

**JOINT AGENDA
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC., AND
ARK-TEX COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING
June 27, 2024**

The Northeast Texas Economic Development District, Inc. (NETEDD) and the Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, June 27, 2024, at the Mount Pleasant Civic Center, 1800 North Jefferson Avenue, Mt. Pleasant, Texas, as well as via videoconference.

Use the following information to register for the meeting:

<https://us06web.zoom.us/meeting/register/tZlId-mhrDosG9Yc-QvL6qox6uH5N3Z10xyM>

If you experience issues while registering, please contact Marla Matthews no less than two (2) workdays prior to the meeting at 903.255.3555 or mmatthews@atcog.org.

Item 1. Call to order – Quorum Determination.

Item 2. Invocation.

Item 3. Public Comment.

ATCOG invites members of the public to provide oral comments on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes, with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

NETEDD Agenda Items

- Item 4. Review and consider approval of the minutes as submitted for the NETEDD meeting held Thursday, February 29, 2024. (See page 4)
- Item 5. Review and consider approval of the 2023-2028 Comprehensive Economic Development Strategy (CEDS) – 2024 Update. (See page 10 and [addendum page 1](#); to be presented by staff member Toni Lindsey)
- Item 6. Review and consider approval of the submission of an application for Economic Development Agency (EDA) Cares Act Grant Funds previously awarded to TruFund-Central/North Louisiana. (See page 12; to be presented by staff member Toni Lindsey)
- Item 7. Review and consider approval to modify the NETEDD Revolving Loan Fund (RLF) Program Plan. (See page 15 and [addendum page 57](#); to be presented by staff member Melody Harmon)

This concludes all NETEDD Agenda Items.

**ATCOG Board of Directors
Agenda Items**

- Item 8. Review and consider consent agenda items. (To be presented by Executive Director Mary Beth Rudel)

- Approval of the minutes as submitted for the ATCOG Board of Directors meeting held Thursday, April 25, 2024. (See [addendum page 81](#))
- Acceptance of the minutes as submitted for the Solid Waste Advisory Committee held on Tuesday, June 18, 2024. (See [addendum page 87](#))

Regular Business

- Item 9. Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG. (See page 17; to be presented by staff member Melinda Tickle)
- Item 10. Review and consider approval of the proposed Salary Schedule for ATCOG for the fiscal year ending September 30, 2025. (See page 22; to be presented by Executive Director Mary Beth Rudel)
- Item 11. Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Municipal League Health to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2024-2025. (See page 25; to be presented by staff member Amber Murr)
- Item 12. Review and consider approval of the Accounting Policy and Procedures Manual that establishes procedures to be followed in the ATCOG Finance Department. (See page 31 and [addendum page 89](#); to be presented by staff member Melinda Tickle)
- Item 13. Review and consider approval of revisions to the ATCOG Procurement Policy and Procedures Manual. (See page 33; to be presented by staff member Debbie Purifoy)
- Item 14. Review and consider approval authorizing the Executive Director to renew a contract with Windstream to provide phone and internet services. (See page 36 and [addendum page 119](#); to be presented by staff member Debbie Purifoy)
- Item 15. Review and consider approval authorizing the Executive Director to enter into a contract with ALL4 LLC to conduct Air Quality Modeling and Emission Inventory in Bowie County, Texas, beginning 2024 through 2025. (See page 38; to be presented by staff member Paul Prange)
- Item 16. Review and consider approval of membership changes on the Solid Waste Advisory Committee (SWAC). (See page 40; to be presented by staff member Paul Prange)
- Item 17. Review and consider approval of a grant application to be submitted to the Farmers Electric Charitable Foundation in the amount of \$7,500 for the TRAX Rural Transportation System. (See page 42; to be presented by staff member Bobby Williams)
- Item 18. Review and consider authorizing the Executive Director to enter into a contract with Airwaves Communications, Inc., to purchase a communications tower and equipment for Lamar County. (See page 44; to be presented by staff member Whitney Fezell)
- Item 19. Review and consider approval to cancel the July ATCOG Executive Committee meeting and to move the annual meeting from September to August. (To be presented by Executive Director Mary Beth Rudel)

Other Business

- Item 20. Computerized Criminal History System (CCH) Update. (See page 46; to be presented by Executive Director Mary Beth Rudel)
- Item 21. Review and discussion of the Ark-Tex Council of Governments Bylaws Meeting Attendance Rules and Practices. (To be presented by Executive Director Mary Beth Rudel)
- Item 22. Announcement of nominating committee member appointments for the purpose of appointing Executive Committee members, Executive Committee Officers, and subcommittee members. (To be presented by Judge Bobby Howell)

Announcements

Upon Board approval of item 19 above, the Annual Board Meeting will be held on Thursday, August 29, 2024, at 10:00 a.m., at the Love Civic Center, Eight West Plaza, Paris, Texas, and via videoconference.

Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in an executive session closed to the public, including but not limited to consultation with an attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise ATCOG concerning legal issues arising from an agenda item. Any decision held on such a matter will be taken or conducted in an open session following the conclusion of the executive session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration at 903-832- 8636 two (2) workdays prior to the meeting so that appropriate arrangements can be made.

All agendas are sent electronically and available at www.atcog.org. Should any Board Member need a copy printed and available at the meeting, please call 903.255.3555 or email mmatthews@atcog.org.

**JOINT MINUTES
NORTHEAST TEXAS ECONOMIC DEVELOPMENT DISTRICT AND
ARK-TEX COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE MEETING
February 29, 2024**

The Northeast Texas Economic Development District (NETEDD) and the Executive Committee of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, February 29, 2024, at the Northeast Texas Small Business Development Center, located at 105 North Riddle, 2nd Floor, Mount Pleasant, Texas, and via videoconference.

Item 1. Bobby Howell, Judge, Bowie County, called the meeting to order.

Item 2. Scott Norton, Executive Director/CEO, TexAmericas Center, gave the invocation.

Item 3. Public Comment.

No member of the public made a comment.

Judge Howell recognized the following new Board member(s):

- Larry Hinsley, Mayor, City of Bogata, Texas, Red River County

Ms. Mary Beth Rudel, Executive Director, recognized a current Board member attending his first meeting.

- Dana Reeves, Chief of Lake Patrol, Franklin County Water District

NETEDD Agenda Items

Item 4. The first order of business was to review and consider approval of the minutes as submitted for the NETEDD meeting held on Thursday, December 7, 2023.

Motion to approve was made by Scott Norton and seconded by Robert Newsom, Judge, Hopkins County. It was approved.

Item 5. Ms. Toni presented the NETEDD project report for information only.

Item 6. Ms. Leslie McBride presented for review and consideration approval of the NETEDD Articles of Incorporation and bylaws.

While renewing NETEDD's SAM.gov (System for Award Management) registration, it was discovered that the organization's title on the Articles of Incorporation did not match the title in the system. The title was initially filed in 1966 as North-East Texas Economic Development District, Inc. However, the title was listed with "Inc" on some documents and without "Inc" on others. The hyphen was listed on some documents and not others, causing a delay in renewal with SAM.gov. It was also discovered that the registered agent listed is the former Executive Director, L.D. Williamson and the membership counties have not been updated since the articles were formed.

Upon review of all supporting documents, it was noted that the bylaws of the NETEDD member counties had not been updated after the U.S. Department of Commerce Economic Development Administration (EDA) approved moving Camp and Marion Counties to the East Texas Council of Governments service area.

Staff requests approval to revise the bylaws to reflect the correct member counties and revise the organization's title to North East Texas Economic Development District, Inc., on the Articles of Incorporation, bylaws, and current contracts so that all official documents agree and to allow NETEDD's SAM.gov registration to be renewed for grant purposes.

Motion to approve was made by Travis Ransom, Judge, Cass County, and seconded by Scott Norton. It was approved.

This concluded all NETEDD agenda items.

ATCOG Executive Committee Agenda Items

Item 7. Ms. Mary Beth Rudel presented for review and consideration approval of the consent agenda items.

- Approval of the minutes as submitted for the ATCOG Executive Committee Meeting held Thursday, January 25, 2024.
- Ratification of the ATCOG and Frontier Energy, Inc. participation agreement for the AEP Power Company Targeted Low-Income Program.

Motion to approve was made by Doug Reeder, Judge, Morris County, and seconded by Scott Norton. It was approved.

