



**TCOG Governing Board
Meeting Agenda**

Presiding Location: 1117 Gallagher Drive, Suite 270, Sherman, Texas

November 18, 2021 – 6:00p.m.

- A. Call to Order & Declaration of a Quorum
- B. Invocation and Pledges
- C. Welcome Guests
- D. Public Comment
- E. **Induct New Governing Board Members for 2021-2023**
 - a. TCOG Governing Board Pledge: In accepting this responsibility as a Governing Board member, do you pledge: to uphold the bylaws of the organization, to be faithful in attendance, to strive to achieve the TCOG mission while representing our constituents, to foster full and active participation of all Governing Board members, and to promote our strengths as a region.
- F. **Executive Director's Report**
 - 1. Update on Strategic Priorities / Key Activities
- G. **Approval of Minutes**: Approve Meeting Minutes for October 21, 2021
- H. **Action**
 - 1. **Low-Income Home Energy Assistance Program (LIHEAP) Weatherization 2021 Contract Extension (ES)**: Ratify contract extension for the 2021 LIHEAP-Weatherization with the Texas Department of Housing and Community Affairs (TDHCA).
Evan Brown, Weatherization Program Manager – page 4
 - 2. **Professional Services Agreement (AF)**: Authorization to enter into a Professional Services Agreement with E3 Entegral Solutions, Inc. (E3).
Eric Bridges, Executive Director – page 12
 - 3. **FYE 2022 Cost Pool Budgets Update (AF)**: Accept recommendation, if any, regarding TCOG's FYE 2022 Cost Pool Budgets.
Mindi Jones, Finance Director – page 30
 - 4. **FYE 2022 Cost Pool Allocations (AF)**: Accept recommendation, if any, regarding TCOG's FYE 2022 Cost Pool Budget Rate changes.
Mindi Jones, Finance Director
- I. **President's Report**
- J. **Adjourn**

APPROVAL

Eric M. Bridges, Executive Director

AS: Aging Services Department AF: Administration & Finance Department CS: Client Services Department ES: Energy Services RS: Regional Services
Pursuant to the Texas Open Meeting Act, Government Code Chapter 551 one or more of the above items may be considered in executive session closed to the public, including but not limited to consultation with attorney pursuant to Texas Government Code Section 551.071 and Section 551.074 arising out of the attorney's ethical duty to advise TCOG concerning legal issues arising from an agenda item. Any decision held on such matter will be taken or conducted in open session following the conclusion of the executive session.

Pursuant to Section 551.127 of the Texas Government Code, and in conjunction with the guidance and provisions provided by the Governor of Texas in the declaration of disaster and subsequent executive orders altering certain Open Meeting Act provisions and ordering that gatherings of more than ten (10) people shall be avoided, there will be no in-person public access to the location described above and less than a quorum may be physically present at the location. The dial-in number to participate in the telephonic meeting is listed above. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Administration & Finance at 903-813-3514 two (2) work days prior to the meeting so that appropriate arrangements can be made. The above Agenda was posted online at <https://www.tcog.com>. The Agenda was also emailed to the County Clerk offices in Cooke and Fannin Counties, TX on Friday, January 15, 2020.

Members Present: James Thorne, Daniel Harrison, Ken Keeler, Jeff Whitmire, Edwina Lane, Sandra Melton, Nathan Caldwell (Zoom), Scott Neu (Zoom), Randy Moore (Zoom)

Members Absent: David Odom, Adam Arendt, Bryan Wilson

- A. Jeff Whitmire called the meeting to order and declared a quorum at 5:34 p.m.
- B. Ken Keeler provided the invocation and led the pledges.
- C. Guests included: Stephanie Davidson, Teffany Cavanaugh, Jacob Samford, Judy Fullylove, Delano Smith, Virginia Rhodes, Molly Guard, Beth Eggar, Miranda Harp, Mary Browning-Rodriguez, Mindi Jones, Brandon Shelby, Eric Bridges, and Tonya Nyberg.
- D. There was no Public Comment.
- E. No New Governing Board Members were inducted
- F. **Executive Director's Report**
 1. Eric Bridges introduced new Public Information & Media Manager Tonya Nyberg to the board.
 2. Eric Bridges directed members to his Executive Director's Report in their Board packets; providing an update on strategic priorities and key activities.
- G. Presentation of TCOG Audit Report for Fiscal Year Ended April 30, 2021
- H. Ken Keeler made a motion to approve the meeting minutes for September 16, 2021. Daniel Harrison seconded the motion. Motion carried unanimously.
- I. **Action**
 1. At 5:58p, Jeff Whitmire announced that the Board would convene into a closed Executive Session pursuant to Section 551.071 of the Texas Government Code to seek legal advice from its attorney.
 - a. At 6:29p, the Board reconvened into open meeting. Sandra Melton made a motion for attorney Brandon Shelby to work with the Executive Director to draft a Release Agreement connected to the intended remediation of mold from inside the home of a Weatherization Assistance Program client; and provide said Agreement back to the Governing Board for review. The motion was seconded by Ken Keeler. The motion carried unanimously. Sandra Melton left the meeting at 6:31 p.m.
 2. A motion was made by Daniel Harrison to accept TCOG's Audit Report as presented; to authorize staff to make payment to the audit firm in accordance with the terms of the engagement letter; and to authorize distribution of the Audit Report to appropriate grantor agencies. The motion was seconded by Edwina Lane. The motion carried unanimously.
 3. A motion was made by Ken Keeler to authorize the submission and if approved, to accept the United Way Grayson County grant application for the AmeriCorps seniors Foster Grandparents Program in the amount of \$20,000. The motion was seconded by Daniel Harrison. The motion carried unanimously.
 4. A motion was made by Ken Keeler to accept staff recommendation on the 2021 CEAP APRA contract with TDHCA. The motion was seconded by Nathan Caldwell. The motion carried unanimously.
 5. A motion was made by Daniel Harrison to approve the 2021 Texoma Threat & Hazard Identification Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and the 2022 Regional Implementation Plan. The motion was seconded by Ken Keeler. The motion carried unanimously.
 6. A motion was made by Edwina Lane to approve the Texoma Regional Risk Informed Methodology and Funding Process for the FY22 Office of the Governor's Homeland Security Grant Division Grant Solicitation. The motion was seconded by Randy Moore. The motion carried unanimously.
 7. A motion was made by Daniel Harrison to approve the recommended by-law of changes for the TCOG Homeland Security Advisory Committee (HSAC). The motion was seconded by Edwina Lane. The motion carried unanimously.

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8. There was no action taken regarding TCOG's FYE 2022 Cost Pool Budgets.
9. There was no action taken regarding TCOG's allocation rates.

