The Board of Directors of the Ark-Tex Council of Governments (ATCOG) will meet at 10:00 a.m., Thursday, June 27, 2019, at the Franklin County Law Enforcement Center, 208 Hwy 37, Mt. Vernon, Texas, hosted by Scott Lee, Judge, Franklin County. (See enclosed map.) Lunch will also be provided immediately following the meeting.

Item 1. Call to order.

Item 2. Invocation.


Item 4. Approve the minutes as submitted of the Ark-Tex Council of Governments Board of Directors Meeting held Thursday, April 4, 2019, in Roxton, Texas.

**Review and Comment**

Item 5. Review and comment on an Environmental Assessment to the Texas Commission on Environmental Quality (TCEQ) for proposed Federal Operating Permit and Acid Rain Permit by Luminant Generation Company, LLC, to authorize continued operation of the Lamar Power Plant located at 3205 FM 137, Paris, Lamar County, Texas. (See page 8; to be presented by staff member Paul Prange)

**Regular Business**

Item 6. Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for ATCOG. (See page 10; to be presented by staff member Melinda Tickle)

Item 7. Review and consider approval of the proposed Salary Schedule for ATCOG for fiscal year ending September 30, 2020. (See page 14 – additional handouts to be provided at meeting; to be presented by staff member Melinda Tickle)

Item 8. Review and consider approval of Texas Municipal League (TML) Health Rerate and Benefit Verification Form to continue providing insurance benefits for Plan Year 2019-2020. (See page 15; to be presented by staff member Leslie McBride)

Item 9. Review and consider approval of the ATCOG Information Security Policy. (See page 19; to be presented by staff member Mary Beth Rudel)

Item 10. Review and consider approval of revisions to the ATCOG Policies and Procedures Manual. (See page 27; to be presented by staff member Mary Beth Rudel)

Item 11. Review and consider approval of revisions to the ATCOG Procurement and Procedures Manual. (See page 38; to be presented by staff member Mary Beth Rudel)

Item 12. Review and discuss proposed Indirect and Benefit Rates for fiscal year ending September 30, 2020 (Handouts to be provided at meeting; to be presented by Executive Director)

Item 13. Review and consider approval of the PHA Certifications of Compliance with the PHA Plans and related regulations regarding the 5-year and annual plan for the fiscal year beginning October 1, 2019. (See page 40; to be presented by staff member Mae Lewis)

Item 14. Review and consider authorizing the Executive Director, as the ATCOG Authorized Official, to submit an application to the Texas Homeless Network for 2019 Emergency Solutions Grant Program Funds. (See page 46; to be presented by staff member Mary Beth Rudel)
Item 15. Review and consider approval of proposed Next Generation 9-1-1 (NG9-1-1) Implementation Plan for the ATCOG Region. (See page 47; to be presented by Executive Director Chris Brown)

Other Business

Item 16. Executive Director Report (For information only – see page 55; to be presented by Executive Director Chris Brown)

a) Program Updates/Statistics

Announcements

The next Executive Committee Meeting will be held Thursday, July 25, 2019, at 10:00 a.m., at the Titus County Extension Office, Mt. Pleasant, Texas.
GoogleMaps

4808 Elizabeth St to Franklin County Sheriff's Office

Drive 78.3 miles, 1 h 14 min
The Board of Directors of the Ark-Tex Council of Governments (ATCOG) met at 10:00 a.m., Thursday, April 4, 2019 at the Roxton Community Center, 102 Harrison St., Roxton, Texas, hosted by the City of Roxton.

Item 1. L.D. Williamson, Judge, Red River County, called the meeting to order. Tim Walsworth, Councilman, City of Roxton, welcomed the Board and all attendees to the meeting and to the City of Roxton.


Item 3. At this time, each attendee introduced themselves.

Item 4. The next order of business was to approve the minutes as submitted of the Board of Directors Meeting held Thursday, December 13, 2018, in Sulphur Springs, Texas.

Motion to approve was made by Ann Rushing, Mayor, City of Clarksville, and seconded by Stan Wyatt, Northeast Texas Municipal Water District. The minutes were approved.

Review and Comment

Item 5. Paul Prange, Environmental Resources Coordinator, presented for consideration an Environmental Assessment to the Texas Commission on Environmental Quality (TCEQ) for proposed Air Quality Permit Renewal by PPF Gin & Warehouse to authorize the continued operation of a Cotton Gin located at 166 Dewey St., Deport, Lamar County, Texas.

Motion to approve was made by Scott Lee, Judge, Franklin County and seconded by Billy Trenado, Councilman, City of Paris. It was approved.

Item 6. Mr. Prange presented for consideration an Environmental Assessment to TCEQ for proposed Beneficial Use Site Registration by Harold Jackson Smith III to authorize the land application of domestic septage products on approximately 20.75 acres located at 405 County Road 3095, Cookville, Titus County, Texas.

Item 7. Mr. Prange presented for consideration an Environmental Assessment to TCEQ for renewal of a Federal Operating Permit by Turner Industries Group, LLC to authorize the operation of a fabricated pipe and fitting facility located at the 1200 block of 19th St. SW, Paris, Lamar County, Texas.

Item 8. Mr. Prange presented for consideration an Environmental Assessment to TCEQ for Limited Scope Permit Amendment by NETEX Composting, Inc. to authorize an expansion of the dryer building, acceptance of water treatment plant residuals, increase compost production and closure costs, at the facility located at 1000 County Road 3372, Pickton, Hopkins County, Texas.

Item 9. Mr. Prange presented for consideration an Environmental Assessment to TCEQ for proposed amendment of a Water Quality Permit by Luminant Mining Company, LLC concerning the Monticello Lignite Mining Area between the cities of Winfield and Mt. Pleasant in Titus and Franklin Counties, Texas.

Motion to approve Items 6-9 was made by Judge Scott Lee and seconded by Teresia Wims, Mayor, City of Mt. Vernon. All items were approved.

Item 10. Amber Thurston, Executive Assistant, presented for consideration an application by Detroit Independent School District to the Department of Health and Human Services, Office of Head Start, for a grant in the amount of $17,072, to be matched with $4,268 cash & in-kind, for a 1.77% Cost of Living Adjustment (COLA).

Motion to approve was made by Mayor Rushing and seconded by Judge Scott Lee. It was approved.
Regular Business

Item 11. Chris Pruitt, Pattillo, Brown & Hill, LLP, presented for consideration approval of ATCOG’s Financial Statements and Auditor’s Reports for the year ending September 30, 2018. Overall, the audit provided a clean, unmodified opinion and was recommended by the Audit Committee for approval.

Motion to approve was made by Judge Scott Lee and seconded by Mayor Rushing. It was approved.

Item 12. Mayor Rushing presented for consideration approval of appointment of new Executive Committee Members and Officer positions to fill vacancies created by recent elections.

Motion to approve was made by Mr. Fisher and seconded by Councilman Walsworth. It was approved.

Item 13. Patricia Haley, Criminal Justice Coordinator, presented for consideration approval of appointment of a new Regional Criminal Justice Advisory Committee (RCJAC) member to serve through December 31, 2019 to fill a vacancy.

Motion to approve was made by Mayor Rushing and seconded by Councilman Trenado. It was approved.


Motion to approve was made by Judge Scott Lee and seconded by Mayor Wims. It was approved.

Item 15. Rea Washington, 9-1-1 Program Manager, presented for consideration approval of the Mt. Pleasant Police Department Console Modernization and Expansion Project.

Motion to approve was made by Councilman Trenado and seconded by Mr. Wyatt. It was approved.

Item 16. Chris Brown, Executive Director, presented for consideration approval of a Resolution in support of the Red River Navigation Feasibility Study, which would support the extension of the Red River navigation system from Shreveport, LA, to the borders of Miller and Little River Co, AR., and Bowie Co. Texas, then on to Grayson Co., Texas.

Motion to approve was made by Travis Ransom, Mayor, City of Atlanta, and seconded by Mayor Rushing. It was approved.

Item 17. Mr. Brown presented for consideration approval of establishing a new depository account with Guaranty Bank & Trust for ATCOG use, and adding the President of the Board, Executive Director, and Deputy Director to the signatory cards.

Motion to approve was made by Judge Scott Lee and seconded by Mayor Rushing. It was approved.

Item 18. Mr. Brown presented for consideration ratification of a participation agreement between ATCOG and Frontier Energy, Inc. to administer a low income weatherization program.

Motion to approve was made by Mayor Ransom and seconded by Mayor Wims. It was approved.

Item 19. Mr. Brown presented for consideration ratification of a donation agreement between Christus Sphon Foundation and ATCOG for a health insurance premium subsidy support program.

Motion to approve was made by Mayor Rushing and seconded by Judge Scott Lee. It was approved.

Other Business
Item 20. Judge Williamson presented certificates of appreciation to Paris Metro/TRAX staff for performing life-saving measures on a passenger.

Item 21. Mr. Brown presented the Executive Director Report on the following:

- Program Updates/Statistics
- Advisory Committee Minutes

All of these items were for information only, so no action was taken.

**Announcements**

Ms. Thurston thanked Janet Wheeler, City Manager of Roxton, and the Roxton Community Development Corporation for hosting the meeting. She also announced lunch would be provided for all meeting attendees through the Roxton Community Development Corporation for anyone interested in attending.

Judge Williamson announced the next Executive Committee meeting would be held on Thursday, April 25, 2019, at the Titus County Extension Office in Mt Pleasant.

There was brief discussion regarding the current legislative session and several bills concerning taxes and fees. Judge Williamson asked for the County Judges & City Representatives to be aware of these possibly coming into play.

There were no further announcements, so the meeting was adjourned.