Regular Business

Item 8. Ms. Mary Beth Rudel presented for review and consideration approval of a nominee to serve on the Texas Community Development Block Grant Unified Scoring Committee.

Each state planning region is provided an opportunity to nominate one representative for appointment to a 24-member Unified Scoring Committee. Members will participate in a committee meeting and select state-wide scoring factors for 2025-2026 CD Fund applications.

The ATCOG Board is responsible for this representative nomination. The nominee must meet the following criteria:

- Currently serving as an elected or appointed official of a non-entitlement community;
- Able to pass a basic background check; and
- Available to travel to the Unified Scoring Committee meeting and related training in San Antonio, Texas, on April 10, 2024.

The ATCOG Board of Directors may select a new representative or elect to continue to be represented by the region's 2023-2024 USC Member, which is Mayor Lowell Walker. Mayor Walker is willing to serve in this role again should the board elect him to continue serving.

Motion to approve was made by Judge Ransom and seconded by Scott Norton. It was approved.

Item 9. Ms. Whitney Fezell presented for review and consideration approval of the submission of the following applications for FY24 State Homeland Security Program grant funds through the Office of the Governor Homeland Security Grant Division.

- ATCOG is applying for funding in the amount of \$96,000 for the ATCOG Planning, Training, and Exercises project. This project will cover a 12-month period and include salary for two positions (Homeland Security Coordinator and Finance Specialist), employee benefits, office rent, postage, copying expenses, office telephone, and ATCOG indirect expenses, as well as travel for training and State/Regional meetings, and annual contracts for regional support (regional mass notification system, WebEOC, and EOC support equipment). This project will provide planning, training, and exercise services related to prevention, protection, mitigation, response, and recovery from terrorist activities for the nine-county region.
- ATCOG will be applying for funding in the amount of \$76,000 for the ATCOG Regional Law Enforcement Planning and Training project. This project will cover a 12-month period. Budget items include \$76,000 in instructor fees to host training for law enforcement officers in the ATCOG region and salary and benefits for two positions (Homeland Security Coordinator and Criminal Justice Coordinator). This project will only be funded or partially funded if ATCOG does not meet its Law Enforcement Terrorism Prevention Activities (LETPA) requirement of 35%.

Motion to approve was made by Judge Newsom and seconded by Kent Cooper, Judge, Titus County. It was approved.

- Item 10. Ms. Whitney Fezell presented for review and consideration approval of the prioritization of 2024 Homeland Security Grant Program funds.

The Homeland Security Advisory Committee (HSAC) met on February 22, 2024, and approved the 2024 Grant funding prioritization requests. Projects were submitted in numerous categories: Regional Planning, Interoperable Communications, Intelligence information sharing, and first responder capabilities. The HSAC scored the projects via ballot based on risk, reasonableness, and priority level.

Motion to approve was made by Judge Cooper and seconded by Judge Reeder. It was approved.

- Item 11. Ms. Whitney Fezell presented for review and consideration approval of the submission of the applications for FY24 Statewide Emergency Radio Infrastructure (SERI) grant funds through the Office of the Governor Public Safety Office Homeland Security Grant Division.

The Office of the Governor Homeland Security Grants Division (HSGD) has released applications for a Statewide Emergency Radio Infrastructure grant. The funds will support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure.

The State requires that each applicant submit a resolution with the funding application, signifying that the applicant's governing body approves of the agency applying for the funding and is willing to abide by the grant requirements.

Upon approval, ATCOG will apply for funding up to \$2 million on behalf of jurisdictions in the ATCOG region. If awarded the grant, the projects will provide the jurisdictions with emergency radio equipment to improve communications and interoperability.

Motion to approve was made by Judge Newsom and seconded by Branden Bell, Judge, Lamar County. It was approved.

- Item 12. Ms. Patricia Haley presented for review and consideration approval of the submission of a grant application to the Office of the Governor Public Safety Office Criminal Justice Division.

ATCOG requests approval to submit an application for a training project titled “The Specialized Regional Crisis Training Program.” This program will provide specialized training for law enforcement and investigators in our region who respond to high-risk situations and interpersonal violence, such as child abuse.

ATCOG will apply for a total of \$48,337, to include approximately \$22,160 in contracted training costs. Training will be conducted by a TCOLE-approved specialized training instructor/provider and arranged/hosted by ATCOG at various locations across the region. Contracted training to be included in the program will be Child Abuse Investigations training, Criminal Patrol/Drug Interdiction training, Search Warrants training, and Advanced Vehicle Contraband Concealment training. The program will have a 12-month project period.

Motion to approve was made by Judge Ransom and seconded by Judge Bell. It was approved.

Item 13. Ms. Patricia Haley presented for review and consideration approval of the list of representatives and reappointments or appointments to serve on the Regional Criminal Justice Advisory Committee through December 31, 2025.

The members of the RCJAC are appointed or reappointed at the beginning of each even-numbered year and are nominated for appointment/reappointment by their respective County Judges. The committee has 29 members, and the number of members per county is based on population. If a vacancy should exist during the two-year term, a new appointment shall be presented to the ATCOG Board of Directors/Executive Committee for approval to fill the vacancy.

Members appointed/reappointed will serve their two-year membership terms during the 2024 and 2025 calendar years. The complete RCJAC Membership list was provided for review.

Motion to approve was made by Judge Reeder and seconded by Judge Cooper. It was approved.

Item 14. Ms. Toni Lindsey presented for review and consideration approval of the submission of an application for Rural Business Development Grants (RBDG) Revolving Loan Fund grant to the United States Department of Agriculture (USDA).

The RBDG Revolving Loan Fund grant is a competitive grant designed to support activities leading to developing or expanding small and emerging private businesses in rural areas with fewer than 50 employees and less than \$1 million in gross revenues.

ATCOG requests approval to apply for a \$1,000,000 RBDG Revolving Loan Fund grant with no match requirement. The grant will allow ATCOG to loan funds to small and emerging businesses within the region at a low interest rate, assisting these businesses. ATCOG’s current RBDG Revolving Loan Fund does not allow for capitalization projects, but acquiring the new RBDG funds will enable us to reach additional markets.

ATCOG staff request approval to submit the application for funding to USDA.

Motion to approve was made by Judge Cooper and seconded by Judge Ransom. It was approved.

Announcements

It was announced that the 2024 Spring Judicial Education Meeting is scheduled on the same date as the March ATCOG Board meeting. An alternative meeting date of Thursday, April 11, 2024, was proposed. Mary Beth Rudel will review agenda items requiring Board approval and notify the Board of a confirmed meeting date.

NETEDD BOARD MEMBERS PRESENT

Brandon Bell, Judge, Lamar County
Kent Cooper, Judge, Titus County
Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Robert Newsom, Judge, Hopkins County
Scott Norton, Executive Director/CEO, TexAmericas Center
Travis Ransom, Judge, Cass County
Doug Reeder, Judge, Morris County
Marc Reiter, Mayor, City of Hooks

EXECUTIVE COMMITTEE MEMBERS PRESENT

Brandon Bell, Judge, Lamar County
Kent Cooper, Judge, Titus County
Tanner Crutcher, Judge, Delta County
Bobby Howell, Judge, Bowie County
Robert Newsom, Judge, Hopkins County
Scott Norton, Executive Director/CEO, TexAmericas Center
Travis Ransom, Judge, Cass County
Doug Reeder, Judge, Morris County
Marc Reiter, Mayor, City of Hooks

ATCOG BOARD MEMBERS PRESENT

Juan Duenez, Board Member, Mt. Pleasant Independent School District
Rosina Duckworth, Mayor, City of Cumby
Laney Harris, Councilmember, City of Texarkana-AR
Larry Hinsley, Mayor, City of Bogata
Ronald Humphry, Mayor, City of New Boston
George Moore, Board Vice President, Texarkana College
Dana Reeves, Chief of Lake Patrol, Franklin County Water District
Lowell Walker, Mayor, City of DeKalb

GUESTS PRESENT

Reece DeWoody, Office of United States Senator John Cornyn

STAFF MEMBERS PRESENT

Rea Allen, 9-1-1 Director
Whitney Fezell, Homeland Security Coordinator
Patricia Haley, Criminal Justice Coordinator
Melody Harmon, Economic Development Director
Toni Lindsey, Regional Development Director
Marla Matthews, Executive Assistant
Leslie McBride, Deputy Director
Paul Prange, Environmental Resources Coordinator
Debbie Purifoy, Compliance and Purchasing Officer
Mary Beth Rudel, Executive Director
Melinda Tickle, Finance Director

Bobby Howell, President
Ark-Tex Council of Governments
Board of Directors

ATTEST:

BRIEFING PAPER

ITEM 5:

Review and consider approval of the 2023-2028 Comprehensive Economic Development Strategy (CEDS) – 2024 Update.