J. President's Report

1. Jeff Whitmire thanks the board members for their attendance.

K. Jeff Whitmire adjourned the meeting at 6:50 p.m.

DRAFT



TO: TCOG Governing Board
THRU: Judy Fullylove, Energy Services Director - *JF*
FROM: Evan Brown, Weatherization Program Manager- EB
DATE: November 8, 2021
RE: Low-Income Home Energy Assistance Program (LIHEAP) Weatherization 2021 Contract Extension

RECOMMENDATION

Ratify contract extension for the 2021 LIHEAP-Weatherization with the Texas Department of Housing and Community Affairs (TDHCA).

BACKGROUND

The TDHCA LIHEAP – Weatherization Assistance Program (WAP) reduces utility costs by minimizing the infiltration of air in homes. The program is available to owner or renter-occupied units and provides energy improvements such as insulation in the attic, walls, and floors, caulking, weather-striping, and repair or replacement of heating and air-conditioning units. All improvements must be verified in accordance with the WAP energy audit. This program serves the following nineteen (19) counties: Bowie, Camp, Cass, Collin, Cooke, Delta, Denton, Fannin, Franklin, Grayson, Hopkins, Hunt, Lamar, Marion, Morris, Rains, Red River, Rockwall and Titus.

DISCUSSION

TDHCA has extended the 2021 LIHEAP-Weatherization contract ending date from December 31, 2021 to March 31, 2022 to allow full expenditure of contract funds.

BUDGET

No change is budget amount of \$914,747.00

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
AMENDMENT NO. 2 TO CONTRACT NUMBER 81210003428
FY 2021 LOW-INCOME HOME ENERGY ASSISTANCE ACT WEATHERIZATION ASSISTANCE PROGRAM
(CFDA# 93.568)

This Amendment No. 2 to Low Income Home Energy Assistance Program ("LIHEAP") Weatherization Assistance Program "WAP" Contract Number. **81210003428** by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas ("Department") and **Texoma Council of Governments**, a political subdivision of the State of Texas ("Subrecipient") hereinafter collectively referred to as "Parties".

RECITALS

WHEREAS, the Department and Subrecipient, respectively, executed FY 2021 LIHEAP WAP Contract Number **81210003428** and

WHEREAS, the Parties desire to amend the Contract in the manner provided herein below.

AGREEMENTS

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1.

The following Contract sections, addendums and exhibits are hereby amended as follows:

1. SECTION 2. CONTRACT TERM

The Contract shall commence on January 01, 2021 and, unless earlier terminated, shall end on March 31, 2022 ("Contract Term).

2. SECTION 19. TECHNICAL ASSISTANCE AND MONITORING is hereby amended to read as follows:

A. Department may issue technical guidance to explain the rules and provide directions on the terms of this Contracts. Installation of weatherization materials shall be in accordance with the current adopted versions of Standard Work Specification (SWS) and INTERNATIONAL Residential Code specifications.

3. Exhibit A. Budget and Performance Statement, of this Contract is hereby deleted and replaced in its entirety with the attached Exhibit A.

SECTION 2.

All of the remaining terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this Amendment. In the event this Amendment and the terms of the Contract are in conflict, this Amendment shall govern, unless it would make the Contract void by law.

SECTION 3.

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

SECTION 4.

This Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

SECTION 5.

If any of the Parties returns a copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

SECTION 6.

By signing this Amendment, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

SECTION 7.

This Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

SECTION 8.

This Amendment shall be effective and memorializes an effective date of **October 15, 2021**.

WITNESS OUR HAND EFFECTIVE: **October 15, 2021**

SUBRECIPIENT:

Texoma Council of Governments
a political subdivision of the State of Texas

By:
Title:
Date:

DEPARTMENT:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS,
a public and official agency of the State of Texas

By:
Title: Its duly authorized officer or representative
Date:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
AMENDMENT NO. 2 TO CONTRACT NUMBER 81210003428 FOR THE
FY 2021 LOW-INCOME HOME ENERGY ASSISTANCE ACT WEATHERIZATION ASSISTANCE PROGRAM
(CFDA# 93.568)

EXHIBIT A

BUDGET AND PERFORMANCE STATEMENT

Texoma Council of Governments
a political subdivision of the State of Texas

DEPARTMENT FINANCIAL OBLIGATIONS

<u>\$ 912,747.00</u>	LIHEAP FUNDS CURRENTLY AVAILABLE
<u>\$ 2,000.00</u>	TRAINING & TECHNICAL ASSISTANCE FUNDS CURRENTLY AVAILABLE
<u>\$ 912,747.00</u>	TOTAL ANTICIPATED LIHEAP FUNDS
<u>\$ 2,000.00</u>	TOTAL ANTICIPATED TRAINING & TECHNICAL ASSISTANCE FUNDS

Additional funds may be obligated via Amendment(s). Funds may only be obligated and expended during the current Contract Term. Unexpended fund balances will be recaptured.

BUDGET FOR AVAILABLE ALLOCATIONS

1

CATEGORIES	FUNDS
² Administration	\$ 65,953.00
³ Materials / Program Support / Labor	\$ 677,435.00
⁴ Health and Safety	\$ 169,359.00
SUB-TOTAL	\$ 912,747.00
⁵ Training and Technical Assistance	\$ 2,000.00
TOTAL	\$ 914,747.00

FOOTNOTES TO BUDGET FOR AVAILABLE ALLOCATIONS:

- 1 Denotes that the Subrecipient must request in writing any adjustment needed to a budget category before the Department will make any adjustments to the budget categories. The only categories that can be reduced are the Administrative, Training and Technical Assistance and/or the Health and Safety categories. Subrecipient is limited to two (2) requested budget revisions during the current Contract Term. **Only those written request(s) from the Subrecipient received at least forty-five (45) days before the end of the Contract Term will be reviewed. The Department may decline to review written requests received during the final 45 calendar days of the Contract Term.**
- 2 Denotes maximum for Administrative based on 7.21% of total allowable expenditures.
- 3 Expenses incurred under Roof Repair will come out of your Materials / Program Support / Labor budget.
- 4 Denotes the maximum allowed for Health and Safety expenditures.
- 5 Department approved training / travel only.

PERFORMANCE

Work orders must be submitted to weatherization contractors no later than March 31, 2022 for any weatherization activities to be completed under this Contract. All weatherization activities including final inspection must be completed no later than March 31, 2022.

Grantees are advised that any weatherization work must be completed and inspected, and all necessary monitoring and follow-up activities must be completed, by the performance period end date of the contract. If costs are incurred after the performance period, these costs must be covered by another funding source. The following exception is minimal administrative costs that may be incurred within 45 days after the performance period end date for closeout and final reporting.

These costs shall be reported on the final report described in Section 10 of this Contract.

Subrecipient shall provide weatherization program services sufficient to expend the funds under this Contract during the Contract Term. WAP costs per unit (materials, labor, and program support), excluding health and safety expenses, shall not exceed \$8,000.00 per unit without prior written approval from the Department. The cumulative total cost per unit (materials, labor, and program support), shall not exceed the maximum allowable by end of the Contract Term.