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

L.D. Williamson, Judge, Red River County
Scott Lee, Judge, Franklin County
Jason Murray, Judge, Delta County
Doug Reeder, Judge, Morris County
Ann Rushing, Mayor, City of Clarksville
Travis Ransom, Mayor, City of Atlanta
Teresa Wims, Mayor, City of Mt. Vernon
Billy Trenado, Councilman, City of Paris
Brady Fisher, Northeast Texas Resource Conservation & Development
Scott Norton, TexAmericas Center
Stan Wyatt, Northeast Texas Municipal Water District

**BOARD MEMBERS PRESENT**

Frank Estes, Councilman, City of Avery
Tim Walsworth, Councilman, City of Roxton
Robert Douglas, Delta Co. MUD

**GUESTS PRESENT**

Janet Wheeler, City of Roxton
Jane Helberg, Hearts and Hands
David Cockrell, City of Atlanta
Tommy Culkin, The Paris News

**STAFF PRESENT**

Chris Brown, Executive Director
Mary Beth Rudel, Deputy Director
Melinda Tickle, Director of Finance
Amber Thurston, Executive Assistant
Rea Washington, 911 Program Manager
Melody Harmon, Economic Development Manager
Lisa Reeve, Area Agency on Aging Manager
Leslie McBride, Human Resources Manager
Sheena Record, Paris Transportation Coordinator
Patricia Haley, Criminal Justice Coordinator
Paul Prange, Environmental Resources Coordinator
Whitney Fezell, Homeland Security Coordinator
Lymon Samin, Paris TRAX Driver
Jeff Sykes, Paris TRAX Driver

L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:
# Application / Project Staff Review for Environmental Assessment

**Project SAI No:** TX-R-20190605-0001-05  
**Date Received:** 5-24-19  
**Staff Assignment:** Paul Prange

**Applicant:** Luminant Generation Company, LLC

**Project Description:** This application to the Texas Commission on Environmental Quality (TCEQ) Luminant Generation Company, LLC is for renewal of Federal Operating Permit and Acid Rain Permit No. 02065, which would authorize continued operation of the Lamar Power Plant, an electric services facility. The facility is located at 3205 FM 137 in Paris, Lamar County, Texas.

**PROJECT/EA REVIEW:**

**Area to be served:** Paris, Lamar County, Texas

**Does the project comply or furnish reasonable assurances of compliance with applicable federal, state, and local laws, regulations, and ordinances?** The TCEQ executive director has determined that the application is administratively complete, has completed a technical review of the application and has made a preliminary decision to prepare a draft permit for public comment and review.

**Is the project consistent with state, area wide, and/or local planning or does it contribute toward goals or objectives identified at one or more of governmental levels?** Yes. This permit application meets all statutory and regulatory requirements.

**Has this project been coordinated through the Texas Commission on Environmental Quality?** Yes, coordination is in progress.

**Does the project address a clearly defined need and does the project take into account preservation of the environment?** There is a clearly defined need for production of electricity in Paris to support ongoing residential and commercial activities. The purpose of a federal operating permit is to improve overall compliance with the rules governing air pollution control by clearly listing all applicable requirements, as defined in Title 30 TAC 122.10.

**Is the project likely to produce any significant adverse effects on the environment?** No. The issuance of the permit will not result in an unsafe level of allowable emissions and does not authorize any new construction.

**Do the anticipated accomplishments of the project justify the disruption to the environment?** Yes. This electrical power generation facility provides enough electricity to power all of Paris and the surrounding area. The disruption of the environment is minimal compared to the positive benefits to the citizens.

**STAFF ASSESSMENT OF ENVIRONMENTAL IMPACT:** The permit renewal application will not create any further significant detrimental impact to the environment as determined by TCEQ.

**RECOMMENDED COMMENT:** Staff recommends support of this Federal Operating Permit and Acid Rain Permit Renewal Application by Luminant Generation Company, LLC.
RESOLUTION NO. BD19-016

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS WITH REVIEW AND COMMENT ON PROPOSED RENEWAL OF FEDERAL OPERATING PERMIT AND ACID RAIN PERMIT NO. 02065 BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) FOR LUMINANT GENERATION COMPANY, LLC TO AUTHORIZE THE CONTINUED OPERATION OF THE LAMAR POWER PLANT, AN ELECTRIC SERVICES FACILITY, LOCATED AT 3205 FM 137 IN PARIS, LAMAR COUNTY, TEXAS.

WHEREAS, under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperation Act of 1968, the Ark-Tex Council of Governments has been designated as the area wide agency to review certain projects; and

WHEREAS, it is desirable and in the public interest that certain development plans be reviewed by the Ark-Tex Council of Governments for their consistency with the overall development of the Region, and any environmental impacts resulting wherefrom.

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

Section 1 - That the Board of Directors recognizes the Executive Director as the Authorized Official, and he has been given the power to comment upon projects having an environmental impact. This application has been reviewed by the Board of Directors and can reasonably be approved.

Section 2 - That the above-mentioned permit is desirable and needed for continued development in the Region.

REVIEWED AND APPROVED THIS 27TH DAY OF JUNE, 2019.

____________________________________
L. D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

____________________________________
ITEM 6:

Review and consider annual approval of the Investment Policy that establishes procedures to be followed in investing funds for Ark-Tex Council of Governments (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, we provide services, and then we 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.

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.

The Budget/Personnel Committee will meet at 9:15 a.m. on June 27, 2019, and submit their recommendation during the Board of Directors meeting on June 27, 2019.

RECOMMENDATION:

The Budget/Personnel Committee and staff recommend annual approval of the Investment Policy.
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 Manager 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.

L. D. Williamson, President  
Board of Directors  
Ark-Tex Council of Governments  

ATTEST:

______________________________
ITEM 7:

Review and consider annual approval of the proposed Salary Schedule for Ark-Tex Council of Governments (ATCOG) for fiscal year ending September 30, 2020.

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 to be approved by the full Board of Directors. The State will not allow 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.

The Budget/Personnel Committee will meet at 9:15 a.m. on June 27, 2019, and submit their recommendation during the Board of Directors meeting on June 27, 2019. A handout of the Salary Comparison of ATCOG and State employees will be available at the meeting.

RECOMMENDATION:

The Budget/Personnel Committee and staff recommend approval of the Salary Schedule for submission to the State.
BRIEFING PAPER – ACTION ITEM

ITEM 8:

Review and consider approval 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 of Ark-Tex Council of Governments (ATCOG) for Plan Year 2019-2020.

BACKGROUND

TML Health has provided health, dental and life insurance benefits to ATCOG for several years, and it is once again time for renewal of those benefits for FY 2020. The signed Rerate Notice and Benefit Verification Form is due to TML Health by July 8, 2019.

DISCUSSION

Current Premium: $681.92

Current Defined Contribution: $681.92/Month

Premium Effective 10/01/2019: $743.30/Mo

(9% Increase, or $61.38 increase per month)

Employees with Health Insurance as of July 1, 2019: 70 Staff Members

The Rerate Notice for FY 2020 includes an increase for health premiums however, dental insurance rates are the same as FY 2019 and life insurance rates decreased slightly.

ATCOG can incur the increase in insurance premiums; therefore, we are proposing to make a defined contribution of $743.30 to each employee per month. This will pay for the basic health insurance rate of $743.30. Staff that wish to “buy up” may do so at their own expense.

RECOMMENDATION

Staff is recommending approval for ATCOG to sign the Rerate Notice with TML Health with a defined contribution of $743.30.
## TML Health Renewal Notice and Benefit Verification Form

**Ark-Tex COG**

**Plan Year** 2019-2020 (12 Months)

Rates are subject to change if there is any legislation passed during the plan year affecting benefits.
Supplemental benefits cannot be accessed without accessing the TML Health Medical Benefit Plan.
This renewal notice contains proprietary and confidential information of TML Health.

### Consumer Centered Pool Plans

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<th>Benefit</th>
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<th>Out Net Ded</th>
<th>In Net OOP</th>
<th>Office Visit</th>
<th>XRay &amp; Lab in OV</th>
<th>Rates</th>
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*In Network Deductible applies towards In Network OOP.*

### Monthly Employer Contribution Amounts

TML Health requires 50% employer contribution toward employee medical – Minimum employer contribution is $445.98

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<td>% of Rate</td>
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### Dental IV

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<td>Employee + Child(ren):</td>
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<td>$61.10</td>
</tr>
<tr>
<td>Employee + Family:</td>
<td>$85.24</td>
<td>$85.24</td>
</tr>
</tbody>
</table>

### Vision Plan

No Vision Coverage
### Basic Life and AD&D: Plan 43 (1xBAE, Max $300,000)

<table>
<thead>
<tr>
<th>Life:</th>
<th>Current Rate</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.250</td>
<td>$0.194</td>
</tr>
<tr>
<td>AD&amp;D:</td>
<td>$0.035</td>
<td>$0.040</td>
</tr>
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</table>

### Additional Employee Life and AD&D

<table>
<thead>
<tr>
<th>Age of Employee</th>
<th>Current Rate per $1000</th>
<th>New Rate per $1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>0.061</td>
<td>0.061</td>
</tr>
<tr>
<td>30 - 34</td>
<td>0.069</td>
<td>0.069</td>
</tr>
<tr>
<td>35 - 39</td>
<td>0.100</td>
<td>0.100</td>
</tr>
<tr>
<td>40 - 44</td>
<td>0.130</td>
<td>0.130</td>
</tr>
<tr>
<td>45 - 49</td>
<td>0.198</td>
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<tr>
<td>50 - 54</td>
<td>0.332</td>
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<tr>
<td>55 - 59</td>
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<tr>
<td>60 - 64</td>
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<tr>
<td>65 - 69</td>
<td>1.513</td>
<td>1.513</td>
</tr>
<tr>
<td>70 and over</td>
<td>2.431</td>
<td>2.431</td>
</tr>
</tbody>
</table>

### Dependent Life

No Dependent Life Coverage

### Voluntary AD&D

No Voluntary AD&D Coverage

### LTD

No LTD Coverage

### STD

No STD Coverage

### Calendar Year Pre-65 Retiree Medical

No Pre-65 Retiree Medical Coverage

### Calendar Year Pre-65 Retiree Dental

No Pre-65 Retiree Dental Coverage

### Calendar Year Pre-65 Retiree Vision

No Pre-65 Retiree Vision Coverage

### Basic & Additional Retiree Life

No Basic & Additional Retiree Life Coverage

### Retiree Dependent Life

No Retiree Dependent Life Coverage
Continuation of Coverage (Cobra)

Yes

Benefit Waiting Period

1st cf mo after date of hire

Flex, HRA, HSA & RRA

<table>
<thead>
<tr>
<th>Flex Admin</th>
<th>HRA Admin</th>
<th>HSA Admin</th>
<th>RRA Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If employer accesses Flex and/or HRA, HSA or RRA, only one charge of $3.70 per participant per month will be incurred.