BACKGROUND:

This update will modify the name North East Texas Economic Development District to include “Inc.” at the end of the title and all references to such throughout the document.

DISCUSSION:

The CEDS 2024 update provides the revision, adding “Inc.” to the end of the North East Texas Economic Development District for consistency and to comply with federal requirements after the SAM.gov update.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-18

RESOLUTION OF THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. (NETEDD) BOARD OF DIRECTORS APPROVING THE NETEDD COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDDS) UPDATE.

WHEREAS, 13 CFR § 303.7 states the requirements for the development and submission of the Comprehensive Economic Development Strategy; and

WHEREAS, the CEDDS contributes to effective economic development in communities and regions through a locally-based, regionally-driven economic development planning process; and

WHEREAS, the planning organization must submit a new or revised CEDDS to the Economic Development Administration at least every five years and an Annual Update; and

WHEREAS, the 2024 CEDDS update will provide a correction to the North East Texas Economic Development District, Inc. name throughout the document.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC.:

- Section 1 - That the Comprehensive Economic Development Strategy (CEDDS) 2024 update has been reviewed and approved by the NETEDD Board of Directors.
- Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the NETEDD Board in all matters pertaining to the NETEDD CEDDS.
- Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of NETEDD Board of Directors and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27th DAY OF JUNE, 2024.

Bobby Howell, President
Board of Directors
North East Texas Economic Development District, Inc.

ATTEST:

BRIEFING PAPER

ITEM 6:

Review and consider approval of the submission of an application for EDA Cares Act Grant Funds previously awarded to TruFund-Central/North Louisiana.

BACKGROUND:

EDA is in the process of defunding a previously awarded grant to TruFund in Central/North Louisiana. The EDA staff discussed the possibility of transferring funds to NETEDD. The additional service area would include the following geographic region of Louisiana: Avoyelles, Bienville, Bossier, Caldwell, Catahoula, Caddo, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tensas, Union, West Carroll, Webster, Winn and Vernon. Portions of this area are included in our Red River Leadership Institute target area. This area of coverage would increase collaborative relationships with our Southern partners who are not served by Revolving Loan Funds.

Also, note that this service area is not covered by a local Certified Development Company (CDC) that provides SBA 504 loan services. Due to inquiries from this area and a recent conversation with Louisiana's SBA district office, we are considering seeking approval to provide 504 services to this area with our affiliate program, ATRDC.

DISCUSSION:

NETEDD wishes to apply for an EDA Cares ACT Revolving Loan Fund (RLF) grant in the approximate amount of \$627,500 (match included). The additional RLF will allow NETEDD to serve a distressed region of Louisiana needing funding for small and emerging businesses at a low interest rate. NETEDD's current RLF service area does not include areas outside Texas or Miller County Arkansas. Acquiring the new EDA funds will enable us to reach additional markets.

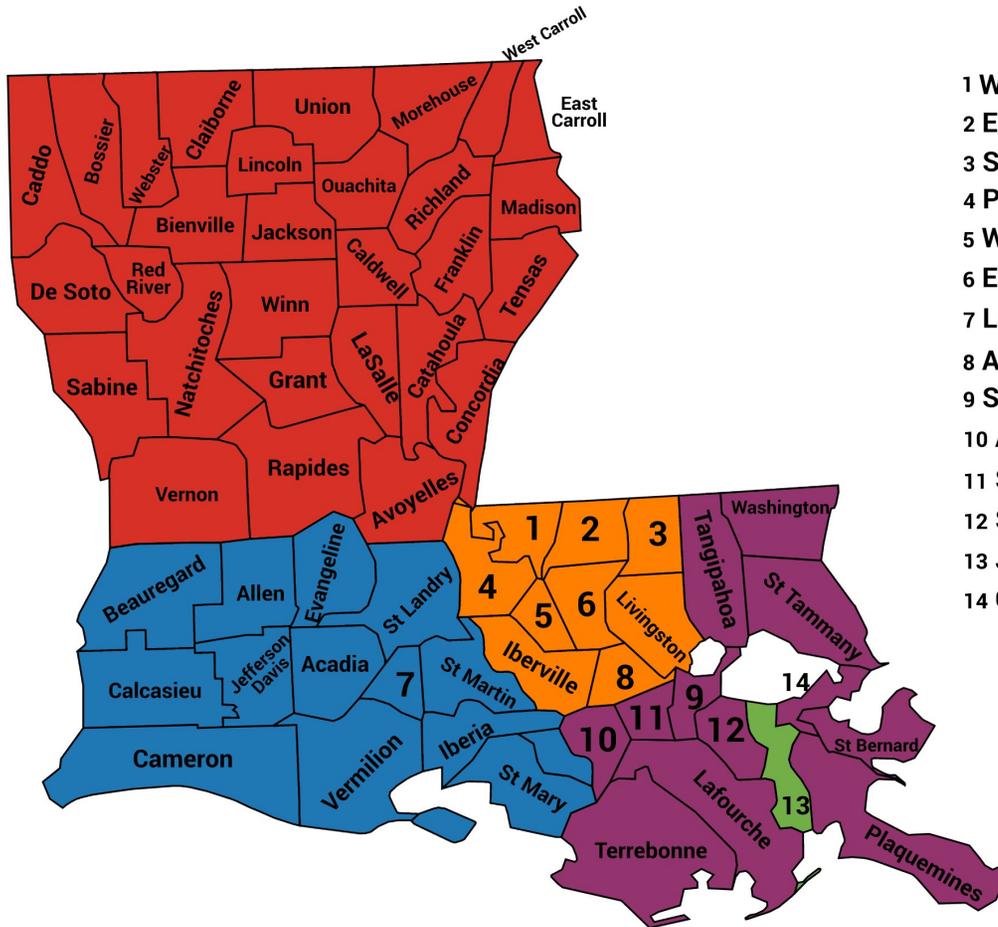
Therefore, NETEDD staff request approval to submit the application for funding to EDA pending legal approval.

RECOMMENDATION:

Staff recommends approval.

Louisiana RLF Lending Areas

- LiffFund
- TruFund-Baton Rouge
- TruFund-Central/North
- South Central Planning
- Jefferson Parish EDC



- 1 West Feliciana
- 2 East Feliciana
- 3 St Helena
- 4 Pointe Coupee
- 5 West Baton Rouge
- 6 East Baton Rouge
- 7 Lafayette
- 8 Ascension
- 9 St John the Baptist
- 10 Assumption
- 11 St James
- 12 St Charles
- 13 Jefferson
- 14 Orleans

RESOLUTION NO. ABD24-19

RESOLUTION OF THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. (NETEDD) APPROVING THE REQUEST TO APPLY FOR ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) CARES ACT GRANT FOR LOUISIANA (LA) REVOLVING LOAN FUND (RLF).

WHEREAS, the North East Texas Economic Development District, Inc. (NETEDD) operates the NETEDD Revolving Loan Fund; and

WHEREAS, NETEDD has determined there is an economic funding niche that needs to be served; and

WHEREAS, NETEDD strives to meet EDA goals to serve distressed areas with low-interest federal loan programs; and

WHEREAS, NETEDD proposes to increase the NETEDD RLF service area to include twenty-nine (29) Parishes in Central/North Louisiana.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC.:

- Section 1 - That the NETEDD Board of Directors approves the application of the NETEDD EDA Cares Act Grant for Louisiana Revolving Loan Fund to the U.S Department of Commerce Economic Development Administration.
- Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the NETEDD Board in all matters pertaining to the NETEDD Economic Development Administration Louisiana Revolving Loan Fund Application.
- Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of NETEDD Board of Directors and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
North East Texas Economic Development District, Inc.**

ATTEST:

BRIEFING PAPER

ITEM 7:

Review and consider approval to modify the NETEDD Revolving Loan Fund (RLF) Program Plan.

BACKGROUND:

The Development Department, while reviewing policies, identified an area to expedite funding for micro-loans for small businesses. It was determined that the current maximum lending approval by the Executive Director, set at \$25,000, should be increased to serve current economic needs.