Texoma Council of Governments
- LIHEAP 1/1/2021-12/31/2021 - Unposted Transactions Included In Report

From 1/1/2021 Through 10/31/2021

210 - Texas Dept Housing & Community Affairs

No Award Number

27021 - LIHEAP 1/1/21-12/31/21

20 - Client Services

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
REVENUES						
000	None					
4000	Federal Revenue	<u>914,747.00</u>	<u>726,842.45</u>	<u>726,842.45</u>	<u>(187,904.55)</u>	<u>(20.54)%</u>
	Total None	<u>914,747.00</u>	<u>726,842.45</u>	<u>726,842.45</u>	<u>(187,904.55)</u>	<u>(20.54)%</u>
	Total REVENUES	<u>914,747.00</u>	<u>726,842.45</u>	<u>726,842.45</u>	<u>(187,904.55)</u>	<u>(20.54)%</u>
ADMINISTRATION						
000	None					
6614	Travel	<u>2,000.00</u>	<u>750.30</u>	<u>750.30</u>	<u>1,249.70</u>	<u>62.48%</u>
	Total None	<u>2,000.00</u>	<u>750.30</u>	<u>750.30</u>	<u>1,249.70</u>	<u>62.48%</u>
220	Admin					
5000	Salaries	15,791.38	12,577.13	12,577.13	3,214.25	20.35%
5010	Salary Longevity	0.00	124.20	124.20	(124.20)	0.00%
5090	FICA/Medicare	1,208.02	971.63	971.63	236.39	19.57%
5100	Unemployment	356.97	104.97	104.97	252.00	70.59%
	Insurance					
5110	Workers	144.47	104.92	104.92	39.55	27.38%
	Compensation					
5115	Insurance Health	2,397.34	1,892.01	1,892.01	505.33	21.08%
5116	Insurance Health	18.96	18.96	18.96	0.00	0.00%
	CoPay Medical					
5120	Dental	98.10	78.68	78.68	19.42	19.80%
5200	Insurance Health	362.44	287.96	287.96	74.48	20.55%
	Savings Account					
5210	Insurance Life	17.68	14.18	14.18	3.50	19.80%
5230	Employee Assistance	12.27	12.27	12.27	0.00	0.00%
	Program					
5240	Retirement	1,056.44	840.14	840.14	216.30	20.47%
5910	Indirect G&A	6,663.80	5,332.69	5,332.69	1,331.11	19.98%
6314	IT Direct Bill	<u>500.00</u>	<u>305.79</u>	<u>305.79</u>	<u>194.21</u>	<u>38.84%</u>
	Total Admin	<u>28,627.87</u>	<u>22,665.53</u>	<u>22,665.53</u>	<u>5,962.34</u>	<u>20.83%</u>
400	Direct Salary					
5000	Salaries	4,184.21	3,451.19	3,451.19	733.02	17.52%

Texoma Council of Governments
- LIHEAP 1/1/2021-12/31/2021 - Unposted Transactions Included In Report

From 1/1/2021 Through 10/31/2021

210 - Texas Dept Housing & Community Affairs

No Award Number

27021 - LIHEAP 1/1/21-12/31/21

20 - Client Services

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
5010	Salary Longevity	0.00	25.07	25.07	(25.07)	0.00%
5090	FICA/Medicare	316.38	262.22	262.22	54.16	17.12%
5100	Unemployment	275.23	23.23	23.23	252.00	91.56%
	Insurance					
5110	Workers Compensation	17.16	14.26	14.26	2.90	16.90%
5115	Insurance Health	163.81	163.81	163.81	0.00	0.00%
5116	Insurance Health CoPay Medical	334.57	254.60	254.60	79.97	23.90%
5120	Dental	19.88	16.64	16.64	3.24	16.30%
5200	Insurance Health Savings Account	24.38	24.38	24.38	0.00	0.00%
5201	Insurance Health Reimbursement Account	33.41	25.11	25.11	8.30	24.84%
5210	Insurance Life	3.59	3.01	3.01	0.58	16.16%
5230	Employee Assistance Program	1.15	1.15	1.15	0.00	0.00%
5231	Fraud Hotline	14.70	14.70	14.70	0.00	0.00%
5240	Retirement	291.12	241.56	241.56	49.56	17.02%
5910	Indirect G&A	<u>1,758.77</u>	<u>1,411.17</u>	<u>1,411.17</u>	<u>347.60</u>	<u>19.76%</u>
	Total Direct Salary	7,438.36	5,932.10	5,932.10	1,506.26	20.25%
496	Health and Safety					
6560	Subcontract	<u>120,790.50</u>	<u>113,750.50</u>	<u>113,750.50</u>	<u>7,040.00</u>	<u>5.83%</u>
	Total Health and Safety	120,790.50	113,750.50	113,750.50	7,040.00	5.83%
540	Labor					
6560	Subcontract	<u>234,408.37</u>	<u>214,917.17</u>	<u>214,917.17</u>	<u>19,491.20</u>	<u>8.32%</u>
	Total Labor	234,408.37	214,917.17	214,917.17	19,491.20	8.32%
641	Material					
6560	Subcontract	<u>358,821.72</u>	<u>323,551.12</u>	<u>323,551.12</u>	<u>35,270.60</u>	<u>9.83%</u>
	Total Material	358,821.72	323,551.12	323,551.12	35,270.60	9.83%
685	Program Support					
5000	Salaries	66,322.91	50,691.34	50,691.34	15,631.57	23.57%

Texoma Council of Governments
- LIHEAP 1/1/2021-12/31/2021 - Unposted Transactions Included In Report