<table>
<thead>
<tr>
<th>HSA Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer making monthly deposit</td>
</tr>
<tr>
<td>Employer Prefunding</td>
</tr>
<tr>
<td>If employer preunds, new employees during the plan year get prorated amount</td>
</tr>
<tr>
<td>Prefund does not apply to new employees</td>
</tr>
<tr>
<td>Employer refund deposit is based on coverage tier</td>
</tr>
<tr>
<td>Employee Only</td>
</tr>
<tr>
<td>Employee + Spouse</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
</tr>
<tr>
<td>Employee + Family</td>
</tr>
</tbody>
</table>

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TML Health must receive enrollment information within thirty-one (31) days of the commencement of employment regardless of whether the Employer has a waiting or a waiting and orientation period. If an employee is not enrolled within thirty-one (31) days of hire, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

751293383

Tax ID Number

Authorized Signature

Date

Printed Name

Title

The entity named on this Rerate and Benefit Verification Form desires large claim information as specified in Article 21 49-15 of the Insurance Code in Section 2 (2), to be for individual claims that reach or exceed $35,000 during the plan year. This information is considered confidential for purposes of Chapter 552 of the Local Government Code.

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TML Health reserves the right to revise rates due to census change and underwriting impact.
BRIEFING PAPER – ACTION ITEM

ITEM 9:

Review and consider approval of the Ark-Tex Council of Governments Information Security Policy.

BACKGROUND

Ark-Tex Council of Governments (ATCOG) has many safeguards in place to ensure protection of confidentiality, integrity, and availability of data and systems. These policies were reviewed and approved by the Executive Committee at the April meeting. The Board of Directors is required to approve all policy revisions and adoptions.

DISCUSSION

ATCOG staff propose the attached policy be approved to document what practices need to be adhered to by the Information Technology Manager, staff (specifically those who are required to access and handle confidential information), volunteers, and contractors.

With the reported number of cyber-attacks and data breaches increasing annually world-wide, ATCOG will continually work to strengthen and improve the security controls and practices for its internal operations and services. ATCOG will review the policy on an annual basis and will revise its privacy and security policies as needed to comply with state and federal regulations. While practices and policies are subject to change, ATCOG will not materially reduce the level of security specified in this document.

RECOMMENDATION

The Executive Committee and staff recommend approval of the ATCOG Information Security Policy.
Ark-Tex Council of Governments

Information Security Policy

1.0 Overview
The ATCOG Information Security Policy describe the security practices implemented pursuant to ATCOG’s Information Technology department, and adhered to by ATCOG for its operational and services infrastructure under its control, including ATCOG’s network and systems. As used in this document, “customer data” means any data stored in ATCOG computer systems (data accessed by or provided to ATCOG while performing services for a customer). Third parties engaged by ATCOG and that are also provided access to customer data by ATCOG, will be contractually committed to materially equivalent security practices. These practices are subject to change at ATCOG’s discretion; however, ATCOG will not materially reduce the level of security specified in this document during the performance of services under an order.

2.0 Purpose
The Security Practices are designed to protect the confidentiality, integrity, and availability of both customer and ATCOG data. ATCOG continually works to strengthen and improve the security controls and practices for ATCOG’s internal operations and services. As noted above, this document describes the security practices adhered to by ATCOG for its operation and services infrastructure.

3.0 Scope
This policy applies to employees, contractors, consultants, temporaries, and other workers at ATCOG, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by ATCOG.

4.0 Responsibilities
1. The Executive Director executes this policy for all Information Assets.
2. The Information Technology Manager (or designee) interprets, develops, ensures compliance, and provides technical assistance for this Policy.
3. ATCOG will revise its privacy and security policies and procedures within 60 days following a major change in its programs that effect the use or disclosure of Confidential Information. At a minimum, ATCOG will review its policies and procedures on an annual basis and will revise them as necessary.

5.0 Directives
1. Access Authorization: Access to any ATCOG Information Asset must be authorized by the Program Manager or the Information Technology Manager.
2. Access Control: Access to any ATCOG Information Assets must be based upon each user’s access privileges. This access may be restricted by day, date, and time, as appropriate. Access privileges shall be granted based on the principle of least privilege. Access shall be permitted only to authorized users with up-to-date privacy and security training. Employees must sign and comply with ATCOG’s Acceptable Use Policy prior to access to Information Assets.
3. Access Rights Review: Periodic log reviews of user access and privileges must be performed by the Information Technology Manager in order to monitor access to ATCOG Information Assets, as well as deviations from authorized usage to include employee termination.
4. Background Checks: ATCOG will comply with any Federal/State background check requirements for its employees and contractors.
5. Backups: Backups of all ATCOG Information Assets must be routinely created and properly stored to ensure prompt restoration, when necessary. Backups must provide geographical redundancy in case of an incident. Periodic testing of backup restoration must be done for data integrity. All backup data must be encrypted according to FIPS 14-2 standard.

6. Data Classification: The Information Technology manager must collaborate with program managers in adopting and adhering to an information classification system, the purpose of which is to ensure that all Information Assets are operated in a manner compliant with any and all applicable State and Federal regulations. Data is protected in a manner commensurate with its classification, consistent with any applicable federal or state requirements. No Information Asset may be exposed to the Internet without the means to protect it in a manner commensurate with its classification.

   a. High-Risk Data: Information Assets for which there exist legal regulations and/or penalties for disclosure (e.g., Sensitive Information). Data covered by Federal and State legislation, such as CJIS, FERPA, HIPAA, IRS 1075, or the Data Protection Act, are in this class. In general, criminal justice, health, payroll, personnel, and financial data belong in this class. Other data included in this class include information that, if compromised, would cause severe damage to ATCOG.

   b. Restricted Data: Data that may not cause severe damage to the ATCOG if it were to be compromised, but either the Program Manager or Information Technology Manager desires to protect against unauthorized disclosure and/or modification.

   c. Public Data: Information that may be freely disseminated.

7. Passwords: ATCOG enforces strong password practices for the network, operating systems, database accounts, and email accounts. In an effort to reduce the chances of intruders gaining access to systems or environments through exploitation of User accounts and their associated passwords:

   a. Employees must create original, unique and complex passwords. Specifically, passwords must contain eight or more characters, including at least one uppercase letter and at least one number or special character.

   b. Staff may not recycle previously used passwords until they have been changed at least six times.

   c. Passwords must not include the user’s first name or last name.

   d. Staff must not divulge their passwords to anyone.

   e. Staff must not allow other persons to share their accounts.

   f. If the staff person writes down a password, he/she must physically secure the written password (e.g., keep in a locked file cabinet, accessible to him/her only).

   g. Staff must change passwords at least once every 90 (ninety) days.

8. Rules of Behavior for All Users: All Employees handling data for and on behalf of ATCOG shall be subject to, and must comply with, the provisions of ATCOG’s data protection requirements at all times. In particular, the following shall apply:

   a. Employees must lock their computers whenever they leave their desk. Employees must log off their computers when left unattended for extended length of time.

   b. Employees should not open email attachments from unknown or untrustworthy sources. Employees should not click on links without verifying the legitimacy of the link.
c. When transmitting emails that contain confidential information, the email must be encrypted. It is prohibited to enter confidential information in the subject line of any email.

d. Employees are prohibited from installing any software on ATCOG devices. Only the Information Technology Manager and designated personnel or authorized to install software.

e. Employees who save or store confidential information in electronic format may do so only on ATCOG/subcontractor approved computers, systems, devices, and equipment. Employees must not connect mobile computing devices that are not property of ATCOG to their computers or the network without authorization from the Information Technology Manager.

f. Employees may not transport ATCOG-owned electronic data from ATCOG’s premises without authorization from their supervisors. Confidential information stored on transportable media must be encrypted according to FIPS 140-2 standards. Modes of data transportation include CD-ROMs or DVDs, USB flash drives, portable hard drives, laptops, MP3 players, and cell phones.

h. Employees may not pack laptops or electronic storage devices in checked baggage during travel.

9. Data Protection and Compliance: Information Assets must be located in the United States. Intentions to use, disclose, create, maintain, store or transmit data outside the United States, must comply with conditions for safeguarding offshore information. These conditions are:

   a. The data is encrypted with FIPS 140-2 validated encryption.

   b. The offshore provider does not have access to the encryption key.

   c. ATCOG maintains the encryption key within the United States.

   d. Express written permission and a valid reason for offshoring data.

10. Inspections, Audits, or Investigations: Employees must cooperate with state or federal regulatory inspections, audits, or investigations related to compliance with information security or applicable law.