The amount determined by such discussions was to increase the maximum loan in NETEDD RLF Special Considerations sections of the NETEDD RLF Plan Item 1. (*Short-Term Personal Guarantee*) from \$25,000 to \$50,000. The Executive Director approval level will be increased from \$25,000 to \$50,000 for all NETEDD RLF loans, including Special Conditions. In addition, to align with other federal lending programs, the job creation goal will be modified from one (1) job per \$75,000 to one (1) job per \$95,000 (*NETEDD RLF Plan page 6*).

DISCUSSION:

This will allow for funding requests between \$25,000 to \$50,000 to be approved internally. This will avoid additional costs for more detailed loan packaging and convening loan committees for smaller requests. This applies to all NETEDD RLF loans, including the Special Conditions section in the NETEDD RLF plan.

Economic Development recommends approval of the modification to the NETEDD RLF Program Plan to include a maximum loan approval amount of up to \$50,000 for the Special Consideration section, approval of all NETEDD loans by the Executive Director, and alignment of the job creation goal with other federally funded programs.

RECOMMENDATION:

Staff recommend approval.

RESOLUTION NO. ABD24-20

RESOLUTION OF THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC. (NETEDD) APPROVING THE REQUEST TO MODIFY THE NETEDD REVOLVING LOAN FUND (RLF) PROGRAM PLAN.

WHEREAS, the North East Texas Economic Development District, Inc. (NETEDD) operates the NETEDD Revolving Loan Fund; and

WHEREAS, NETEDD has determined there is an economic funding niche that needs to be served; and

WHEREAS, NETEDD strives to align funding terms with similar federal loan programs; and

WHEREAS, NETEDD proposes to modify the maximum loan amount in the Special Consideration section of the plan from \$25,000 to \$50,000; and

WHEREAS, NETEDD proposes to modify the maximum funding approval by the Executive Director of the amount up to \$50,000; and

WHEREAS, NETEDD proposes to modify the job creation goal to one (1) job per \$95,000 of funding.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT, INC.:

- Section 1** - That the NETEDD Board of Directors approves the modification of the NETEDD RLF Plan funded by the U.S Department of Commerce Economic Development Administration (EDA).
- Section 2** - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the NETEDD Board in all matters pertaining to the NETEDD RLF Plan.
- Section 3** - That this resolution is approved by majority vote in accordance with the bylaws of NETEDD Board of Directors and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

Bobby Howell, President
Board of Directors
North East Texas Economic Development District, Inc.

ATTEST:

BRIEFING PAPER

ITEM 9:

Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG.

BACKGROUND:

In December 2002, the ATCOG Board approved a new Investment Policy. ATCOG normally operates on a reimbursable basis, whereby we receive approval for grant funds, provide services, and then are reimbursed our money from that particular grant. In the event ATCOG should receive funds in advance, the Investment Policy stipulates how the funds are invested.

This Investment Policy was amended in April 2014, designating the ATCOG Finance Manager as the ATCOG Investment Officer. This is the only amendment to the original document approved in December 2002. That title was changed to Finance Director in 2024.

DISCUSSION:

The Public Funds Investment Act requires that the ATCOG Board review and approve the Investment Policy annually. This is an opportunity for the Board to make any necessary changes. The Policy is and will remain a part of the Accounting Policies and Procedures Manual.

RECOMMENDATION:

Staff recommends approval.

Ark-Tex Council of Governments

Investment Policy

Purpose: The purpose of the policy is to establish the procedures to be followed in investing Ark-Tex Council of Governments funds.

1.0. Policy

It is the policy of the Ark-Tex Council of Governments (ATCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting ATCOG's daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.

2.0. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

3.0. Objective and Strategy

The primary objectives, in priority order, of ATCOG's investment activities shall be:

- (a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the ATCOG shall be undertaken in a manner that seeks to ensure the preservation of capital.
- (b) Liquidity: The ATCOG's investments will remain sufficiently liquid to enable the ATCOG to meet all operating requirements which might be reasonably anticipated.
- (c) Yield: ATCOG's investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4.0. Delegation of Authority

The ATCOG's Finance Director is hereby designated as the ATCOG's Investment Officer. The Investment Officer shall be responsible for the implementation of this policy. The Investment Officer shall attend at least one training session within twelve months of assuming duties. The Investment Officer is granted the authority to deposit, withdraw, invest and manage the program.

5.0. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the Texas Ethics Commission and the ATCOG's Board of Directors any personal business relationship or material financial interests with anyone attempting to sell an investment to the ATCOG.

6.0. Authorized and Suitable Investments

The Investment Officer may invest in:

- (a) Interest Bearing Checking Accounts at ATCOG's designated depository bank;
- (b) Eligible Investment Pools; or
- (c) Such other investments as the governing body may authorize that are in accordance with federal and state laws and local statutes.

7.0. Maximum Maturities

To the extent possible, the ATCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the ATCOG will not directly invest in securities maturing more than one year from date of purchase. The dollar weighted average maturity for the investment pool fund group will not exceed 180 days.

8.0. Internal Control

The Investment Officer shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.

9.0. Investment Policy Adoption

This policy shall be adopted by the ATCOG's Board of Directors and shall be reviewed as needed by the Board. Any modifications made thereto must be approved by the ATCOG Board of Directors.

Judge Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

RESOLUTION ABD24-21

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS APPROVING THE INVESTMENT POLICY.

WHEREAS, ATCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391 of the Texas Local Government Code; and

WHEREAS, the Public Funds Investment Act requires that the ATCOG Board of Directors review and approve the Investment Policy annually; and

WHEREAS, ATCOG normally operates on a reimbursable basis, whereby we receive approval for grant funds, provide services, and then are reimbursed our money from that particular grant; and

WHEREAS, the Investment Policy stipulates how the funds are invested should ATCOG receive funds in advance of the services provided; and

WHEREAS, the Investment Policy has been revised, replacing the Finance Manager with the Finance Director.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the Investment Policy.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the Investment Policy.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 10:

Review and consider approval of the proposed Salary Schedule for Ark-Tex Council of Governments (ATCOG) for fiscal year ending September 30, 2025.

BACKGROUND:

The State requires that we submit a Salary Schedule by August each year to compare salaries of ATCOG employees with salaries of State employees in equivalent jobs; such salary schedule is to be approved by the full Board of Directors. The State will not allow the salaries of ATCOG employees to exceed those of State employees in equivalent positions.

DISCUSSION:

All ATCOG employees are paid lower or are at the low end of the State salary scale. There are no positions at ATCOG that exceed the pay of State employees in equivalent positions.

RECOMMENDATION:

Staff recommends approval.