From 1/1/2021 Through 10/31/2021

210 - Texas Dept Housing & Community Affairs

No Award Number

27021 - LIHEAP 1/1/21-12/31/21

20 - Client Services

		Total Budget - Original	Current Period Actual	Project to Date Actual	Budget Balance	Percent Total Budget Remaining - Original
5008	TDHCA Training	0.00	436.75	436.75	(436.75)	0.00%
5010	Salary Longevity	0.00	97.74	97.74	(97.74)	0.00%
5090	FICA/Medicare	5,073.21	3,918.28	3,918.28	1,154.93	22.77%
5100	Unemployment	1,311.65	302.65	302.65	1,009.00	76.93%
	Insurance					
5110	Workers Compensation	491.37	380.12	380.12	111.25	22.64%
5115	Insurance Health	9,497.99	7,005.03	7,005.03	2,492.96	26.25%
5116	Insurance Health CoPay Medical	4,168.38	3,144.78	3,144.78	1,023.60	24.56%
5120	Dental	546.40	409.17	409.17	137.23	25.12%
5200	Insurance Health Savings Account	1,437.93	1,070.50	1,070.50	367.43	25.55%
5201	Insurance Health Reimbursement Account	213.53	107.27	107.27	106.26	49.76%
5210	Insurance Life	98.26	73.55	73.55	24.71	25.15%
5230	Employee Assistance Program	37.12	37.12	37.12	0.00	0.00%
5240	Retirement	2,953.65	1,896.85	1,896.85	1,056.80	35.78%
5910	Indirect G&A	29,311.64	22,537.27	22,537.27	6,774.37	23.11%
6000	Advertising	3,000.00	1,795.41	1,795.41	1,204.59	40.15%
6135	Copier Expense	2,500.00	2,338.44	2,338.44	161.56	6.46%
6314	IT Direct Bill	2,000.00	1,880.15	1,880.15	119.85	5.99%
6420	Postage	1,200.00	1,056.05	1,056.05	143.95	12.00%
6540	Software-Licensing-	1,356.89	1,356.89	1,356.89	0.00	0.00%
6570	Supplies	16,589.25	12,393.87	12,393.87	4,195.38	25.29%
6614	Travel	14,550.00	10,578.71	10,578.71	3,971.29	27.29%
	Total Program Support	<u>162,660.18</u>	<u>123,507.94</u>	<u>123,507.94</u>	<u>39,152.24</u>	<u>24.07%</u>
	Total ADMINISTRATION	<u>914,747.00</u>	<u>805,074.66</u>	<u>805,074.66</u>	<u>109,672.34</u>	<u>11.99%</u>
	NET INCOME/LOSS	<u>0.00</u>	<u>(78,232.21)</u>	<u>(78,232.21)</u>	<u>(78,232.21)</u>	<u>0.00%</u>



TO: TCOG Governing Board

EMB

DATE: November 18, 2021

RE: Professional Services Agreement

RECOMMENDATION

Authorization to enter into a Professional Services Agreement with E3 Entegral Solutions, Inc. (E3).

BACKGROUND

This past August, we invited engineers from E3 Entegral Solutions – a design-build contractor headquartered in Highland Village, TX to conduct a preliminary assessment of our existing HVAC, HVAC control system, and lighting system.

DISCUSSION

E3 presented the results of its preliminary assessment and analysis to members of TCOG’s Executive and Audit & Finance Committee on November 11th.

Members of the Executive and Audit & Finance Committee are recommending that the Governing Board enter into a Professional Services Agreement with E3 to develop a more detailed, fully engineered assessment of our lighting, HVAC, and HVAC control systems.

BUDGET

\$3,100.



PROFESSIONAL SERVICES AGREEMENT

This **Professional Services Agreement (Agreement)** is entered into as of this ___ day of November, 2021 between **E3 Entegral Solutions, Inc. (E3)**, with principal offices at 2040 Highland Village Road, Suite 100, Highland Village, TX 75077, and **Texoma Council of Governments (Client)** with principal offices at 1117 Gallagher Dr, Sherman, Texas 75090, whereby E3 agrees to perform certain analysis, project development, and engineering tasks in order to provide Client with an executable Implementation Contract with a lump sum price according to the terms and conditions herein.

This Professional Services Agreement includes the Client’s facilities listed below:

Location	Address
TCOG Building	1117 Gallagher Dr

SCOPE OF SERVICES

E3 has completed a preliminary facility study and has worked with Client to select a scope of work appropriate for inclusion in an executable Implementation Contract. This scope of work will be developed and engineered sufficient to finalize the Implementation Contract.

E3 will provide Professional Services related to the following scope(s) of work:

1. HVAC replacements
2. LED Lighting Improvements
3. Other facility improvements as directed by Client

- The professional services fee for these services is based on a lump sum fee of - _____ dollars (\$XX, XXX.00)
- The professional services fee for these services is based on (____%) the final project implementation costs.
- The professional services fee for these services is based \$0.10 per square feet of included facility space, being \$3,100.00.

TERMS:

E3 will invoice Client upon completion of the deliverables, due Net 45.



EXECUTION:

E3:

By: _____
Name: _____
Title: _____
Date: _____

Client:

By: _____
Name: _____
Title: _____
Date: _____

TCOG

HVAC and Control System Improvements Assessment & Analysis

September 2021



WE FOCUS OUR ENERGY
ON SAVING YOURS

E3 Team



- Texas Based Company with headquarters in Denton County
- Design-Build Energy Efficiency Company
 - ✓ Focus: HVAC, Lighting, Energy, Water & Renewables
 - ✓ Team has worked with State Energy Conservation Office (SECO) on projects for over 15 years
- 250+ successful projects, in Texas, all positive references
- Vendor Independence & Pricing Transparency



Program Process



- Understand the current energy profile and deferred maintenance needs
- Collaborate with the TCOG to prioritize:
 - Maintenance challenges
 - Deferred maintenance issues
 - Energy and operational savings potential
- Study buildings for improved performance opportunities
- Clearly communicate results, ideas, and next steps

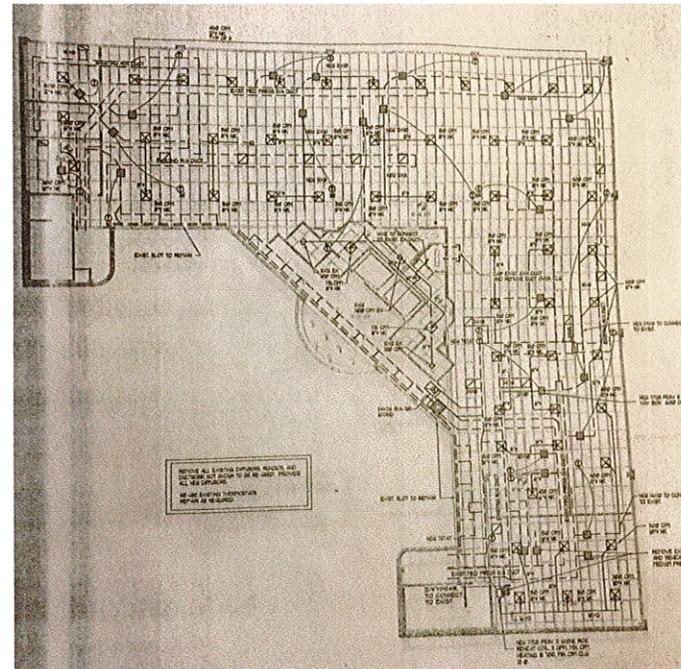


Facility Layout



Building area

31,000 sqft



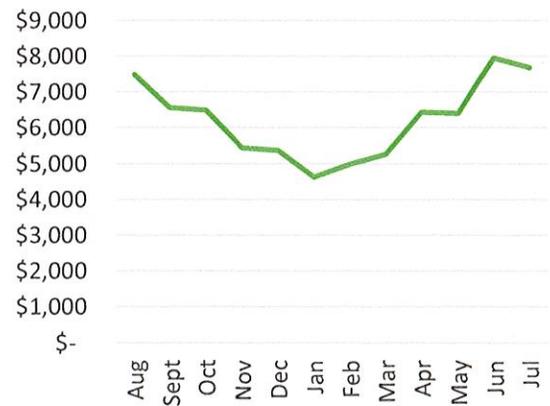
Utilities

Energy

Indices

Year	2021
Annual Cost	\$103,926
Cost / ft² (ECI)	\$3.35
BTU / ft² (EUI)	241,690
Load Factor	48 %