11. Disposable of Confidential Information: Employees must adhere to Schedule GR issued by the Texas State Library and Archives Commission for disposal of records. Records meeting the record retention schedule requirements that include confidential information must be destroyed in a manner that is compliant with applicable federal and state requirements. In general, examples of proper disposal methods may include, but are not limited to:

   • For confidential information in paper records, shredding, burning, pulping, or pulverizing the records so that the information is rendered essentially unreadable, indecipherable, and otherwise cannot be reconstructed.

   • For confidential information on electronic media, clearing (using software or hardware products to overwrite media with non-sensitive data), purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains), or destroying the media (disintegration, pulverization, melting, incinerating, or shredding).

12. Non-disclosure of Information: Employees are prohibited from disclosing confidential, regulated, or restricted data without express prior written approval by the regulatory agency.

6.0 Desktop, Server and Network Security

ATCOG’s Information Technology Manager will be responsible ensuring that all computer systems and networks keep with the CIS (Center for Internet Security) critical security controls:

CSC 1: Inventory of Authorized and Unauthorized Devices
CSC 2: Inventory of Authorized and Unauthorized Software
CSC 3: Secure Configurations for Hardware and Software on Mobile Devices, Laptops, Workstations, and Servers
CSC 4: Continuous Vulnerability Assessment and Remediation
CSC 5: Controlled Use of Administrative Privileges
CSC 6: Maintenance, Monitoring, and Analysis of Audit Logs
CSC 7: Email and Web Browser Protections
CSC 8: Malware Defenses
CSC 9: Limitation and Control of Network Ports, Protocols, and Services
CSC 10: Data Recovery Capability
CSC 11: Secure Configurations for Network Devices such as Firewalls, Routers, and Switches
CSC 12: Boundary Defense
CSC 13: Data Protection
CSC 14: Controlled Access Based on the Need to Know
CSC 15: Wireless Access Control
CSC 16: Account Monitoring and Control
CSC 17: Security Skills Assessment and Appropriate Training to Fill Gaps
CSC 18: Application Software Security
CSC 19: Incident Response and Management
CSC 20: Penetration Tests and Red Team Exercises

The following are specific requirements that the Information Technology Manager will implement:

1. Logging: Maintain and review system security logs on computer systems for forensic purposes and incidents and identify anomalous activities. Logs are to be provided on a need to know least privilege basis. Where feasible, log files are protected by cryptographic hash sum, and monitored. Stored logs are to be relocated daily to systems that are not intranet-accessible.

2. Security Configurations: Implement computer security configuration and settings for all computers. Disable and possibly remove non-essential features and services from computer systems. Baseline computer security settings and monitor for changes. Configure group policies to apply security configurations to all domain systems. Require power saver settings to lock Windows systems after 10 minutes of inactivity. Require accounts to be locked after a certain number of failed attempts.

3. Physical Security: Servers and network equipment are to be located in secure locations. Servers containing sensitive data must be locked and access permitted by only authorized personnel. Appropriate measures will be placed to prevent and detect unauthorized access or damage to facilities that contain sensitive data.

4. Protection against malicious code: Require that all systems connected to the ATCOG network have anti-virus, host firewall, and desktop asset management software installed. All Microsoft, Linux, and IOS systems must have regular security updates installed. The Information Technology Manager will install an approved full disk encryption software on laptops and desktops, unless an approved exception has been authorized. Anti-Virus products are to be up-to-date with virus definitions.

5. Firewalls, IPS, and IDS: At the network level, a firewall wall must be configured to prevent unauthorized access to the internal network. Demilitarized Zones (DMZ) will need to be configured for systems that are accessible by the internet. Intrusion Protection Systems (IPS) and Intrusion Detection Systems (IDS) are required for all traffic through the network.

6. Wireless Security: Wireless access requires a formal process for granting access and validating the need for users to have access. Wireless systems must be secured using cryptographic modules with minimum requirements outlined in the FIPS Publication 140-2. Wireless systems must have the capability for monitoring for rogue access points and provide detailed logging of all connections.

7. Virtual private networks (VPN): VPNs are to be made available as an as needed basis to authorized personnel only. VPNs will be configured using cryptographic modules with minimum requirements.
outlined in the FIPS Publication 140-2. All remote access requires detailed logging. Remote access devices must meet security compliance.

7.0 Information Security Incident Response

ATCOG evaluates and responds to incidents that create suspicions of unauthorized access to, or handling of, customer data in its possession or under its control, whether the data is held on ATCOG’s hardware assets, those of the vendors/suppliers, or on the personal hardware assets of ATCOG’s employees and contingent works.

ATCOG takes into consideration the potential harm caused from a breach when implementing its breach protocol. Harm includes any adverse effects that would be experienced by an individual whose Confidential Information was accessed by unauthorized users, such as identity theft, physical harm, and emotional distress. In addition, harm includes any adverse effects experienced by ATCOG, its subcontractors, and its funding sources, such as administrative burden, financial losses, loss of public reputation, loss of public confidence, and legal liability.

In the event of a breach, the Information Technology Manager and/or Privacy Official will assign a breach impact level, categorized as low, moderate, or high.

- The potential impact is LOW if the loss of confidentiality, integrity or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals. A limited adverse effect means that, for example, the loss of confidentiality, integrity or availability might (i) cause a degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is noticeably reduced; (ii) result in minor damage to organizational assets; (iii) result in minor financial loss; or (iv) result in minor harm to individuals.

- The potential impact is MODERATE if the loss of confidentiality, integrity or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals. A serious adverse effect means that, for example, the loss of confidentiality, integrity or availability might (i) cause a significant degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is significantly reduced; (ii) result in significant damage to organizational assets; (iii) result in significant financial loss; or (iv) result in significant harm to individuals that does not involve loss of life or serious life-threatening injuries.

- The potential impact is HIGH if the confidentiality, integrity or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals. A severe or catastrophic adverse effect means that, for example, the loss of confidentiality, integrity or availability might (i) cause a severe degradation in or loss of mission capability to an extent and duration that the organization is not able to perform one or more of its primary functions; (ii) result in major damage to organizational assets; (iii) result in major financial loss; or (iv) result in severe or catastrophic harm to individuals involving loss of life or serious life threatening injuries.

To further describe these impact levels, a Personal Identifiable Information (PII) breach at a low impact level would not cause harm greater than inconvenience, such as changing a telephone number. The types of harm that could be caused by a breach involving PII at the moderate level include financial loss due to identity theft or denial of benefits, public humiliation, discrimination, and the potential for blackmail. Harm at the high impact level involves serious physical, social, or financial harm, resulting in potential loss of life, loss of livelihood, or inappropriate physical detention.

Procedures for Reporting, Investigating, and Closing Breach Incidents
In all cases, ATCOG employees, subcontractors, or volunteers must immediately contact the Information Technology Manager or Privacy Official upon suspicion, or discovery, of an incident involving the potential loss or breach of Confidential Information. Common examples of a Confidential Information breach are:

- Theft or loss of computers and laptops, portable electronic devices, electronic media, and paper files
- Compromised passwords (e.g., ones that have been hacked or revealed)
- Unauthorized transmission of PII and other sensitive information outside the secured network environment

If the Confidential Information breach involves the theft of physical property, the person discovering the breach or his/her supervisor must report the theft to the local law enforcement authority and obtain an official incident report.

Upon receiving notification of a potential breach, the Information Technology Manager or Privacy Official will assign a breach impact level on the basis of the following information:

- The nature of the breach
- The circumstances leading to the breach
- The type of information compromised
- The estimated number of participants affected by the breach

For breaches categorized as “Moderate” or “High,” a Breach Response Team will be convened within 48 hours. Members of the Breach Response Team include, but are not limited to, the Information Technology Manager, Privacy Official, Executive Director, and in the event of a breach at the subcontractor level, the executive director of the subcontracting agency. The Breach Response Team will determine the extent to which the breach poses problems related to identity theft, manage activities to recover from the breach, and develop policy and procedures to mitigate future risks/occurrences. In addition, it will be responsible for coordinating notification to affected individuals. Such notification must include:

- A brief description of what happened, including the date(s) of the incident and of its discovery
- A description of the types of Confidential Information compromised
- A statement whether the information was appropriately protected
- The steps participants should take to protect themselves from future harm, if any
- What ATCOG did to investigate the incident, mitigate losses, and protect against any future breaches.
- A point of contact for the affected individuals to contact to receive additional information, including a toll-free number, email address(es), and mailing address.

The Breach Response Team will provide formal notification to the required agencies within 48 hours of discovering the breach, including all reasonably available information about the breach and ATCOG’s investigation. It will coordinate with the required agencies regarding communications to individuals whose Confidential Information may have been breached and obtain their authorization prior to issuing written communications to individuals affected by the breach.

8.0 Website and Cloud Security

ATCOG websites that contain confidential information through either secure access or form submission must meet security testing standards set forth within the Texas Government Code (TGC), Section 2054.516. This includes requirements for implement vulnerability and penetration testing; addressing identified vulnerabilities. Websites are required to be up-to-date with the latest security patches, plugins, and operating system software.
Cloud services are required to follow the same security principles that ATCOG has outlined in this Policy. Data stored in the cloud must be stored within the United States except as required in Section 5.9 of this Policy. The cloud service provider must also be FIPS 140-2 Validated:

a. When clients connect to the cloud infrastructure, their TLS clients must be configured to allow and require use of secure FIPS-compliant algorithms: if the TLS client and cloud provider’s TLS services agree on an encryption method incompatible with FIPS, a non-validated encryption implementation will be used.

b. Applications you build and operate on the cloud provider may include their own cryptographic implementations; in order for the data they process to be secured with a FIPS validated cryptographic module, you must integrate such an implementation yourself.

