,902,000</b>	<b>75%</b>	<b>\$ 524,000,764</b>	<b>\$ 415,776,201</b>	<b>79%</b>
<b>Total Revenues</b>	<b>\$ 591,425,161</b>	<b>\$ 440,822,096</b>	<b>75%</b>	<b>\$ 541,325,025</b>	<b>\$ 430,560,061</b>	<b>80%</b>
<b>Expenditures</b>						
	FY25 Budget	FY25 Year-to-Date Actuals	FY25 % of Actuals to Budget	FY24 Budget	FY24 Year-to-Date Actuals	FY24 % of Actuals to Budget
Personnel	\$ 58,728,438	\$ 39,605,888	67%	\$ 39,263,214	\$ 30,965,695	79%
Pass-through Funds - Grant	493,399,060	383,984,951	78%	478,270,303	381,169,561	80%
Consultant and Contract Services	16,205,886	7,447,508	46%	14,691,223	8,446,402	57%
Lease of Office Space	2,496,177	1,291,070	52%	1,461,237	1,223,355	84%
Equipment	6,702,797	669,986	10%	602,696	531,286	88%
Travel	1,078,717	552,498	51%	700,865	401,761	57%
Other Expenses	12,814,086	5,416,540	42%	6,754,873	4,363,344	65%
<b>Total Expenditures</b>	<b>\$ 591,425,161</b>	<b>\$ 438,968,440</b>	<b>74%</b>	<b>\$ 541,744,411</b>	<b>\$ 427,101,404</b>	<b>79%</b>
<b>Excess of Revenues Over(Under) Expenditures</b>	<b>\$ -</b>	<b>\$ 1,853,656</b>		<b>\$ (419,386)</b>	<b>\$ 3,458,657</b>	
<b>Beginning Fund Balance (all funds) - Jan. 1 (1)</b>	<b>\$ 45,454,933</b>	<b>\$ 45,454,933</b>		<b>\$ 43,468,636</b>	<b>\$ 43,468,636</b>	
<b>Ending Fund Balance (all funds) - October 31 (2)</b>	<b>\$ 45,454,933</b>	<b>\$ 47,308,589</b>		<b>\$ 43,049,250</b>	<b>\$ 46,927,293</b>	

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

(2) All ending fund balances are as of end of October 31st for each year.



b. INDIRECT COST RATE  
PRESENTATION

For information only, no action requested.  
(Staff Contact: Yvette Gonzalez)

## **INDIRECT COST RATE PRESENTATION**

### **Background**

N/A

### **Current Situation**

A Review of H-GAC's Indirect Cost Rate.

### **Funding Source**

N/A

### **Budgeted**

Not Applicable

### **Action Requested**

No action required. For information purposes only. (Staff Contact: Yvette Gonzalez)

c. PRESENTATION OF PROPOSED  
2026 BUDGET AND SERVICE PLAN  
For review only, no action requested.  
(Staff Contact: Chuck Wemple)

## **PRESENTATION OF PROPOSED H-GAC 2026 BUDGET & SERVICE PLAN**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Presentation and discussion of proposed H-GAC 2026 Budget & Service Plan. For information only. No action required. (Staff Contact: Chuck Wemple)

## 10. HUMAN SERVICES

## a. ADULT EDUCATION CONTRACT AMENDMENTS

Request authorization to amend existing contracts with consortium members to add \$3,232,207 for the period July 1, 2025, through June 30, 2026. New total contract amount not to exceed \$9,535,207. (Staff Contact: Kristi Hayman)

## Adult Education Contract Amendments

### Background

The Adult Education and Family Literacy Act —authorized under Title II of the Workforce Innovation and Opportunity Act —supports adult education, literacy, and English language acquisition programs. The Gulf Coast Workforce Board serves as the grantee and fiscal agent for the Gulf Coast Adult Education Consortium, which is composed of two community-based organizations, three community colleges, and one education service center serving as the lead agency providing technical assistance and coordination.