Electric



kWh/SqFt	W/SqFt	Electric \$
28.43	80.71	\$74,653

Gas



CF/Sq. Ft	Gas \$
141.84	\$29,273



Utilities

Electricity

Reliant Energy & Oncor

Sample Bill

Service Address:

1117 GALLAGHER DR
SHERMAN TX 75090-1797

For outages or emergencies
call Oncor Electric Delivery at
1-888-313-4747

ESI ID:

10443720004012238

Electric Usage Detail

Load Factor 49.5 %

Meter Number: 116101745LG

Current Meter Read	09/02/2020	25916
Previous Meter Read	08/04/2020	25616
kWh Multiplier		300
kWh Usage		90,000
Demand		261 kW
Power Factor		79.4 %

Current Electric Charges Detail

29 Day Billing Period From 08/04/2020 To 09/02/2020

Fixed Price

Actual Consumption* Price	90,000 kWh @ \$0.049690/kWh	4,472.10
Nodal Congestion Charge		44.70

TDSP Pass-Through Charges

From 08/04/2020 To 09/02/2020

TDSP Customer Charge		9.25
Delivery Point Charge		30.82
Transmission Cost Recov Factor	312 kW @ \$3.859794/kW	1,204.26
Nuclear Decommissioning Fee	312 kW @ \$0.053000/kW	16.54
Distribution Charge (DUOS)	312 kW @ \$4.497330/kW	1,403.17
Energy Efficiency Cost Recovery		31.32
Distribution Cost Recovery Factor		83.19
Electricity Relief Program	90,000 kWh @ \$0.000330/kWh	29.70

Total TDSP Pass-Through Charges

2,808.25

Taxes and Assessments

Gross Receipts Tax Reimbursement Charge		148.57
PUC Assessment		12.40
Total Taxes and Assessments		160.97

Current Charges

\$7,486.02



Utilities

Natural Gas

Atmos

Sample Bill

Your Billing Detail Information:

Meter Serial #	Date of Service		Meter Reading	
	From	To	Previous	Present
900005103	7/15/21	8/12/21	39974	42740
	Read Difference:			2766.00
	Actual Usage in CCF:			2766.00

Your Charges:

PREVIOUS BALANCE	1,694.77
Payment Received 08/05/2021	-1,694.77
CURRENT GAS CHARGE TOTAL	2,143.35
Commercial C020	
Customer Charge	54.51
Consump Chrg 2766.000 @ 0.11728	324.40
Rider GCR 2766.000 @ 0.6379	1,764.44
TAX/FEE CHARGE TOTAL	169.65
Rider FF @ 0.05761	123.47
Reimbursement of MGRT	46.18
CURRENT CHARGES	2,313.00

TOTAL AMOUNT DUE 2313.00

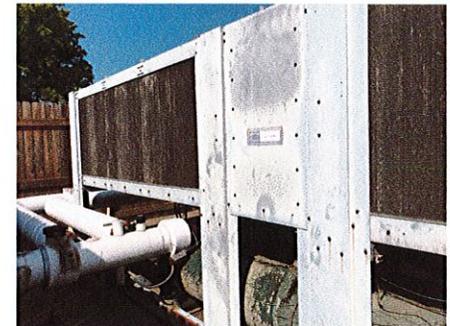
- This example is a summer gas heating bill.
- Excessive gas usage during summer is a result of the building using gas reheat to reheat the over supply of cooled air.
- Eliminating the reheat would minimize summer gas usage down to domestic hot heating usage levels.



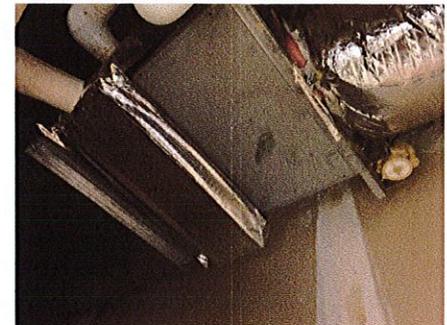
HVAC

Systems

- (1) Air cooled chiller, constant volume, installed in 1987
- (7) chilled water air handlers, installed in 1987, feeding VAV boxes with hot water coil heat/reheat
- (2) 1,200 MBH natural gas boilers, installed in 1987, to supply heat for the VAV hot water loop
- This building has pneumatic controls on all HVAC equipment.



Air-cooled chiller



VAV box with HW reheat



HVAC

Observations

- The air-cooled chiller is 34 years old and has exceeded its useful life.
- The chiller uses a refrigerant that has been phased out, R-22
- Hail damage to the condenser fins of the chiller



Outdated and
expensive R-22
Refrigerant



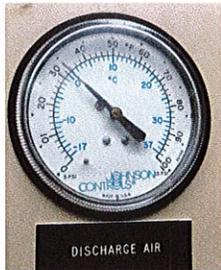
Condenser fin damage



HVAC

Observations

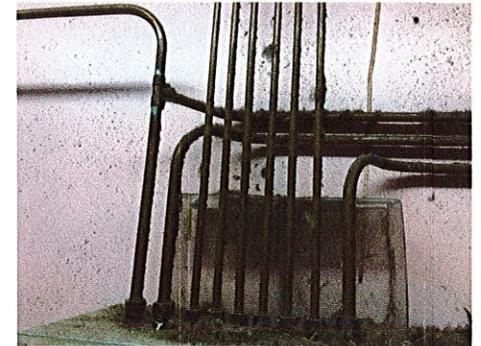
- VAV boxes operating in reheat mode most of the year due to over supply of cool air (too much CFM) . This leads to wasted energy, both electric and gas, from simultaneous cooling and heating.
- Excessive runtimes exist due to lack of energy management systems (EMS) and proper scheduling
- Outside air intakes are clogged with debris and animal matter leading to poor indoor air quality.



Broken discharge air temperature gauge (reads erroneously)



Clogged OA duct



Outdated pneumatic controls



HVAC

Base Recommendations

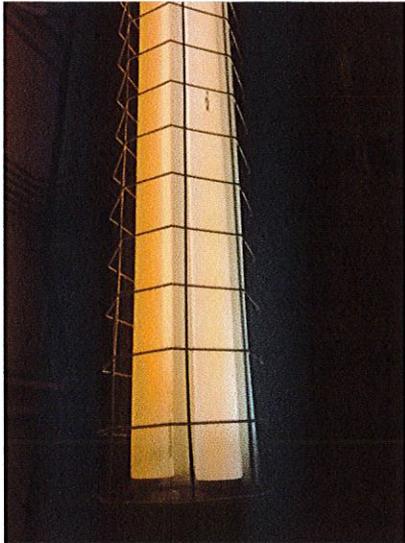
- Replace the chiller.
- Convert chilled water system to variable flow.
- Reuse existing air handling units, VAV boxes, and ductwork.
- Replace pneumatic controls system with a fully commissioned DDC system with energy efficient sequences of operation.