9.0 Training

All staff, volunteers and subcontractors who have access to participants’ Confidential Information must undergo training prior to assuming their duties within thirty (30) days of hire and at least annually thereafter on confidentiality, privacy, security, and the importance of promptly reporting any breach to its Information Technology Manager and/or Privacy Official. Such training must be documented, with evidence maintained in each employee’s/volunteer’s personnel record.

10. Sanctions and Penalties

ATCOG staff and volunteers who violate security and privacy policies may be subject to sanctions and penalties. The severity of such sanctions and penalties will vary on the basis of whether the violation was deliberate or unintentional, if it was isolated or recurrent, if a breach occurred, and the severity of the breach if so. Sanctions and penalties include, but are not limited to:

- Requirement to undergo retraining in privacy policies and procedures
- Imposition of an employee development action plan
- Suspension
- Termination
- Civil monetary penalties
- Criminal penalties

ATCOG subcontractors who violate security and privacy policies may be subject to sanctions and penalties. The severity of such sanctions and penalties will vary on the basis of whether the violation was deliberate or unintentional, if it was isolated or recurrent, if a breach occurred, and the severity of the breach if so. Sanctions and penalties include, but are not limited to:

- Requirement to develop and implement a corrective action plan
- Designation as “high” or “moderate” risk provider
- Civil monetary penalties
- Criminal penalties

11. Revisions
ITEM 10:


BACKGROUND

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

DISCUSSION

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

3.19 Use of Electronic Data. This section is being replaced with a more detailed information technology acceptable use policy.

3.20 Use of Social Media. This section is being replaced with a more detailed information technology acceptable use policy.

8.01 Holidays – General Policy. This revision includes the addition of four holidays to be observed by ATCOG staff.

17.02 Day Travel. This revision provides an additional option to employees choosing to travel by personal vehicle and removes a step in the process of reserving a rental vehicle.

17.03 Day Travel Expense Report. This revision updates the instructions for requesting reimbursement for day travel to correspond with the new form that more clearly documents expenses.

17.04 Overnight Travel. This revision provides an additional option to employees choosing to travel by personal vehicle.

If approved by the Board, the policy revisions will be distributed to all employees and added to our Policies and Procedures Manual.

RECOMMENDATION

Staff recommends approval of all revisions to the Policies and Procedures Manual in the sections as outlined above.
3.19 USE OF ELECTRONIC DATA INFORMATION TECHNOLOGY ACCEPTABLE USE

Desktops, laptops, tablets, smartphones, software, storage media, and network accounts-providing electronic mail (email) and internet access are property of ATCOG. These systems-are to be used for business purposes in serving the interests of the agency, and of our clients-and customers in the course of normal operations. However, incidental personal use is-permitted such that it does not interfere with the conduct of business or disrupt the work place. ATCOG may monitor these systems without prior notice, though is not required to monitor these systems. Employees shall have no expectation of privacy in anything they store, send or receive using these systems. The information contained within all of these systems constitutes-official records under the Public Information Act and may be available to the public upon request. For further information about the Public Information Act, please refer to Texas Government Code, Chapter 552.

Electronic mail shall not be used for the creation or distribution of any abusive, harassing, bigoted, obscene, or profane messages, as well as copyrighted material or material protected-by trade secrets. Violations of these terms may result in legal liability for both the individual and ATCOG. Use of the electronic mail for subscriptions to services that are not business related is not allowed. Distribution of personal messages to all ATCOG personnel, including chain letters or advertisements, is not permitted. Employees must use extreme caution when opening-electronic mail attachments received from unknown senders, which may contain malware or viruses. When sending electronic mail, do not include sensitive information such as account numbers or social security numbers. Employees are required to assume responsibility for the content and dissemination of their messages.

Use of the internet for non-business purposes is allowed on a limited basis during lunch or other breaks, and during limited periods before and after the employee’s scheduled work hours (see SECTION 3.20 USE OF SOCIAL MEDIA). Internet traffic is monitored at all times, recording the source, date, time, protocol and the destination site or server. Internet websites and protocols that are deemed inappropriate are filtered, blocked, and logged. Access to the Internet is a privilege that may be revoked at any time for inappropriate use or conduct. This includes, but is not limited to, use of the Internet for unlawful or malicious activities and/or sending, receiving or accessing pornographic materials. Activities that cause congestion and disruption of the network systems are prohibited, such as streamed media from the internet, i.e., radio and video. Circumventing systems using programs/scripts/commands with intent to interfere with or disable network systems is strictly prohibited. Files and applications from outside sources such as the Internet or storage media are subject to security requirements and may not be downloaded and-installed on local computers or networks without prior authorization. Employees are responsible for selecting and securing their passwords to computer systems, electronic mail, or any other form of access that supports or requires a password. For policies pertaining to the computer equipment (hardware/software), see SECTION 11.00 USE OF ATCOG PROPERTY.

Any employee found to have violated the terms of this policy may be subject to disciplinary action, up to and including termination.

3.20 USE OF SOCIAL MEDIA

1. Since ATCOG computers, related equipment and Internet connectivity is intended to-support official agency business, social networking during business hours is strictly
prohibited. Social networking includes, but is not limited to, Facebook, Twitter, or other means of communication primarily used to chat. (NOTE: The only exception is if the communication deals exclusively with work, such as Homeland Security's receipt of WebEOC updates via Twitter.)

2. Because there is no additional cost to ATCOG for personal use of the Internet, employees are allowed to engage in social networking before work hours, during their lunch break, and after work hours. However, social media activities by employees could potentially result in lawsuits for ATCOG. Therefore, all employee obligations within ATCOG's Equal Opportunity Employer/anti-discrimination policies extend to social media.
   a. Employees are not allowed to post comments that would reflect poorly on ATCOG as an agency.
   b. Employees are not allowed to post personal employee information or anything of a confidential nature pertaining to work.
   c. Employees are prohibited from engaging in behavior on social media sites that is prohibited at work. General and/or sexual harassment, discrimination, retaliation, or other unacceptable actions will not be tolerated.
   d. Employees are responsible for any and all posts on their personal profile whether posted by the employee or someone else. Regardless of privacy settings, anything posted on a social site can be made public by a “friend.”

3. At all times employees will be held accountable for their social media activities even when using personal time for such activities. Violations of this policy may result in disciplinary action, up to and including termination.

Internet/Intranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, internet browsing, and File Transfer Protocol (FTP), are the property of ATCOG. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every ATCOG employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of all computer equipment at ATCOG. These rules are in place to protect the employee and ATCOG. Inappropriate use exposes ATCOG to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to employees, contractors, consultants, temporaries, and other workers at ATCOG, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by ATCOG.

General Use and Ownership

1. While ATCOG’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the
property of ATCOG. Because of the need to protect ATCOG’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to ATCOG.

2. The information contained within all of these systems constitutes official records under the Public Information Act and may be available to the public upon request. See the Texas Government Code, Chapter 552.

3. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

4. It is required that any information that users consider sensitive or confidential be encrypted when sending emails or copying data to an external device.

5. Employees may not transport ATCOG-owned data from the premises without authorization from their supervisors.

6. For security and network maintenance purposes, authorized individuals within ATCOG may monitor equipment, systems and network traffic at any time.

7. ATCOG reserves the right to audit networks and systems on a regular basis to ensure compliance with this policy.

Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level passwords are required to be changed every three months. See the ATCOG’s Information Security Policy.

2. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the host will be unattended.

3. Because information contained on portable computers is especially vulnerable, special care should be exercised.

4. All hosts used by the employee that are connected to the ATCOG Internet/Intranet, whether owned by the employee or ATCOG, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

5. Employees must use extreme caution when opening e-mails received from unknown senders, which may contain viruses, malware, or may be phishing emails or Trojan horse coded emails.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
Under no circumstances is an employee of ATCOG authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing ATCOG-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by ATCOG.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which ATCOG or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Activities that cause congestion or disruption of the network systems, such as streamed media from the internet, i.e., radio or video.

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using an ATCOG computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services or warranties originating from any ATCOG account unless it is a part of normal job duties.

9. Perpetrating security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification is made.

11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email or telephone whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

6. Use of unsolicited email originating from within ATCOG's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by ATCOG or connected via ATCOG's network.

Blogging and Social Media Activities

1. Blogging and social media activities by employees, whether using ATCOG's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of ATCOG's systems to engage in blogging and social media activities is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate ATCOG's policy, is not detrimental to ATCOG's best interests, and does not interfere with an employee's regular work duties. Blogging and social media activities from ATCOG's systems are also subject to monitoring.

2. Employees shall not engage in any blogging or social media activities that may harm or tarnish the image, reputation and/or goodwill of ATCOG and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or posting on social media or otherwise engaging in any conduct prohibited by ATCOG's Non-Discrimination and Anti-Harassment policy.

3. Employees may also not attribute personal statements, opinions or beliefs to ATCOG when engaged in blogging or social media activities. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of ATCOG. Employees assume any and all risk associated with blogging and social media activities.

4. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, ATCOG's trademarks, logos and any other ATCOG
intellectual property may also not be used in connection with any blogging or social media activity.

Sanctions and Penalties

ATCOG staff and volunteers who violate security and privacy policies may be subject to sanctions and penalties. The severity of such sanctions and penalties will vary on the basis of whether the violation was deliberate or unintentional, if it was isolated or recurrent, if a breach occurred, and the severity of the breach if so. Sanctions and penalties include, but are not limited to:

- Requirement to undergo retraining in privacy policies and procedures
- Imposition of an employee development action plan
- Suspension
- Termination
- Civil monetary penalties
- Criminal penalties

Definitions

Blogging - Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption. Blogging may include Twitter, Facebook, Instagram, and other social media/networking sites that support such features.

Spam - Unauthorized and/or unsolicited electronic mass mailings.