	POSITION	ATCOG GRADE	ATCOG SALARY RANGE	STATE CLASS #	STATE GROUP	STATE SALARY RANGE	DEPARTMENT
3	AAA P/T Evidence Based Technician	06	\$38,523 - \$48,747	5142	B15	\$38,976 - \$58,045	AAA
1	AAA Program Technician II	07	\$42,717 - \$54,055	0156	A15	\$38,976 - \$58,045	AAA
1	AAA P/T Case Manager	08	\$46,717 - \$59,117	5229	B18	\$45,521 - \$71,055	AAA
4	AAA Case Manager	08	\$46,717 - \$59,117	5229	B18	\$45,521 - \$71,055	AAA
1	AAA Benefits Counselor	08	\$46,717 - \$59,117	5706	B17	\$42,976 - \$64,469	AAA
2	Associate Ombudsman	07	\$42,717 - \$54,055	3660	B17	\$42,976 - \$64,469	AAA
1	Managing Local Ombudsman	09	\$51,797 - \$65,544	3662	B19	\$48,244 - \$76,028	AAA
1	AAA Coordinator	09	\$51,797 - \$65,544	5230	B20	\$51,158 - \$81,351	AAA
1	AAA Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	AAA
15							
3	Housing Inspector	07	\$42,717 - \$54,055	1323	B15	\$38,976 - \$58,045	Housing
1	Lead Housing Inspector	09	\$51,797 - \$65,544	1325	B19	\$48,244 - \$76,028	Housing
3	Housing Program Assistant	05	\$34,752 - \$43,974	0059	A11	\$32,332 - \$47,355	Housing
4	Housing Specialist	08	\$46,717 - \$59,117	5229	B18	\$45,521 - \$71,055	Housing
1	FSS Coordinator	10	\$57,436 - \$72,681	1574	B21	\$54,278 - \$87,046	Housing
1	Housing Coordinator	09	\$51,797 - \$65,544	5230	B20	\$51,158 - \$81,351	Housing
1	Housing Manager	11	\$63,683 - \$80,587	1584	B21	\$54,278 - \$87,046	Housing
1	Housing Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	Housing
15							
26	TRAX Driver	02	\$25,489 - \$32,254	9322	A09	\$29,781 - \$40,859	Transportation
8	TRAX Driver - Part Time	02	\$25,489 - \$32,254	9322	A09	\$29,781 - \$40,859	Transportation
5	Lead TRAX Driver/Trainer	04	\$31,341 - \$39,658	9324	A13	\$35,439 - \$52,388	Transportation
2	Fleet Technician	06	\$38,523 - \$48,747	9417	A14	\$37,144 - \$55,134	Transportation
1	Fleet Supervisor	07	\$42,717 - \$54,055	1996	B18	\$45,521 - \$71,055	Transportation
6	Dispatcher/Scheduler	04	\$31,341 - \$39,658	0059	A11	\$32,332 - \$47,355	Transportation
1	Transportation Technician	05	\$34,752 - \$43,974	0154	A13	\$35,439 - \$52,388	Transportation
1	Transportation Supervisor	07	\$42,717 - \$54,055	9325	A15	\$38,976 - \$58,045	Transportation
2	Transportation Coordinator	09	\$51,797 - \$65,544	1573	B20	\$51,158 - \$81,351	Transportation
1	Transportation Operations Manager	11	\$63,683 - \$80,587	1584	B21	\$54,278 - \$87,046	Transportation
1	Transportation Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	Transportation
54							
1	GIS Manager	11	\$63,683 - \$80,587	0273	B24	\$65,104 - \$106,634	9-1-1
1	911 Specialist	08	\$46,717 - \$59,117	1570	B17	\$42,976 - \$64,469	9-1-1
1	911 Addressing Technician	06	\$38,523 - \$48,747	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 GIS Technician-Part Time	06	\$38,523 - \$48,747	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 GIS Technician	06	\$38,523 - \$48,747	0270	B18	\$45,521 - \$71,055	9-1-1
1	911 Program Coordinator	09	\$51,797 - \$65,544	1572	B19	\$48,244 - \$76,028	9-1-1
1	911 Network Operations Coordinator	10	\$57,436 - \$72,681	0291	B25	\$69,572 - \$114,099	9-1-1
1	911 Program Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	9-1-1
8							
1	Homeland Security Coordinator	09	\$51,797 - \$65,544	6241	B19	\$48,244 - \$76,028	Homeland Security
1	Criminal Justice Coordinator	10	\$57,436 - \$72,681	1572	B19	\$48,244 - \$76,028	Criminal Justice
1							
1	Environmental Resources Coordinator	10	\$57,436 - \$72,681	2653	B20	\$51,158 - \$81,351	Environmental
1							
1	Development Specialist	07	\$42,717 - \$54,055	1570	B17	\$42,976 - \$64,469	Regional Development
1	Regional Development Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	Regional Development
1							
1	Development Specialist	07	\$42,717 - \$54,055	1570	B17	\$42,976 - \$64,469	Economic Development
1	Economic Development Director	12	\$70,616 - \$89,358	1602	B24	\$65,104 - \$106,634	Economic Development
1							
1	Finance Coordinator	10	\$57,436 - \$72,681	1018	B20	\$51,158 - \$81,351	Finance
5	Accounting Specialist	08	\$46,717 - \$59,117	1016	B17	\$42,976 - \$64,469	Finance
1	Accounting Clerk	05	\$34,752 - \$43,974	1002	A13	\$35,439 - \$52,388	Finance
1	Finance Director	14	\$85,605 - \$108,325	1620	B26	\$76,530 - \$129,430	Finance
1							
1	Public Relations & Media Coordinator	09	\$51,797 - \$65,544	1814	B21	\$54,278 - \$87,046	Administration
1	IT Assistant - Part Time	05	\$34,752 - \$43,974	0228	B14	\$37,144 - \$55,134	Administration
1	Custodian/Maintenance - Part Time	02	\$25,489 - \$32,254	8005	A08	\$28,705 - \$39,229	Administration
1	Admin Assistant	04	\$31,341 - \$39,658	0152	A11	\$32,332 - \$47,355	Administration
1	Executive Assistant	08	\$46,717 - \$59,117	0160	B17	\$42,976 - \$64,469	Administration
1	Procurement/Compliance Coordinator	09	\$51,797 - \$65,544	1401	B21	\$54,278 - \$87,046	Administration
1	Human Resources Director	12	\$70,616 - \$89,358	1739	B25	\$69,572 - \$114,099	Administration
1	Information Technology Director	12	\$70,616 - \$89,358	0314	B25	\$69,572 - \$114,099	Administration
1	Deputy Director	15	\$94,917 - \$120,110	1620	B26	\$76,530 - \$129,430	Administration
1	Executive Director		\$135,000 - \$148,500	1624	B30	\$112,047 - \$189,499	Administration

RESOLUTION NO. ABD24-22

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE SALARY SCHEDULE FOR FY2025.

WHEREAS, ATCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391 of the Texas Local Government Code; and

WHEREAS, for each fiscal year, the ATCOG Board of Directors shall adopt a salary schedule containing a classification salary schedule for classified positions and identifying and specifying the salary ranges for positions exempt from the classification salary schedule; and

WHEREAS, A salary for a position classified under the salary schedule may not exceed the state salary that has been approved by the state auditor's office and paid by the state for comparable work; and

WHEREAS, ATCOG shall submit to the state auditor the its salary schedule, including the salaries of all exempt positions, not later than the 45th day before the date of the beginning of ATCOG's fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the Board of Directors approves the attached salary schedule for FY2025.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the salary schedule.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of ATCOG and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 11:

Review and consider approval authorizing the Executive Director to sign the Rerate and Benefit Verification Form with Texas Municipal League Health to continue to provide health, dental, and life insurance benefits to staff for Plan Year 2024-2025.

BACKGROUND

TML Health has provided health, dental, and life insurance benefits to ATCOG for several years, and it is once again time for the renewal of those benefits for FY 2025. The signed Rerate Notice and Benefit Verification Form is due to TML Health by July 1, 2024.

DISCUSSION

The Rerate Notice for FY 2025 includes no increase for health premiums, dental, and life insurance rates. The rates are the same as FY 2024.

Medical

Current Defined Contribution: \$946.54/Month

Defined Contribution Effective 10/01/2024: \$946.54/Month

(NO increase)

Employees with coverage as of June 1, 2024: 96

Dental

Current Dental Rates:

Rates Effective 10/01/2024:

Employee Only: \$30.72
Employee + Spouse: \$72.18
Employee + Children: \$66.00
Employee + Family: \$92.06

Employee Only: \$30.72
Employee + Spouse: \$72.18
Employee + Children: \$66.00
Employee + Family: \$92.06

Life Rates:

Life: \$0.194
AD&D: \$0.040

ATCOG will be offering four plan options to staff. We are proposing to make a defined contribution of \$946.54 to each employee per month. This will pay for the basic PPO health plan rate of \$946.54. Staff that wish to “buy up” to a more expensive plan may do so at their own expense. There is also a high deductible plan at a rate of \$834.16 per month that would allow staff to contribute the remaining defined contribution to a health savings account.

RECOMMENDATION

Staff recommends approval.



Renewal Notice and Benefit Verification Form

Ark Tex COG

Revision 3

Plan Year 10/01/2024 - 09/30/2025 (12 Months)

IMPORTANT NOTICE: A signed renewal is required by the due date in your cover letter. If TX Health Benefits Pool does not receive the fully executed renewal notice by the indicated due date, you will no longer have an option to change benefits which will result in renewal of the benefit plans listed below at the new rates and the current employer contributions.