In 2024, the Board was awarded responsibility for nine counties, including Austin, Colorado, Fort Bend, Matagorda, Montgomery, Walker, and Wharton, as well as 60 percent of Harris County. Services are delivered in-person, remotely, and through hybrid models and include English language instruction, literacy and GED preparation, adult basic and secondary education, integrated education and training programs, college and career readiness, employability skills, services for internationally trained professionals, and workplace and digital literacy.

Each year, the Texas Workforce Commission (TWC) allocates funding to selected Adult Education grantees with defined performance and fiscal expectations. Timely distribution of funds is critical to ensure consortium members can maintain staffing levels and deliver services without interruption.

### Current Situation

When the Board initially received the 2025–2026 allocation from TWC, the total available funding was significantly reduced compared to previous years. Consequently, consortium contracts were renewed at lower levels effective July 1, 2025, while staff awaited clarification on potential performance-based adjustments.

TWC has since issued supplemental funding to restore and expand Adult Education and Family Literacy services. These additional funds allow consortium members to resume operations at full capacity and continue addressing the region’s growing demand for literacy and upskilling programs.

Board staff propose amending existing contracts with consortium members to incorporate additional funding. These amendments will adjust total budgets and ensure proportional distribution based on contracted services and performance expectations.

### Proposed Amendment Amounts

Provider	Original Amounts	Amendment Increase	Revised Total
Houston City College	\$2,558,000	\$1,502,800	\$4,060,800
Lone Star College	\$1,445,000	\$847,938	\$2,292,938
San Jacinto College	\$816,000	\$401,469	\$1,885,469

Region 6 ESC	\$1,484,000	\$480,000	\$1,296,000
<b>Total</b>	<b>\$6,303,000</b>	<b>\$3,232,207</b>	<b>\$9,535,207</b>

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to amend existing contracts with consortium members to add \$3,232,207 for the period July 1, 2025, through June 30, 2026. New total contract amount not to exceed \$9,535,207. (Staff Contact: Kristi Hayman)



**b. AREA AGENCY ON AGING FUNDING  
UPDATE**

For information only, no action requested.  
(Staff Contact: Aaron Sturgeon)

## HOUSTON-GALVESTON AREA COUNCIL AREA AGENCY ON AGING Fiscal Year 2026 AAA Funding Levels

### Background

H-GAC is the Area Agency on Aging (AAA) for Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton counties. Services provided include nutrition assistance, transportation, legal resources, ombudsmen support, home modifications, in-home health and caregiver services, and more. FY 2026 Aging programs began October 1, 2025 and end September 30, 2026.

### Current Situation

The AAA received supplemental emergency funds at the start of the COVID-19 pandemic in FY 2021 from legislation such as the Coronavirus Aid, Relief, and Economic Security Act, and the American Rescue Plan Act. COVID-era funding expired on October 1, 2025. This resulted in updated 2026 fiscal year budgets to reflect historical, pre-pandemic funding levels. A comparison of the funding levels can be seen in the chart below, outlining pre-pandemic funding, peak-level funding since the start of the pandemic, and post-pandemic levels.

	<u><b>2019</b></u>	<u><b>2023</b></u>	<u><b>2026</b></u>
Congregate Meals	\$ 1,404,723.00	\$ 3,521,993.00	\$ 1,491,915.00
Home Delivered Meals	\$ 1,385,343.00	\$ 4,907,396.00	\$ 1,185,766.00
Transportation Services	\$ 832,850.00	\$ 1,013,778.00	\$ 858,482.00

The FY26 budget projections are conservative based on amounts released by the State. Due to the Federal government shutdown, the State fronted our FY26 budget to keep services active. However, when Congress reconvenes and passes a 2026 Budget or Continuing Resolution, these numbers could change.

In addition, we have received continuation funds in years past that require a state match to pull down and distribute. We have not received any projections of continuation funds that may become available. If we receive any, they will be available mid-year in 2026 and rolled out to provide additional services.