Lighting

Base Recommendations

- For energy savings and improved lighting conditions, retrofit all interior and exterior lighting to LED



Existing Fluorescent Lighting



Considerations

Additional Improvements to Consider

- Replacement of boilers and pumps, typical life of 25 years
- Install power factor correction
- Evaluate the condition of the existing air systems (AHUs and boxes)
- Consider indoor air quality measures (IAQ), such as ionizers, UV, higher MERV filters, etc.
- Lighting occupancy sensors
- Evaluate condition of chilled water/hot water piping.



Financials

Recommendations

- HVAC
 - Replace the chiller
 - Convert chilled water system to variable flow
 - Reuse existing air handling units, VAV boxes, and ductwork
 - Replace pneumatic controls system with a fully commissioned DDC system with energy efficient sequences of operation

Lighting

- Retrofit lighting to LED

Annual Energy Savings:	\$32,000
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Annual O&M Savings:	\$30,000
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Total Annual Savings:	\$62,000
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Cost Estimate:	\$485,000
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Payback:	8 – 9 years
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LoneSTAR Program:

- Max 15-year simple payback required
- UCRM payback must be < estimated useful life of the measure
- Max Buy Down must not exceed 50% of the total UCRM cost



Next Steps



PSA & Procurement	Negotiate Professional Services Agreement (PSA) - contingent agreement to assess facilities and establish criteria to be met in final project
Project Development	Prioritize and develop scope and funding strategy Investment Grade Audit (IGA)
Project Implementation	Construct identified deferred maintenance & energy conservation strategies
Performance Management	Develop ongoing performance management to track metrics and ensure success





TO: TCOG Governing Board
FROM: Mindi Jones, Finance Director *MJ*
DATE: November 18, 2021
RE: FYE 2022 Cost Pool Budgets Update

RECOMMENDATION

Accept recommendation, if any, regarding TCOG's FYE 2022 Cost Pool Budgets.

BACKGROUND

Each month the Governing Board is presented with a status update of the prior month and current (unreconciled) fiscal year budgets for the indirect cost allocation pool and the central service IT pool and afforded the opportunity to make desired changes to the general and administrative indirect cost allocation rate or the central service IT rate as conditions warrant.

DISCUSSION

The following documents are attached: prior month updated Statement of Proposed Indirect Cost for FYE 4/30/2022. Status Report depicting fiscal year budget with fiscal year to date expense and budget balance, Statement of Central Service IT Costs for FYE 4/30/2022 Status Report depicting fiscal year budget with fiscal year to date expense and budget balance.

BUDGET

No rate changes are recommended at this time.

100 - General - 58.3%
 10 - Finance and Administration
 10000 - Indirect Pool
 09/01/2021 - 09/30/2021