Medical

Collective Plans

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New
Collective III Copay-1K-3K ER-DAW1&2	80/50	\$1000	\$2000	\$3000	\$30	EE Only:	\$1,208.46	\$1,208.46
						EE + Spouse:	\$2,453.14	\$2,453.14
						EE + Child(ren):	\$2,126.90	\$2,126.90
						EE + Family:	\$3,564.88	\$3,564.88
Collective III HSA-3300 E-DAW1&2	100/70	\$3300	\$6600	\$3300	N/A	EE Only:	\$1,024.78	\$1,024.78
						EE + Spouse:	\$2,080.30	\$2,080.30
						EE + Child(ren):	\$1,803.64	\$1,803.64
						EE + Family:	\$3,023.02	\$3,023.02
Collective III Copay-3K-6K ER-DAW1&2	80/50	\$3000	\$6000	\$6000	\$30	EE Only:	\$946.54	\$946.54
						EE + Spouse:	\$1,921.48	\$1,921.48
						EE + Child(ren):	\$1,665.92	\$1,665.92
						EE + Family:	\$2,792.24	\$2,792.24
Collective III HSA-4K-6K E-DAW1&2	80/50	\$4000	\$8000	\$6000	N/A	EE Only:	\$834.16	\$834.16
						EE + Spouse:	\$1,693.36	\$1,693.36
						EE + Child(ren):	\$1,468.12	\$1,468.12
						EE + Family:	\$2,460.74	\$2,460.74

In Network Deductible applies towards In Network OOP.

Medical and Dental Plan Accumulators will be based on Calendar Year.

Monthly Employer Contribution Amounts

TX Health Benefits Pool requires 60% employer contribution toward employee medical – Minimum employer contribution is \$500.50.

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

Plan	EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
	Amount	% of Rate**						
Collective III Copay-1K-3K ER-DAW1&2	\$ _____ or _____ %							
Collective III HSA-3300 E-DAW1&2	\$ _____ or _____ %							
Collective III Copay-3K-6K ER-DAW1&2	\$ _____ or _____ %							
Collective III HSA-4K-6K E-DAW1&2	\$ _____ or _____ %							

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

**NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Are there different contributions based on other factors (ex: hourly vs salary, department or location based)? If so, please explain here:

Dental

Rates	Current (Dental IV)	New (Dental IV)
EE Only:	\$30.72	\$30.72
EE + Spouse:	\$72.18	\$72.18
EE + Child(ren):	\$66.00	\$66.00
EE + Family:	\$92.06	\$92.06

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

<u>EE Only:</u>		<u>EE+Spouse*:</u>		<u>EE+Child(ren)*:</u>		<u>EE+Family*:</u>	
Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

****NOTE:** If a contribution percentage is provided, it will be rounded up to the nearest penny.

Basic Life and AD&D: Plan 43 (1xBAE, Max \$300,000)

	<u>Current Rate</u>	<u>New Rate</u>
Life:	\$0.194	\$0.194
AD&D:	\$0.040	\$0.040

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

Additional Employee Life and AD&D

<u>Age of Employee</u>	<u>Current Rate per \$1000</u>	<u>New Rate per \$1000</u>
Under 30	0.041	0.041
30 - 34	0.052	0.052
35 - 39	0.091	0.091
40 - 44	0.129	0.129
45 - 49	0.198	0.198
50 - 54	0.332	0.332
55 - 59	0.595	0.595
60 - 64	0.913	0.913
65 - 69	1.513	1.513
70 and over	2.431	2.431

Note: Plan is EMPLOYEE paid.

COBRA Eligibility and Administration (Continuation of Coverage)

COBRA Eligible? Yes
 COBRA Administration through TX Health Benefits Pool? Yes

NOTE: Employer will be charged a flat monthly fee of \$80 per month regardless of how many members are utilizing COBRA, as well as \$10 per month for each member who elects COBRA.

Benefit Waiting Period

1st of mo after date of hire

Consumer-Driven Health Plans

<u>FSA Admin</u>	<u>DCA Admin</u>	<u>HRA Admin</u>	<u>HSA Admin</u>	<u>RRA Admin</u>
No	No	No	Yes	No

Note: If employer accesses FSA and/or HRA, HSA, or RRA, one charge of \$3.70 per participant per month will be incurred and paid by EMPLOYER.

HSA Administration

Is the employer making deposits? No Yes* *If yes, please select deposit type and enter amount(s).

1. Monthly deposit.

Please enter the monthly deposit amounts here:

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

2. One-Time Prefunded deposit.

Please enter the prefunded deposit amounts here:

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

Will new employees hired during the plan year receive the full amount, prorated amount, other amount, or no deposits?

- Full amount
- Prorated amount

NOTE: Prorated amounts will be calculated as follows: (Prefunded deposit ÷ 12) x remaining number of months in Plan Year

- Other amount

<u>EE Only</u>	<u>EE + Spouse</u>	<u>EE + Child(ren)</u>	<u>EE + Family</u>
\$ _____	\$ _____	\$ _____	\$ _____

- No deposit

Are there different contributions based on other factors (ex: hourly vs salary)? If so, please explain here or attach additional information:

Employer/Applicant acknowledges that TX Health Benefits Pool is not a Bank and cannot operate as a Bank Custodian. Because an HSA is a tax-exempt trust or custodial account set up with a qualified HSA trustee/custodian to pay or reimburse certain medical expenses incurred by a participating employee, TX Health Benefits Pool has no responsibility or liability for HSA trustee/custodian services. Employer Applicant further acknowledges that TX Health Benefits Pool can only assist with accessing the HSA vendor by assisting with enrollment, billing, and import of HSA contributions for deposit with the HSA vendor and only associated with Employer Applicant's qualifying High Deductible Health Plans (HDHP Plans). Employer/Applicant assumes the liability and responsibility of complying with any IRS or other federal regulations related to HSAs.

Required Annual Eligibility and Enrollment Information

Please provide the following information:

1. Will you allow Employee Self Service (ESS) via TXHB Online for Open Enrollment and Qualifying Life Events? No Yes

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TX Health Benefits Pool must receive enrollment information within thirty-one (31) days of the date of hire or within thirty-one (31) days of the coverage effective date, whichever is later, regardless of whether the Employer has a waiting period or a waiting and orientation period. If an enrollment is not submitted within this timeline, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

Employer Member Additional Acknowledgements and Agreements

- 1. Employer Member acknowledges and agrees that its signature on this Renewal Notice and Benefit Verification Form indicates its binding selections for renewal services through TX Health Benefits Pool.
2. Employer Member acknowledges that certain benefit service selections require completion and execution of additional forms and agreements and agrees that it will work with all due diligence and in good faith to complete, execute, and return all necessary forms and agreements to TX Health Benefits Pool prior to the beginning of the Group's open enrollment.
3. Employer Member acknowledges that TX Health Benefits Pool will only allow open enrollment for renewal services in good faith and without receiving all necessary signed benefit service forms and agreements if:
A. A signed Renewal Notice and Benefit Verification Form with all necessary Employer Member selections and information has been received; and
B. Employer Member has in good faith attempted but failed to approve and return the applicable benefit service forms and agreements timely.
4. Employer certifies that it has adopted an Employee Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
5. Employer certifies that it will provide notice of the creditable status of the coverage it offers to new enrollees prior to the effective date of their coverage, as required by the Medicare Modernization Act.
6. TX Health Benefits requires groups to enroll 100% of their benefit eligible employees. This is also known as the 100% Participation Rule. Employers may have employees that wish to waive Medical coverage through TX Health Benefits Pool, however, waivers may only be granted for the reasons enumerated in your Plan Book.

Please sign by the due date and return this completed form via email to your Account Executive/Account Manager or marketing@txhb.gov.

751293383
Tax ID Number
Authorized Signature
Date
Printed Name
Title

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TX Health Benefits Pool reserves the right to revise rates due to census change and underwriting impact.

Rates are subject to change due to intervening events such as action taken by the TX Health Benefits Pool Board of Trustees, legislation passed during the plan year, or other events affecting benefits.

Supplemental benefits cannot be accessed without accessing the TX Health Benefits Pool Medical Benefit Plan.

YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TX HEALTH BENEFITS POOL IN THE COMPETITIVE PROCESS. TX HEALTH BENEFITS POOL ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.

RESOLUTION NO. ABD24-23

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE RERATE AND BENEFIT VERIFICATION FORM WITH TEXAS HEALTH BENEFITS POOL TO CONTINUE TO PROVIDE HEALTH, DENTAL, AND LIFE INSURANCE BENEFITS TO EMPLOYEES FOR PLAN YEAR 2024-2025.