**Funding Source:**

Texas Health and Human Services Commission

**Action Requested**

None. For discussion only.

## 11. TRANSPORTATION

a. MONTGOMERY COUNTY MOBILITY  
PLAN

Request authorization to contract with firms in the order presented for a contract term of 18 months for a total of \$900,000.00. (Staff Contact: Monique Johnson)



# Board of Directors Agenda Item Template

## Procurement Item

### Montgomery County Mobility Plan

#### Background

H-GAC has established a partnership with Montgomery County to conduct a county-wide mobility plan (see Attachment 1 - Study Area). The goal of this plan is to examine the County's transportation network holistically rather than by individual segments or modes to maximize the network efficiency. The plan will determine existing and future transportation needs by integrating land use and growth scenarios. The plan will result in the 2027 Montgomery County Mobility Plan and implementation workbooks for the County and each precinct. The workbooks will outline short-, medium-, and long-range transportation investments that improve roadway safety, mitigate congestion, and improve air quality.

#### Current Situation

H-GAC issued a competitive, sealed solicitation to solicit qualified contractor(s) for the goods or services requested under Project ID: RFP-TRN25-11 on July 2, 2025 and which closed on August 14, 2025. Eleven (11) responsive submissions were received and thoroughly evaluated by a committee of H-GAC, Montgomery County and TxDOT representatives. Per the request of the H-GAC BOD at the October 21, 2025, meeting, interviews were held on November 6, 2025, with the top two high scoring companies listed below.

The original scoring of the proposal is presented below. Since the evaluation scores were published, the scores could not be modified. Both contractors developed innovative study methodologies and have the qualifications, experience, and capability to perform the study. Both teams gave excellent presentations and thoroughly answered all the committee's questions. As a result of the interviews the evaluation committee deemed that Freese and Nichols, Inc. should be awarded the contract.

Company Name	Score
1. Freese and Nichols, Inc.	76
2. Kimley-Horn and Associates, Inc.	78
3. Alliance Transportation Group, LLC	71.38
4. ASRI Technical Services	71.13
5. BGE, Inc.	67
6. Stanley Consultants, Inc.	63
7. Ardurra Group, Inc.	60
8. TJKM	58



## Board of Directors Agenda Item Template Procurement Item

9. Lionheart Places	55
10. Woolpert	53
11. AAA GeoPlan Solutions, LLC	50

(Note: The evaluation criteria for the eleven (11) proposals included: Study Methodology; Qualifications, Experience, and Capability; Challenge, Opportunity, and Success Statement; Project Organization, Key Personnel and Management Plan; and Staff Allocation and Level of Effort.)