8.01 GENERAL POLICY

Paid holidays are established by the ATCOG Board of Directors and will be observed as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday before Easter Sunday</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Friday Following Thanksgiving</td>
<td>Fourth Friday in November</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
<tr>
<td>Personal Day (2)</td>
<td>Floating</td>
</tr>
</tbody>
</table>

If a holiday occurs on Saturday, it will be observed the Friday before the holiday. If a holiday occurs on Sunday, it will be observed the Monday after the holiday. An employee must either work or be in paid leave status the work day preceding and the work day following a holiday in order to receive pay for the holiday.
An employee who has completed his/her introductory period is entitled to take two eight (8) hour personal days on any day chosen by the employee. Requests for a personal day shall be made in writing on a Leave Request Form and approved by the Director or Executive Director. A personal day must be taken in its entirety and not split up.

17.02 DAY TRAVEL

1. Day travel will be by rental vehicle or personal vehicle, whichever option is most economical and feasible.

2. When traveling by personal vehicle, mileage will be reimbursed at a rate up to the Internal Revenue rate for the average per mile cost of operation, unless otherwise specifically mandated by contract or funding agency. Any exception will be on a case-by-case basis and must be preapproved by the Executive Director. ATCOG will not reimburse for meal expenses unless an overnight stay is required. When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the traveler will be reimbursed the actual cost of a rental vehicle on the ATCOG rental account. In this situation, the traveler will be reimbursed for fuel expenses at a standard sized car’s average fuel economy rate of 25 miles per gallon at the price per gallon listed on the receipts supplied by the traveler. To calculate, use the following formula:

\[
\text{total miles traveled} \times \text{price per gallon} = \text{fuel reimbursement amount} \\
25 \text{ miles per gallon}
\]

3. When traveling by rental vehicle, a requisition with estimated expenses must be approved in advance. The rental vehicle should be procured through an ATCOG rental account unless a vehicle is not available or a lower rate is available elsewhere. Fuel will be reimbursed at actual cost shows on the receipts supplied by the traveler.

17.03 DAY TRAVEL EXPENSE REPORT

Employees will document all day travel expenses by completing the Day Travel Expense Report at the conclusion of each trip in accordance with the following procedures. Reimbursement of travel expenses must be approved by the appropriate Manager or Director and the Executive Director.

1. Any travel completed in one day does not require prior approval other than from the immediate supervisor/manager or director. However, supervising personnel may require the preparation of monthly itineraries in order to monitor travel for necessity, efficient scheduling, and cost. (If overnight travel is required, please refer to Section 17.04 for instructions.)

2. Employees will submit a completed Day Travel Expense Report form to the Finance Office a minimum of once each month for reimbursement of known travel expenses. The green Day Travel Expense Report form is to be used to document the travel and for reimbursement of Day travel expenses, except those involving cash advances, and should be completed as follows:
a. Complete Name and Address, Period Covered by this Report, and Destination and Purpose sections;

b. List actual expenses under the Amount column for transportation and other expenses individually identified (See 17.06 Travel Expense Provisions);

List Expenses in the Expenses section (see 17.06 Travel Expense Provisions) and complete the No. and Rate columns for all applicable expenses including those directly billed to ATCOG (e.g., rental vehicle or fuel). The Cost column amounts, Direct Bill amounts, and Reimburse amounts calculate automatically;

c. For travel by personal vehicle, mileage reimbursement can be calculated using: (1) the Google electronic search engine, or (2) Odometer readings on a Point-to-Point basis. Complete the sections on the back page: Date, Miles, Odometer (point-to-point odometer readings or reference Google Maps) and Destination and Purpose. The Miles column on the back page and the total miles on the front page in the No. column will calculate automatically once the odometer readings are entered. If using Google Maps mileage, enter the number of miles from point-to-point in the Miles column on the back page. Enter the total miles on the front page in the Number column will calculate automatically once the miles are entered;

d. For travel by rental vehicle, mileage will not be reimbursed. Enter a zero for the total miles on the front page for Expenses: A. Transportation in the Number column. Complete the sections on the back page: Date, Miles, Odometer reading of rental car (point-to-point odometer readings or reference Google Maps) and Destination. List the total amount of fuel used for the rental vehicle on the front page for Expenses: E. Fuel in the Amount column.

e. The total of all actual expenses in the Amount-Cost column will calculate automatically;

f. Enter project codes to which expenses are to be charged and the amount or percentage to be charged to each project;

g. Print and sign the form and attach all necessary documentation and receipts;

h. Traveler’s Manager or Director shall review and sign the form;

i. Subsequent to Manager or Director approval, submit the form and documentation to the Executive Director for final approval. The Executive Director will then submit the form and documentation to finance for payment. Finance staff will review the form for accuracy and confirm available funds before submitting to the Executive Director for final approval.

17.04 OVERNIGHT TRAVEL

ATCOG will reimburse employees who travel overnight for reasonable and necessary expenses allowable in accordance with this policy.

1. All overnight travel must be pre-approved utilizing an Overnight Travel Expense Form regardless whether a cash advance is requested or not. (See 14.05 Overnight Expense Reports)
2. Overnight travel may be by either private or commercial transportation; however, the mode will be at the discretion of the appropriate Manager or Director and should be the most economical and feasible option.

3. Commercial air transportation will be reimbursed based on the most economical fares available.

4. Overnight travel by personal vehicle will be reimbursed at the lesser of actual mileage at current ATCOG mileage rate or the actual cost of airfare or rental vehicle at the most economical fares available. When two or more employees travel in a single vehicle, only the employee whose vehicle is being utilized will receive mileage reimbursements. When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the traveler will be reimbursed the actual cost of a rental vehicle on the ATCOG rental account. In this situation, the traveler will be reimbursed for fuel expenses at a standard sized car average fuel economy rate of 25 miles per gallon at the price per gallon listed on the receipts supplied by traveler. To calculate, use the following formula:

\[
\text{total miles traveled} \times \text{price per gallon} = \text{fuel reimbursement amount} \\
\frac{\text{total miles traveled}}{25 \text{ miles per gallon}} = \text{fuel reimbursement amount}
\]
Holiday Comparison Charts

**Total Number of Counties Observing Each Holiday**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Number of Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>10</td>
</tr>
<tr>
<td>MLK Day</td>
<td>10</td>
</tr>
<tr>
<td>President’s Day</td>
<td>9</td>
</tr>
<tr>
<td>Good Friday</td>
<td>9</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>10</td>
</tr>
<tr>
<td>Independence Day</td>
<td>10</td>
</tr>
<tr>
<td>Labor Day</td>
<td>10</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>7</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>9</td>
</tr>
<tr>
<td>Day Before Thanksgiving</td>
<td>2.5</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>9</td>
</tr>
<tr>
<td>Day After Thanksgiving</td>
<td>2</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>10</td>
</tr>
<tr>
<td>December 23rd</td>
<td>2</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>2</td>
</tr>
<tr>
<td>December 25th</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Number of Holidays Observed By Each County**

<table>
<thead>
<tr>
<th>County</th>
<th>Number of Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATCOG</td>
<td>10</td>
</tr>
<tr>
<td>Bowie</td>
<td>13</td>
</tr>
<tr>
<td>Cass</td>
<td>14.5</td>
</tr>
<tr>
<td>Delta</td>
<td>19</td>
</tr>
<tr>
<td>Franklin</td>
<td>13</td>
</tr>
<tr>
<td>Hopkins</td>
<td>14</td>
</tr>
<tr>
<td>Lamar</td>
<td>12</td>
</tr>
<tr>
<td>Miller</td>
<td>13</td>
</tr>
<tr>
<td>Morris</td>
<td>14</td>
</tr>
<tr>
<td>Red River</td>
<td>15</td>
</tr>
<tr>
<td>Titus</td>
<td>13</td>
</tr>
</tbody>
</table>
BRIEFING PAPER – ACTION ITEM

ITEM 11:


BACKGROUND

The Board of Directors is required to approve all revisions to the Procurement Policy and Procedures Manual. Revisions to this policy are needed to comply with the Federal Transit Authority (FTA) regulations. FTA C 4220.1F, Chapter VI – Procedural Guidance for Open Market Procurements, Section 2.a.(4) Prohibitions (g) In-State or Local Geographic Restrictions states: Specifying in-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. In particular, 49 U.S.C. Section 5325(i) prohibits an FTA recipient from limiting its bus purchases to in-State dealers.

DISCUSSION

ATCOG’s procurement policy in Article IV – Invitation to Bid, Section 4.19 Award will be revised as follows:

Tie Bids: ATCOG may award a contract by applying preference to a contractor who is a resident in the ATCOG area. If all identical bidders are residents, or if none are residents, the contract must be awarded by drawing lots. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three (3) persons and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing. When an award is made by drawing by lot after receipt of equal low bids, the Procurement Officer or department designee shall describe how the tie was broken by providing a written statement that the contract award was made in accordance with the circumstances justifying the priority used to break the tie or select bids for a drawing by lot. This does not prohibit ATCOG from rejecting all bids.

RECOMMENDATION

Staff recommend approval of this revision to the Procurement Policy and Procedures Manual as outlined above.
RESOLUTION NO. BD19-018

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

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

WHEREAS, the Ark-Tex Council of Governments receives funding from the Federal Transportation Administration (FTA) and must comply with FTA regulations; and

WHEREAS, ATCOG’s Procurement Policy and Procedure Manual is being revised to comply with FTA C 4220.1F, Chapter VI – Procedural Guidance for Open Market Procurements, Section 2.a.(4)(g).

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

Section 1 - That the Ark-Tex Council of Governments approves revision of the ATCOG Procurement Policy and Procedures Manual as attached.