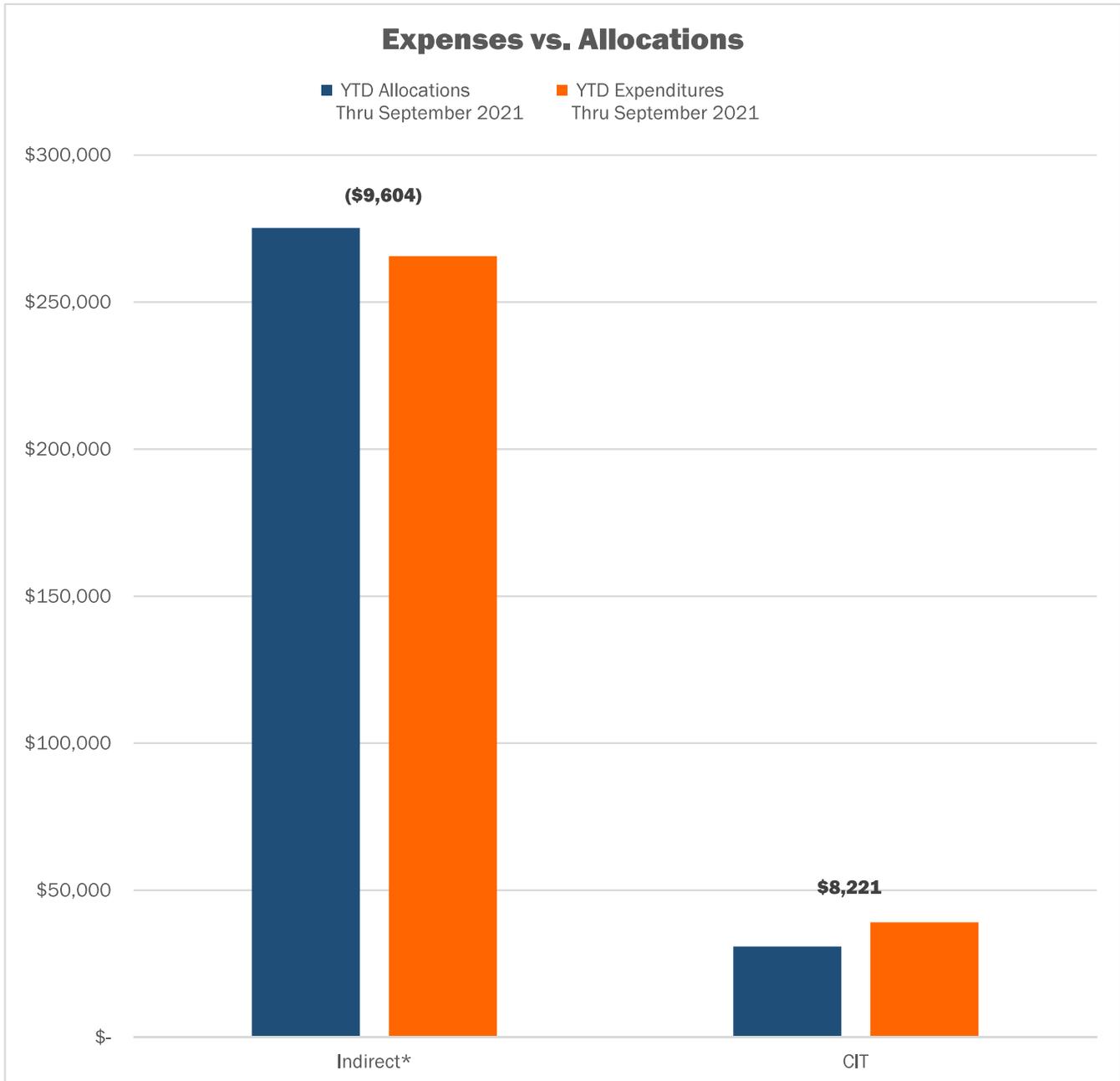
	Budget	Current Month Actual	Year-to-Date	Budget Balance	% of Budget Remaining
REVENUE					
Mortgage					
Interest Income	\$ -	\$ 6.29	\$ 18.66	\$ 18.66	0.00%
Total INDIRECT SALARY	\$ -	\$ 6.29	\$ 18.66	\$ 18.66	0.00%
INDIRECT SALARY					
Indirect Salary					
Salaries	\$ 346,684.00	\$ 22,917.81	\$ 129,863.82	\$ 216,820.18	62.54%
FICA/Medicare	\$ 26,521.29	\$ 1,780.40	\$ 10,037.15	\$ 16,484.14	62.15%
Unemployment Insurance	\$ 433.80	\$ -	\$ 1,221.61	\$ (787.81)	(181.61)%
Workers Compensation	\$ 1,268.47	\$ 96.15	\$ 521.23	\$ 747.24	58.91%
Insurance Health	\$ 14,867.58	\$ 1,299.60	\$ 7,862.69	\$ 7,004.89	47.12%
Insurance Health Copay Medical	\$ 25,834.32	\$ 1,297.64	\$ 6,488.20	\$ 19,346.12	74.89%
Dental	\$ 1,622.41	\$ 102.49	\$ 503.07	\$ 1,119.34	68.99%
Insurance Health Savings Account	\$ 2,590.20	\$ 201.71	\$ 1,220.37	\$ 1,369.83	52.89%
Insurance Health Retirement Accou	\$ 2,349.55	\$ 127.92	\$ 639.60	\$ 1,709.95	72.78%
Insurance Life	\$ 340.29	\$ 18.40	\$ 101.98	\$ 238.31	70.03%
Employee Assistance Program	\$ 111.05	\$ -	\$ 111.08	\$ (0.03)	(0.03)%
Retirement	\$ 24,191.41	\$ (7,417.12)	\$ (9,307.06)	\$ 33,498.47	138.47%
Total INDIRECT SALARY	\$ 446,814.37	\$ 20,425.00	\$ 149,263.74	\$ 297,550.63	66.59%
CONTRACTED SERVICES					
Janitorial	\$ 13,608.00	\$ 1,133.72	\$ 5,668.60	\$ 7,939.40	58.34%
Lawn Service	\$ 2,988.00	\$ 248.86	\$ 1,244.30	\$ 1,743.70	58.36%
Pest Control	\$ 541.00	\$ 45.10	\$ 225.50	\$ 315.50	58.32%
Total CONTRACTED SERVICES	\$ 17,137.00	\$ 1,427.68	\$ 7,138.40	\$ 9,998.60	58.35%
PROFESSIONAL SERVICES					
Audit	\$ 25,680.00	\$ -	\$ -	\$ 25,680.00	100.00%
Employee Benefit Consultant	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	100.00%
Consultant	\$ 10,033.00	\$ -	\$ -	\$ 10,033.00	100.00%
Legal	\$ 8,000.00	\$ -	\$ 1,287.50	\$ 6,712.50	83.91%
Other	\$ -	\$ 855.85	\$ 855.85	\$ (855.85)	0.00%
Total PROFESSIONAL SERVICES	\$ 60,213.00	\$ 855.85	\$ 2,143.35	\$ 58,069.65	96.44%
UTILITIES					
Electric	\$ 62,868.00	\$ 6,836.36	\$ 30,181.56	\$ 32,686.44	51.99%
Natural Gas	\$ 21,120.00	\$ 1,496.84	\$ 8,749.17	\$ 12,370.83	58.57%
Sanitation	\$ 1,788.00	\$ 146.29	\$ 768.32	\$ 1,019.68	57.03%
Water	\$ 3,420.00	\$ 389.15	\$ 1,330.03	\$ 2,089.97	61.11%
Total UTILITIES	\$ 89,196.00	\$ 8,868.64	\$ 41,029.08	\$ 48,166.92	54.00%
OTHER					
Training & Travel	\$ 12,100.00	\$ 620.00	\$ 3,030.77	\$ 9,069.23	74.95%
Advertising	\$ -	\$ 407.52	\$ 815.04	\$ (815.04)	0.00%
Copier Expense	\$ 1,380.00	\$ 439.20	\$ 2,298.65	\$ (918.65)	(66.57)%
Depreciation	\$ 60,000.00	\$ 5,000.00	\$ 25,000.00	\$ 35,000.00	58.33%
Dues/Subscriptions	\$ 11,250.00	\$ 265.00	\$ 540.00	\$ 10,710.00	95.20%
Insurance	\$ 7,300.00	\$ -	\$ -	\$ 7,300.00	100.00%
Postage	\$ 2,000.00	\$ 89.34	\$ 363.40	\$ 1,636.60	81.83%
Printed Material	\$ 1,620.00	\$ 26.53	\$ 631.59	\$ 988.41	61.01%
Building Maintenance	\$ 32,000.00	\$ 5,147.68	\$ 24,813.22	\$ 7,186.78	22.46%

	Current Month			Budget Balance	% of Budget Remaining
	Budget	Actual	Year-to-Date		
Elevator Maintenance	\$ -	\$ 538.81	\$ 2,694.11	\$ (2,694.11)	0.00%
Training & Travel	\$ 8,400.00	\$ 646.16	\$ 3,548.67	\$ 4,851.33	57.75%
Supplies	\$ 13,000.00	\$ 338.26	\$ 2,243.19	\$ 10,756.81	82.74%
Total OTHER	\$ 149,050.00	\$ 13,518.50	\$ 65,978.64	\$ 83,071.36	55.73%
Total INDIRECT	\$ 762,410.37	\$ 45,095.67	\$ 265,553.21	\$ 496,857.16	65.17%
YTD Budget			\$ 317,670.99		
REIMBURSEMENT					
Allocation Indirect Expense	\$ 712,396.00	\$ 56,855.03	\$ 275,139.02	\$ 437,256.98	61.38%
Total REIMBURSEMENT	\$ 712,396.00	\$ 56,855.03	\$ 275,139.02	\$ 437,256.98	61.38%
YTD Budget			\$ 296,831.67		
CENTRAL IT					
IT-Voice & Data Service	\$ 11,652.00	\$ 1,026.87	\$ 5,037.11	\$ 6,614.89	56.77%
IT-Hardware	\$ 3,050.00	\$ 191.74	\$ 1,911.04	\$ 1,138.96	37.34%
Network Professional Services	\$ 52,986.00	\$ 4,848.00	\$ 23,761.32	\$ 29,224.68	55.16%
Software-Licensing-Maint	\$ 18,552.00	\$ -	\$ 8,334.72	\$ 10,217.28	55.07%
Total EXPENSES	\$ 86,240.00	\$ 6,066.61	\$ 39,044.19	\$ 47,195.81	54.73%
YTD Budget			\$ 35,933.33		
REIMBURSEMENT					
Allocation CIT Expense	\$ 86,240.00	\$ 6,497.81	\$ 30,823.48	\$ 55,416.52	64.26%
Total REIMBURSEMENT	\$ 86,240.00	\$ 6,497.81	\$ 30,823.48	\$ 55,416.52	64.26%
YTD Budget			\$ 35,933.33		