### **Funding Source**

\$900,000.00 Planning Funds

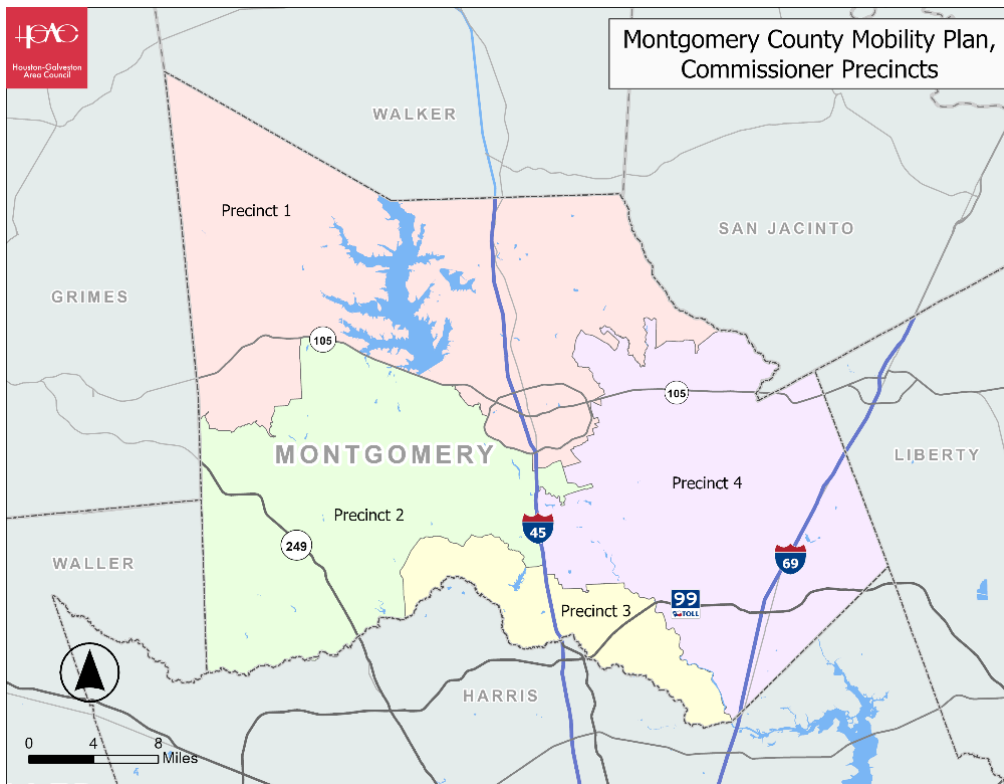
### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with firms in the order presented for a contract term of 18 months for a total of \$900,000.00.

### Attachment 1 – Study Area





## 12. H-GAC ADVISORY AND AFFILIATE GROUPS

Request approval of the nominations as presented. (Staff Contact: William Matthews)

## NOVEMBER 2025 NOMINATIONS

### **AGING AND DISABILITY ADVISORY COMMITTEE**

Aging and Disability Advisory Committee (ADAC) exists to provide information and recommendations to the H-GAC Board of Directors on services for older adults, individuals living with a disability, and family caregivers in the 12-county service area of the Houston-Galveston Area Agency on Aging and Houston-Galveston Aging and Disability Resource Center.

Nominations received for terms expiring in December 2027:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
T.J. Ornelas	Special Interest	Committee Nomination
Jean A. Williams	Special Interest	Committee Nomination
Irea Jeane Echols	Chambers County	Committee Nomination
Claudia Wicks	Colorado County	County Judge Ty Prause

### **CRIMINAL JUSTICE ADVISORY COMMITTEE**

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

Nominations received for terms expiring in May 2027:

<b>Name</b>	<b>Representing</b>	<b>Nominated by</b>
Kendall Mayfield (primary) Dr. Larry D. Brown (alternate)	Harris County	Commissioner Lesley Briones
Jeff Alexander (primary) Lawrence Thompson (alternate)	Harris County	Commissioner Lesley Briones
Matthew Gary	Harris County	Commissioner Adrian Garcia
James Gonzalez (primary) Rene Cavazos (alternate)	Harris County	Commissioner Adrian Garcia

## 13. REPORTS

a. ELECTION COMMITTEE-  
DEVELOPING 2026 OFFICER SLATE  
Activation of the H-GAC Election  
Committee (Contact: Chair-elect  
Councilmember Joe Garcia)

## **2025 ELECTION COMMITTEE – DEVELOPING 2026 SLATE**

### **Background**

The Election Committee will meet to review the 2026 officer nominations. The Committee presents nominations for each officer position on the Board and canvasses the ballots at the Annual Meeting. There are seven members on the Election Committee. The committee chair is Councilmember Sallie Alcorn and the committee vice chair is County Judge Trey Duhon.

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

No action requested. For information only. (Contact: Joe Garcia, Board Chair-elect)

**b. SPOTLIGHT-SILVER SANTA**

**Update on H-GAC's initiative for older adults. (Staff Contact: Aaron Sturgeon)**

c. EXECUTIVE DIRECTOR'S REPORT  
Report on Current and upcoming H-GAC  
activities. (Staff Contact: Chuck Wemple)

## 14. ADJOURNMENT