WHEREAS, the Ark-Tex Council of Governments is a Regional Planning Commission established pursuant to the authority granted by Chapter 391 of the Local Government Code (formerly Article 1011m, Revised Civil Statutes of Texas), and Arkansas Interlocal Cooperation Act 430; and

WHEREAS, Texas Health Benefits Pool (formerly Texas Municipal League) has provided health, dental, and life insurance benefits to ATCOG for several years; and

WHEREAS, the rerate notice for plan year 2024-2025 includes no increase for health premiums, dental, and life insurance premiums which remain the same as FY2024; and

WHEREAS, ATCOG will be offering four plan options to employees with a defined contribution of \$946.54 to each employee per month, which will pay for the basic PPO health plan; and

WHEREAS, employees who wish to “buy up” to a more expensive plan may do so at their own expense; and

WHEREAS, a high deductible plan at a rate of \$834.16 per month is available to employees, which would allow employees to contribute the remaining defined contribution to a health savings account; and

WHEREAS, ATCOG will continue to provide dental and life insurance coverage for employees only.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to sign the rerate and benefit verification form with Texas Health Benefits Pool to provide health, dental, and life insurance benefits to employees for plan year 2024-2025.

Section 2 - That Executive Director Mary Beth Rudel has full authority to act on behalf of the ATCOG Board in all matters pertaining to the benefits agreement.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 12:

Review and consider approval of the Accounting Policy and Procedures Manual that establishes procedures to be followed in the ATCOG Finance Department.

BACKGROUND:

In February 2001, the ATCOG board approved the first revision of the Accounting Policy and Procedures Manual. It was also revised in October 2001, April 2006, September 2008, and April 2014, and the last revision was in June 2021. In December of 2023, ATCOG added Microix to be used with the Abila MIP software. We have also updated our credit card procedures by issuing cards to the different departments. An update of the Accounting Policy and Procedures Manual became necessary as processes have changed. This manual reflects the changes in procedures to accommodate the use of departmental credit cards and Microix with Abila MIP.

DISCUSSION:

ATCOG policy requires that the ATCOG Board review and approve any policy and procedure changes. The Accounting Policy and Procedures Manual is attached for review.

The Budget/Personnel Committee met on June 24, 2024, and approved the updated Accounting Policy and Procedures Manual for presentation to the Board of Directors at the Board Meeting on June 27, 2024.

RECOMMENDATION:

The Budget and Personnel Committee and staff recommend approval.

RESOLUTION NO. ABD24-24

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING REVISIONS TO THE ATCOG ACCOUNTING POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure that the ATCOG functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee’s primary instrument of policy guidance concerning questions of administrative and personnel policies; and

WHEREAS, upon approval, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the revisions to the Accounting Policy and Procedures Manual.

Section 2 - That the Executive Director has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Policy and Procedures Manual.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 13:

Review and consider approval of revisions to the ATCOG Procurement Policy and Procedures Manual.

BACKGROUND

The Board of Directors is required to approve all revisions to the Procurement Policy and Procedures Manual. All proposed revisions are attached.

DISCUSSION

The following revisions to the procurement policy and procedures manual are being proposed:

11.2 Resolution of Protested Solicitations and Awards

- Department Head is being deleted
- Operations Officer is being changed to Deputy Director
- Executive Director is being added

Upon Board approval, the policy revisions will be updated in our Procurement Policy and Procedures Manual.

RECOMMENDATION

Staff recommends approval.

11.2 –Resolution of Protested Solicitations and Awards

The following language is included in all ATCOG solicitations:

Any Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the ATCOG Board of Directors public agenda is posted for action regarding the questioned item. Grievances filed more than five (5) working days after action by the ATCOG Board of Directors will not be deemed timely and will not be considered. In order for a Respondent to enter the grievance process, a written complaint must be sent to the Deputy Assistant Director of ATCOG by certified mail and sent to 4808 Elizabeth Street, Texarkana, Texas, 75503, and must include the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of the reasons for the protest.
4. Supporting exhibits, evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of ATCOG's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which ATCOG is a party. Failure to receive a procurement award from ATCOG in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Operations Officer will initiate the informal resolution process.

The Compliance and Purchasing Officer ~~or the Department Head~~ will contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Operations Officer of the resolution with specifics on each point addressed in the original complaint.

If the Compliance and Purchasing Officer ~~or Department Head~~ is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the DEPUTY DIRECTOR Operations Officer immediately. The DEPUTY DIRECTOR Operations Officer will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the DEPUTY DIRECTOR Operations Officer's decision by submitting a written appeal, within five (5) working days to the EXECUTIVE DIRECTOR. The EXECUTIVE DIRECTOR Upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The EXECUTIVE DIRECTOR Operations Officer of ATCOG has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer will conduct a hearing and forward a summary and recommended resolution to the EXECUTIVE DIRECTOR Operations Officer.

The decision reached by the EXECUTIVE DIRECTOR Operations Officer or his designee will be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The Respondent may, if it elects to do so, appeal the final and conclusive decision of the EXECUTIVE DIRECTOR Operations Officer to a court of competent jurisdiction.

RESOLUTION NO. ABD24-25

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING REVISIONS TO THE ATCOG POLICY AND PROCEDURES MANUAL.

WHEREAS, the manual was developed to ensure that the ATCOG functions as a vital, evolving organization; and

WHEREAS, generally, the manual serves as the employee's primary instrument of policy guidance concerning questions of procurement policies and procedures; and

WHEREAS, upon approval, any such changes to the manual will supersede all previous policies of the same nature and will become a part of this manual.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the attached revisions to the ATCOG Procurement Policy and Procedures Manual.

Section 2 - That the Executive Director has full authority to act on behalf of the ATCOG Board in all matters pertaining to the ATCOG Procurement Policy and Procedures Manual.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 14:

Review and consider approval authorizing the Executive Director to renew contracts with Windstream phone services and internet services.

BACKGROUND:

Windstream Communications has been our primary VoIP phone service and internet service provider for the past five years, ensuring consistent and reliable connectivity essential for our operations. The current agreements are nearing expiration, and we have the opportunity to renew the services for an additional three years through "The Interlocal Purchasing System" (TIPS) contract. This renewal is crucial to maintain uninterrupted services and leverage the benefits associated with a continued partnership.

DISCUSSION:

The proposed amendments seek to renew our existing agreements for VoIP phone and internet services as well as the associated Office Suite services with Windstream for an additional three years. This renewal is facilitated through the Interlocal Purchasing System (TIPS) contract, which ensures that we continue to benefit from competitively negotiated rates and terms.

The primary objective of these amendments is to prevent potential rate increases over the next three years. By locking in the current rates, we can achieve significant cost savings and budget stability. The amendments maintain all other terms and conditions of the original agreements, ensuring no disruptions or changes to the services provided.

The total monthly costs of the phone, internet, and office suite package is \$2,969.89, which is a total of \$178,193.40 for the 5-year contract.

The ATCOG Procurement Policy states that all purchases of \$50,000 and above require ATCOG Board approval.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-26

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE WINDSTREAM CONTRACT RENEWAL FOR VOICE OVER INTERNET PROTOCOL (VOIP) PHONE SERVICES AND INTERNET SERVICES FOR THREE YEARS.

WHEREAS, in February 2020, the Ark-Tex Council of Governments (ATCOG) entered into an agreement with Windstream following a request for proposals (RFP) for VoIP phone services and internet services; and

WHEREAS, Windstream Communications has been ATCOG's primary VoIP phone service and internet service provider for the past five years; and

WHEREAS, the current agreements are nearing expiration with the opportunity to renew services for an additional three years through the Interlocal Purchasing System (TIPS) Contract; and

WHEREAS, this renewal is crucial to maintain uninterrupted services and leverage the benefits associated with a continued partnership; and

WHEREAS, the ATCOG Procurement Policy states that ATCOG may participate in a Cooperative Agreement for purchases above \$50,000 through "The Interlocal Purchasing System" (TIPS); and

WHEREAS, ATCOG Procurement Policy and Procedure Manual states ATCOG Board approval is required for all purchases of \$50,000 and above.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

- Section 1 -** That the ATCOG Board of Directors authorizes the Executive Director to renew the contract with Windstream phone services and internet services for three (3) years through The Interlocal Purchasing System (TIPS).
- Section 2 -** That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the Windstream contract.
- Section 3 -** That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE 2024.

Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments

ATTEST:

BRIEFING PAPER

ITEM 15:

Review and consider approval authorizing the Executive Director to enter into a contract with ALL4 LLC to conduct Air Quality Modeling and Emission Inventory in Bowie County, Texas, from 2024 through 2025.