Section 2 - That the policy now complies with FTA C 4220.1F, Chapter VI – Procedural Guidance for Open Market Procurements.

Section 3 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 27th DAY OF JUNE 2019.

L. D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

____________________________
1.0 PHA Information

PHA Name: Ark-Tex Council of Governments
PHA Code: TX 499
PHA Type: ☐ Small ☑ High Performing ☐ Standard ☑ HCV (Section 8)
PHA Fiscal Year Beginning: (MM/YYYY): 10/2019

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: _________________
Number of HCV units: 1590

3.0 Submission Type

☐ 5-Year and Annual Plan ☑ Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia

☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>Program(s) Included in the Consortia</th>
<th>Programs Not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA 1:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA 3:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 Mission. State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.

5.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

1. Open a separate waiting list for the first 50 participates of the Rapid Re-Housing program to apply for the HCV program.
2. Continue to service the Homless and Rapid Re-Housing population within our nine counties.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

1. ATCOG main office located at 4808 Elizabeth St, Texarkana, Texas 75505
2. ATCOG website: http://www.atcog.org

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

8.3 Capital Fund Financing Program (CFFP).

☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
</table>
| **9.0 Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.  
  1. ATCOG’s waiting list current consist of applicants. The waiting list is a composite of nine counties in our jurisdiction.  
  2. Identify homeless individuals and families through the Rapid Re-Housing program and other Housing opportunities to their families. |
| **9.1 Strategy for Addressing Housing Needs.** Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. |
| **10.0 Additional Information.** Describe the following, as well as any additional information HUD has requested.  
(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.  
  1. The Department will continue with education and staff training to ensure the HCV voucher program is in compliance with the HCV program rules and requirements that are set forth according to HUD guidelines.  
  2. The department will continue to encourage and market the HCV program to the Homeless and Rapid Re-Housing population. The HCV program will be used in an effort to eliminate homelessness.  
  3. The Housing department submitted a Family Self-Sufficiency Grant for the first time.  
  4. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” |
| **11.0 Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.  
(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)  
(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)  
(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)  
(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)  
(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)  
(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.  
(g) Challenged Elements *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)  
(h) Form HUD-50075.1, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)  
(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) |
Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia
Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan
Identify the PHA’s Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

(a) Identify specifically which plan elements have been revised since the PHA’s prior plan submission.
(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. Describe the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. Community Service and Self-Sufficiency. A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. Safety and Crime Prevention. For public housing only, describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

### 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number [if known] and unit count) for which the PHA will apply for Hope VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm](http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm)

- **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses], and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

  **Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/conversion.cfm](http://www.hud.gov/offices/pih/centers/sac/conversion.cfm)

### 8.0 Capital Improvements

- **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year’s CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

  - (a) To submit the initial budget for a new grant or CFFP;
  - (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
  - (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

  Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the Capital Fund Program Annual Statement/Performance and Evaluation (form HUD-50075.1), at the following times:

  1. At the end of the program year, until the program is completed or all funds are expended;
  2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
  3. Upon completion or termination of the activities funded in a specific capital fund program year.

- **Capital Fund Program Five-Year Action Plan**

  PHAs must submit the Capital Fund Program Five-Year Action Plan (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

- **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any
portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of “significant amendment” and “substantial deviation/modification”. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

(a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations

(b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)

(c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)

(d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)

(e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.

(i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.
RESOLUTION NO. BD19-017


WHEREAS, the Quality Housing and Work Responsibility Act of 1998 enacted by the U. S. Department of Housing and Urban Development (DHUD) requires the Five-year and Annual Plans be submitted to establish goals and operating procedures for achieving PHA goals within the HCV program.

WHEREAS, the Annual Plan for the fiscal year beginning on October 1, 2019, is now due and must be approved and certified by the Board of Directors; and

WHEREAS, a public meeting was held at 4:00 P.M. on June 24, 2019 to hear comments and/or recommendations for changes in the Plans; and no comments or recommendations were received.

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

Section 1 - That the Annual Plan for the fiscal year beginning on October 1, 2019, be approved and submitted.

Section 2 - That this Resolution shall be in effect immediately upon its execution.

REVIEWED AND APPROVED THIS 27th DAY OF JUNE, 2019.

L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

______________________________
RESOLUTION NO. BD19-019

RESOLUTION OF THE ARK-TEX COUNCIL OF GOVERNMENTS FOR THE ATCOG EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION FOR 2019 EMERGENCY SOLUTIONS GRANT PROGRAM FUNDS.

WHEREAS, the Emergency Solutions Grant (ESG) Program assists people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;

WHEREAS, the application will be submitted to the Texas Homeless Network, which is responsible for allocating program funds;

WHEREAS, the Texas Department of Housing and Community Affairs (TDHCA) is the State of Texas' State ESG recipient and is responsible for distributing subrecipient funding; therefore, if funded, ATCOG will execute a contract with TDHCA and comply with all TDHCA reporting requirements;

WHEREAS, ATCOG is not required to provide matching funds;

WHEREAS, ATCOG will be coordinating with additional agencies providing related services to provide a coordinated entry for program participants;

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

Section 1 - That the ATCOG Board of Directors approves submission of the application for the FY19 Emergency Solutions Grant.

Section 2 - That the ATCOG Board of Directors authorizes the Executive Director to take any and all actions necessary to represent the applicant and act as a contract administrator for the 2019 Emergency Solutions Grant.

REVIEWED AND APPROVED THIS 27th DAY OF JUNE, 2019.

__________________________________________
L.D. Williamson, President
Ark-Tex Council of Governments

ATTEST:

__________________________________________
May 22, 2019

Mr. Chris Brown
Executive Director
Ark-Tex Council of Governments
4808 Elizabeth Street
Texarkana, Texas 75503

RE: NG9-1-1 information Packet and Letter of Intent

Dear Mr. Brown:

In preparation for this biennium’s RPC 9-1-1 Strategic Planning, CSEC staff has produced an information package specifically for each of the RPC Executive Directors. The purpose of the packet is to assist the RPC Executive Directors and their leadership by providing information to support informed decisions regarding the implementation of Next Generation 9-1-1 in their region.

This information package includes:

- Project Overview
- Description of NG9-1-1 Service Offering (NSO) (summary, benefits, budget impact)
- RPC-specific Pricing and Budget Impact (based on AT&T info)
- Next Steps: Letter of Intent (due date: June 21st)

RPCs have a choice and control of the transition of their respective PSAPs from E9-1-1 to NG9-1-1, and which service provider(s) they utilize to implement NG9-1-1 services. RPCs may utilize a CSEC-arranged NG9-1-1 Service Offering (NSO) described in the accompanying materials. Alternatively, RPCs may, independently or in collaboration with other 9-1-1 entities, make their own arrangements to transition PSAPs to NG9-1-1. The Commission will make funding available for either approach.

CSEC is requesting each RPC to review the enclosed material and notify CSEC of its intended approach for implementation of NG9-1-1 Services. With your return of a completed LOI and FY20/FY21 Strategic Plans Stage 2B (due June 21st), CSEC staff will have the information needed to plan to move all RPCs forward to NG9-1-1.

If you have any questions or concerns, or if you need an extension of the due date for the LOI, please do not hesitate to call me at 512-305-6938. I have been invited to attend the meeting at TARC on June 6th to provide an overview and answer your questions. I look forward to seeing you there.

Sincerely,

Kelli Merriweather
Executive Director

Enclosures
Project Overview

Background

The Texas Legislature has appropriated funding to CSEC in Appropriation Strategy A.1.2. Next Gen 9-1-1 Implementation, for a specific Capital Budget Project specified in appropriation Rider 2 as the “Emergency Services IP Network (ESInet) Project”. The ESInet Project is a multi-year and multi-phase project to implement NG9-1-1 by deploying vendor-provided NG9-1-1 managed services before the end of FY2023. The Commission included a performance measure in its most recent Agency Strategic Plan and Legislative Appropriation Request (LAR) to complete the transition of all PSAPs in its program to NG9-1-1 by August 31, 2023.

Transition to NG9-1-1 means that a Public Safety Answering Point (PSAP) is no longer connected to, or receiving calls routed by, the telephone company legacy infrastructure Selective Routers.

Next Generation 9-1-1 Core Services (NGCS) replace the functions of the telephone company legacy infrastructure and Selective Routers.

NG9-1-1 is the necessary next step in the evolution of 9-1-1 because the existing infrastructure and Selective Routers of the legacy 9-1-1 system are outdated and cannot support the digital, IP-based devices and enhanced data utilized in today’s telecommunications world. Transition to NG9-1-1 will allow callers to send enhanced data to PSAPs in the form of photographs, images and videos. It will allow PSAPs to be interoperable and interconnected to share this data.

The local exchange telephone companies that own and operate the legacy 9-1-1 infrastructure and Selective Routers also want to transition to NG9-1-1 for purposes of modernization of services and cost efficiencies.

Charting the Course for NG9-1-1 Transition

With funding appropriated for the ESInet Project, and a deadline set for 4 years from now for transition of all CSEC Program RPC PSAPs to NG9-1-1, CSEC must now begin the detailed work of planning and budgeting towards a successful transition. To do so, we need to know how your RPC will implement NG9-1-1. Your collective responses will provide CSEC with an aggregate view that will chart the course and facilitate our long-term budget planning, revenue projections, and management of our GR-D fund balance of 9-1-1 fee revenue.

All RPCs need to plan to transition to NG9-1-1 by the end of FY 2023. RPCs may choose to fund and implement NG9-1-1 in one of two of the ways described below.

1. RPCs may participate in the CSEC ESInet Project by utilizing the vendor provided NG9-1-1 Service Offering (NSO) being developed by CSEC and the Texas Department of Information
Resources (DIR) for AT&T ESInet managed services that will be available to RPCs through a cooperative purchase agreement under the DIR-TEX-AN contract.

- Those choosing to participate in the CSEC ESInet Project should not budget any amount under this line item for the FY 2020 – 2021 Strategic Plan.
- RPCs choosing to implement using the CSEC ESInet Project will have costs funded (reimbursed) by CSEC from appropriations to Strategy A.1.2. for the ESInet Project.

2. Alternatively, RPCs may choose to independently, or in collaboration with other 9-1-1 entities, make their own arrangements to transition to NG9-1-1.

- Those who choose to independently make arrangements to transition to NG9-1-1 will need to:
  o include the associated costs in their FY 2020 – 2021 Strategic Plan Back-up documentation will be requested at a later date.
  o ensure compliance with NENA i3 Standards and other standards established by policy or rule,
  o ensure compliance with relevant Uniform Grant Management Standards (UGMS) regarding procurement of services.
- Upon Commission approval, the RPC ESInet Project(s) will be funded by allocations to the RPC from Strategy A.1.1. for 9-1-1 Operations and Equipment Replacement.

Maintaining Local Control

All RPCs will retain control and responsibility for the transition of its regional 9-1-1 program to NG9-1-1, regardless of approach, and will be expected to:

- Plan and manage their respective NG9-1-1 implementation project, working directly with Service Provider(s)
- Provide periodic reports to CSEC for project tracking to monitor RPC progress towards achieving NG9-1-1 implementation goals
- Complete the implementation of NG9-1-1 Services no later than August 31, 2023

Description of NG9-1-1 Service Offering (NSO)

Overview / Features

To implement the ESInet Project, CSEC has worked with the Texas Department of Information Resources (DIR) to develop a NG9-1-1 Service Offering (NSO) that makes the AT&T ESInet™ services available to RPCs through a cooperative purchase agreement under the DIR-TEX-AN contract. This NG9-1-1 Service Offering provides a streamlined process for RPCs to procure a NENA i3 standards compliant solution delivered as a managed service with end-to-end management and monitoring.
RPCs choosing to implement using the NSO will:

- Contract directly with AT&T via the DIR TEX-AN cooperative contract
- Have costs funded (reimbursed) by CSEC from appropriations to Strategy A.1.2. for the ESInet Project as previously approved by the Commission as stated in the excerpt below from the May 10, 2018, Commission Meeting Notebook:

“Utilizing the $7.6 million in FY 2018 – 2019 appropriated funds, Commission staff intends to procure a contract with a vendor that will provide NG9-1-1 managed services:

1. **Implement a public safety grade, standards compliant NG9-1-1 system, to provide NG9-1-1 Core Services (NGCS) to replace the current E9-1-1 system;**
   - CSEC will utilize the $7.6 million appropriated to Strategy A.1.2 (NG9-1-1 Implementation) to fund the non-recurring costs required to put the vendor managed NG9-1-1 Core Services (NGCS) service in place.

2. **Interconnect the Public Safety Answering Points (PSAPs) of CSEC RPC participants’ PSAPs’ demarcation point to the CSEC State-level ESInet; and**
   - CSEC will utilize the $7.6 million appropriated to Strategy A.1.2, to fund the non-recurring costs to establish connectivity from the vendor managed service NG9-1-1 system to the PSAP demarcation point, which will be the regional CPE host(s), except when construction costs will be required. Any cases where construction costs are required will be considered on a case-by-case basis to determine funding availability.
   - CSEC will utilize funding from appropriation Strategy A.1.2 to pay for these circuit costs as long as the participating RPC is incurring costs on both the E9-1-1 and NG9-1-1 System. CSEC will fund the NG9-1-1 System cost and the RPC will continue to fund the E9-1-1 system cost, until all of the participating RPC’s PSAPs are solely on the NG9-1-1 System.
   - Once on the NG9-1-1 System, the RPC will fund the recurring costs.

3. **Turn-up NGCS and migrate PSAPs’ 9-1-1 traffic from the E9-1-1 system(s) to the CSEC State-level ESInet**
   - Traffic from the vendor managed service NG9-1-1 system will be migrated to any voluntarily participating RPCs’ CPE Host demarcation point.
   - RPCs will retain all decision-making and procurement responsibilities for CPE for PSAPs in its region.
   - RPCs will continue to fund PSAP CPE from their allocations of 9-1-1 Service Fee and Equalization Surcharge from Strategy A.1.1 in the CSEC appropriation.
   - Any CSEC contract for a vendor managed service NG9-1-1 system must be CPE agnostic.
The AT&T ESInet™ provides next generation IP core routing functions that include all the required NG9-1-1 functional elements. AT&T’s solution provides a high availability design along with comprehensive support including 9-1-1 Resolution Centers, which provides a single point of contact for all service-related issues. The NSO will also offer additional services on an optional basis, including NG9-1-1 Transitional Data Management.

Benefits of NSO Program

The benefits of participating in the NSO program include the following:

| Financial | Participation in ESInet Project  
| Dedicated funding for implementation of ESInet |
|-----------|----------------------------------|
|           | CSEC will utilize capital budget project funding for reimbursement of eligible project costs during the transition period (prior to decommission of the legacy telephone company infrastructure Selective Router) |

<table>
<thead>
<tr>
<th>Risk Management</th>
<th>CSEC and DIR support and oversight of the AT&amp;T managed services</th>
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<tbody>
<tr>
<td></td>
<td>CSEC and DIR support in administration of NSO contract</td>
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<tr>
<td></td>
<td>CSEC and DIR provide point of escalation for NSO issue resolution across RPCs</td>
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<table>
<thead>
<tr>
<th>Compliance</th>
<th>Pre-established cooperative agreement meeting competitive procurement standards</th>
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<tr>
<td></td>
<td>Pre-approved approach to meeting NG9-1-1 objectives</td>
</tr>
<tr>
<td></td>
<td>Pre-qualified approach to meeting NENA i3 standards</td>
</tr>
</tbody>
</table>

| Simplified Planning | Simplified preparation of RPC Strategic Plan  
| No project request required for ESInet Project funding |
|--------------------|------------------------------------------------------|
|                     | Pre-established AT&T Pricing |
|                     | CSEC negotiation of systematic AT&T planning process and checklists |
The following graphic compares the two approaches. The ☑️ symbol indicates this step is bypassed by selecting the NSO approach.

### ATCG - Estimated Maximum Reimbursement

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<th>Category</th>
<th>Amount</th>
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<tr>
<td>NG9-1-1 Transitional Data Management - 3 months (MRC)</td>
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<tr>
<td>NG9-1-1 Transitional Data Management (NRC)</td>
<td>$36,460</td>
</tr>
<tr>
<td><strong>Total Amount Available to RPC</strong></td>
<td><strong>$465,344</strong></td>
</tr>
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</table>

*No additional optional services are included*

*MRC = Monthly Recurring Charge, NRC = Non-Recurring Charge (e.g. one time)*
CSEC staff will work with your RPC 9-1-1 staff to identify the legacy 9-1-1 cost elements and amounts that will be reduced and/or eliminated upon transition to NG9-1-1, such as costs for legacy Selective Routing.

Next Steps

In order to effectively plan and manage allocation of the ESInet Project capital budget, CSEC is requesting each RPC to notify CSEC by June 21st of their intent to:

a) participate in the NSO, or

b) plan and manage an alternative approach to their NG9-1-1 implementation.

This information will be used to facilitate budget planning, as well as implementation planning and coordination with DIR and the NSO Service Provider.

Letter of Intent

CSEC is requesting that you complete the attached Letter of Intent to indicate whether you intend to participate in the NSO program to obtain the related capital budget project funding.

_The completed Letter of Intent must be submitted as an attachment to the Strategic Plan due June 21, 2019._
RE: Selection of Next Generation 9-1-1 Implementation Option via Letter of Intent

Dear Ms. Merriweather:

Ark-Tex Council of Governments (ATCOG) offers this Letter of Intent (LOI) to notify the Commission on State Emergency Communications (CSEC) of ATCOG’s intent to implement Next Generation 9-1-1 (NG9-1-1) in the following manner:

☐ Next Generation 9-1-1 Service Offering (NSO) Approach - ESnet Project Funding
ATCOG intends to utilize the CSEC-arranged NG9-1-1 Service Offering (NSO) available from AT&T under the DIR TEX-AN Contract for the transition of PSAPs to NG9-1-1, utilizing capital budget project funding for eligible project costs.
- Upon Commission approval of the RPC Strategic Plan for FY20/21, ATCOG will contact an AT&T 9-1-1 Account Manager to initiate the project.

☐ Non-NSO Approach – Strategic Plan Project Funding Request
ATCOG intends to make our own arrangements for the transition of PSAPs to NG9-1-1. ATCOG intends to request the funding necessary to support implementation of NG9-1-1 through the Strategic Planning process by including our NG9-1-1 implementation project budget request in our FY20/21 Strategic Plan.
- Upon Commission approval of the strategic plan, ATCOG will conduct competitive procurement to award a contract and initiate the project.

ATCOG understands the CSEC’s objective is to complete NG9-1-1 implementation and transition all PSAPs to NG9-1-1 no later than August 31, 2023.

Chris Brown
Executive Director

Date signed:__________________
### MONTHLY STATISTICS

<table>
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**Amount Available to loan in RLF Funds:**

- **ETRAP**: $(314,999.82) + Loan Payoff of $158,363.24
- **NETEDD**: $596,851.95
- **CHAPMAN**: $413,685.79

**Total RLF Funds Available**: $1,483,900.80

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| AAA | 303 | 308 | 327 | 274 | 288 | 238 | 214 | 268 | 369 | 404 | 397 | 366 |

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**RURAL PARIS**

**PARIS METRO**

**MP CITY BUS**

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