BACKGROUND:

In 2024, the ATCOG Environmental Program secured funding through the Texas Commission on Environmental Quality (TCEQ) Rider 7 PM2.5 Air Quality Grant to conduct emission inventories and air quality modeling in Bowie County, Texas.

DISCUSSION:

ATCOG Environmental Program staff issued a Request for Qualifications (RFQ) to solicit bids for air quality modeling and emission inventories in Bowie County, Texas.

ATCOG representatives reviewed and scored the proposals received on June 12, 2024. Based on the highest total score, ALL4 LLC was selected as the vendor to conduct this project. The total cost of the project is \$118,750.00. The grant will pay the consultant approximately \$106,000.00, and ATCOG will utilize the remaining funds to administer the grant program.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-27

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH ALL4 LLC TO CONDUCT AIR QUALITY MODELING AND EMISSION INVENTORY IN BOWIE COUNTY, TEXAS DURING 2024-2025.

WHEREAS, in 2024, the ATCOG Environmental Program secured funding through the Texas Commission on Environmental Quality (TCEQ) Rider 7 PM2.5 Air Quality Grant to conduct emission inventories and air quality modeling in Bowie County, Texas; and

WHEREAS, ATCOG issued an RFQ to solicit bids; and

WHEREAS, ALL4 LLC was the selected vendor based on the highest score; and

WHEREAS, all federal, state, and local regulations were followed during the procurement process.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to enter into a contract with ALL4 LLC to conduct Air Quality Modeling and Emission Inventory in Bowie County, Texas during 2024-2025.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the contract.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 16:

Review and consider approval of membership changes on the Solid Waste Advisory Committee (SWAC).

BACKGROUND:

The SWAC has accepted the resignation of the Vice-Chairman and has appointed a new Vice-Chairman; however, these changes will not become official until the ATCOG Board also approves them.

DISCUSSION:

The following member has resigned from the SWAC:

- Jon Dalzell – Former Vice-Chairman of the SWAC and former representative of the Hopkins County, Texas Beautification Committee.

The following member has been appointed by the SWAC to serve as Vice-Chairman:

- Robert (Bob) Murray – Current member of the SWAC and representative for Bowie County, Texas.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-28

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE APPOINTMENT OF A NEW VICE-CHAIRMAN, ROBERT (BOB) MURRAY, TO THE REGIONAL SOLID WASTE ADVISORY COMMITTEE (SWAC) TO FILL A VACANCY.

WHEREAS, the rules and regulations of the Texas Commission on Environmental Quality (TCEQ) require the Ark-Tex Council of Governments (ATCOG) to maintain a Regional Solid Waste Advisory Committee (SWAC); and

WHEREAS, officers are required according to the SWAC Bylaws; and

WHEREAS, SWAC accepted the resignation of the former Vice-Chairman; and

WHEREAS, SWAC appointed Robert (Bob) Murray as the new Vice-Chairman to fill the vacancy; and

WHEREAS, the resignation and appointment of SWAC Officers require ATCOG Board approval.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the appointment of Robert (Bob) Murray as Vice-Chairman of the SWAC.

Section 2- In the event that there is a SWAC member vacancy, a new appointment shall be presented to the ATCOG Board of Directors/Executive Committee for approval to fill the vacancy.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 17:

Review and consider approval of a grant application to be submitted to the Farmers Electric Charitable Foundation in the amount of \$7,500 for the TRAX Rural Transportation System.

BACKGROUND:

Ark-Tex Council of Governments Rural Transit District (TRAX) provides low-cost transportation for residents of Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus counties from their homes or other designated pick-up points to meet transportation needs. Funding for this service has historically been compromised of federal, state, and local funds.

DISCUSSION:

The Farmers Electric Charitable Foundation has not yet contributed grant funds for the TRAX Transportation program. ATCOG requests approval to apply for a \$7,500 Farmers Electric Charitable Foundation grant for FY2025.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-29

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) APPROVING THE SUBMISSION OF A GRANT APPLICATION TO THE FARMERS ELECTRIC CHARITABLE FOUNDATION IN THE AMOUNT OF \$7,500 FOR THE TRAX RURAL TRANSPORTATION SYSTEM.

WHEREAS, the purpose of the Farmers Electric Charitable Foundation grant is to enhance mobility for seniors and persons with disabilities, as well as those who need transportation; and

WHEREAS, the Farmers Electric Charitable Foundation has not yet contributed grant funds. This will be the first time applying for funding.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

Section 1 - That the ATCOG Board of Directors approves the submission of a grant application to the Farmers Electric Charitable Foundation in the amount of \$7,500.

Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters relating to the grant.

Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE 2024.

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

ATTEST:

BRIEFING PAPER

ITEM 18:

Review and consider authorizing the Executive Director to enter into a contract with Airwaves Communications, Inc. to purchase a communications tower and equipment for Lamar County.

BACKGROUND:

In 2022, the ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant to support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure. Emergency management coordinators in Lamar County evaluated their communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems.

DISCUSSION:

ATCOG Homeland Security Program, in conjunction with Lamar County, issued a Request for Proposals (RFP) to solicit bids for the installation of a 318 FT Self-supporting tower with antennas and accessories to be installed in Lamar County.

ATCOG and Lamar County representatives met on June 17, 2024, to review and score the proposals received. Based on the highest total score, Airwaves Communications, Inc. was selected as the vendor to complete this project. The total estimated cost of the project is \$541,195. The grant will cover approximately \$246,393 of the expenses, and the remaining costs will be the responsibility of Lamar County. The start and completion of this project are contingent upon Lamar County Commissioner's Court approving and agreeing that Lamar County will pay any and all costs over the grant allocated amount.

RECOMMENDATION:

Staff recommends approval.

RESOLUTION NO. ABD24-11

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG) AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH AIRWAVES COMMUNICATION, INC. TO PURCHASE AND INSTALL 1 SELF-SUPPORTING TOWER WITH ANTENNAS AND ACCESSORIES IN LAMAR COUNTY.

WHEREAS, in 2022, ATCOG Homeland Security Program secured funding through the Statewide Emergency Radio Infrastructure grant to support projects that support state and regional efforts to improve or sustain interoperable emergency radio infrastructure; and

WHEREAS, the Emergency Management Coordinator in Lamar County evaluated their communication systems and determined what radio infrastructure equipment was needed to enhance/sustain their communication systems.

WHEREAS, ATCOG and Lamar County issued an RFP to solicit bids; and

WHEREAS, Airwaves Communications, Inc. was the selected vendor based on the highest score; and

WHEREAS, all federal, state and local regulations were followed during the procurement process.

NOW, THEREFORE, BE IT RESOLVED BY THE ARK-TEX COUNCIL OF GOVERNMENTS:

- Section 1 - That the ATCOG Board of Directors authorizes the Executive Director to enter into a contract with Airwaves Communications, Inc., to purchase/install 1(318 Ft) Self-supporting tower with antennas and accessories in Lamar County.
- Section 2 - That the Executive Director, Mary Beth Rudel, has full authority to act on behalf of the ATCOG Board in all matters pertaining to the contract.
- Section 3 - That this resolution is approved by majority vote in accordance with the bylaws of Ark-Tex Council of Governments and applicable law, and shall be in effect immediately upon its adoption.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2024.

ATTEST:

**Bobby Howell, President
Board of Directors
Ark-Tex Council of Governments**

BRIEFING PAPER

ITEM 20:

CCH Eligibility Requirement for all FY2025 grant applications:

1) In order for an applicant to be eligible for FY25 grant funding through the Office of the Governor-Public Safety Office (OOG/PSO), the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions to the Texas Department of Public Safety for calendar years 2018 through 2022. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system. See percentages as of June 17, 2024 in the table below.

This OOG/PSO requirement must be met by August 1, 2024.

2) Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions ***within five business days*** to the Criminal Justice Information System at the Department of Public Safety. ****All ATCOG counties are in compliance with this portion of the requirement.***

As of June 17, 2024	Adult criminal history disposition completeness avg.	Juvenile criminal history disposition completeness avg.
Bowie	93	99
Cass	93	100
Delta	91	100
Franklin	90	100
Hopkins	97	100
Lamar	93	91
Morris	94	100
Red River	95	100
Titus	94	94

CCH Compliance Contact:

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