FYE 2021 YTD Indirect and CIT Budgets

	FY 2021 Approved Budget	Thru September 2021	YTD Expenditures Thru September 2021	Budget Balance	% of Budget Remaining	Under/(Over)
Indirect*	\$ 712,396	\$ 275,139	\$ 265,553	\$ 446,843	62.72%	\$ (9,604)
CIT	86,240	30,823	39,044	47,196	54.73%	8,221
Total	\$ 798,636	\$ 305,963	\$ 304,597	\$ 494,039	61.86%	\$ (1,384)



*Includes Year-to-Date Depreciation Expense Estimate

Texoma Council of Governments
 Financial Information
 Balance Sheets for the Fiscal Years Ended:

	Prior Year (9/30/2020)	Prior Month <i>Not</i> <i>Reconciled to Audit</i> (9/30/2021)	Year-to-Date Change (\$)	Change (%)	Current Month <i>Not</i> <i>Reconciled</i> (10/31/2021)	Notes
ASSETS						
Current Assets						
Cash in Bank General	99,658.00	549,892.00	450,234.00	451.78%	618,754.00	
Cash in Bank TCEQ	14,550.00	0.00	(14,550.00)	-100.00%	-	Program is gone
Cash in Bank Local	156,109.00	205,250.00	49,141.00	31.48%	205,250.00	
Cash in Bank 911	278,224.00	172,821.00	(105,403.00)	-37.88%	317,615.00	
Cash in Bank FSS	116,001.00	125,064.00	9,063.00	7.81%	128,327.00	Up due to monthly escrow
Cash in Bank Section 8	269,388.00	164,441.00	(104,947.00)	-38.96%	165,910.00	Using reserve dollars
Texpool Investment Acct	333,234.00	273,723.00	(59,511.00)	-17.86%	273,723.00	Transferred \$59249 to general fund
Accounts Receivable	1,985,334.00	1,116,543.00	(868,791.00)	-43.76%	128,809.00	Rec down by cash is up
Travel Advance	0.00	806.00	806.00	0.00%	1,081.00	Starting to travel again
Prepaid Items	9,988.00	7,527.00	(2,461.00)	-24.64%	7,527.00	
Due From	913,055.00	1,508,988.00	595,933.00	65.27%	1,662,931.00	
Other Assets	45,130.00	(44,824.00)	(89,954.00)	-199.32%	(44,824.00)	Cost Pool closeout *Amount will not change until yearend JE has been made but not finalized
Total Current Assets	4,220,671.00	4,080,231.00	(140,440.00)	-3.33%	3,465,103.00	
Fixed Assets						
Building & Improvements	2,791,012.00	2,806,012.00	15,000.00	0.54%	2,806,012.00	*Amount changed with yearend entry Entry made but not finalized
Furniture, Vehicles & Other Equipment	3,061,714.00	3,684,473.00	622,759.00	20.34%	3,684,473.00	*Amount changed with yearend entry - PSAP equipment
Accumulated Depreciation	(3,473,148.00)	(3,713,117.00)	(239,969.00)	6.91%	(3,713,117.00)	*Amount changed with yearend entry- Entry made but not finalized
Total Fixed Assets	2,379,578.00	2,777,368.00	397,790.00	16.72%	2,777,368.00	
Total ASSETS	6,600,249.00	6,857,599.00	257,350.00	3.90%	6,242,471.00	
LIABILITIES						
Accounts Payable	1,331,286.00	815,770.00	(515,516.00)	-38.72%	511,741.00	
Payroll Liability	(266.00)	(13,499.00)	(13,233.00)	4974.81%	(40,839.00)	
FSS Escrow Liability	121,553.00	124,064.00	2,511.00	2.07%	127,327.00	Up due to monthly escrow
Due To Due From Other Funds	913,055.00	1,508,988.00	595,933.00	65.27%	1,662,931.00	Close out of grants
Deferred Local Revenue - AAA	(1,944.00)	2,681.00	4,625.00	-237.91%	3,031.00	Grant yearend adjustment
Accrued Compensated Absences	113,289.00	124,158.00	10,869.00	9.59%	124,158.00	*Amount will not change until yearend - YE entry has been made
Long Term Debt Building Payable	521,427.00	438,021.00	(83,406.00)	-16.00%	438,021.00	*Amount will not change until yearend JE is not complete for YE
Total LIABILITIES	2,998,400.00	3,000,183.00	1,783.00	0.06%	2,826,370.00	
Fund Balance	3,601,849.00	3,857,416.00	255,567.00	7.10%	3,416,101.00	
Total Liabilities & Fund Balance	6,600,249.00	6,857,599.00	257,350.00	3.90%	6,242,471.00	

Texoma Council of Governments
 Financial Information
 For the Fiscal and Month-to-Date Periods

	Prior Year Thru 9/30/2020	Current Year Thru 9/30/2021	Change (\$)	Change (%)	Current Year Not Reconciled (10/31/21)	Notes
OPERATION REVENUE						
Grant Revenue	7,505,010.06	7,077,986.04	(427,024.02)	-5.69%	7,577,850.29	911 EQUIPMENT \$594,181 IN 2020
Program Revenue	687,253.01	666,535.44	(20,717.57)	-3.01%	745,523.47	Inkind match in prior year was \$166,666. This year \$18,978
Investment Income	<u>321.15</u>	<u>51.69</u>	(269.46)	-83.90%	<u>51.69</u>	Interest down due to balance being lower
<u>Total OPERATING REVENUE</u>	<u>8,192,584.22</u>	<u>7,744,573.17</u>	<u>(448,011.05)</u>	<u>-5.47%</u>	<u>8,323,425.45</u>	
Total Revenue	<u>8,192,584.22</u>	<u>7,744,573.17</u>	<u>(448,011.05)</u>	<u>-5.47%</u>	<u>8,323,425.45</u>	
EXPENDITURES						
Personnel Expenses	1,162,515.16	1,163,283.94	768.78	0.07%	1,364,120.44	
Program Expenses	341,902.67	129,801.74	(212,100.93)	-62.04%	134,950.59	Inkind match in prior year was \$124,365.82. This year \$18,978
Direct Services	4,931,222.96	5,085,336.44	154,113.48	3.13%	5,847,667.15	Up due to CARES dollars
Professional Fees	26,387.56	63,951.90	37,564.34	142.36%	88,185.73	Regional Coordinator for TxDOT
Interest Expense	10,775.02	8,980.69	(1,794.33)	-16.65%	10,603.81	
Occupancy	303,338.95	457,069.63	153,730.68	50.68%	475,640.94	911 maint cost for 6 yr contract \$303,392
Conferences, Conventions, & Meetings	20,496.05	62,725.91	42,229.86	206.04%	67,477.27	Back to attending conferences
Printing & Publications	15,627.11	41,201.85	25,574.74	163.66%	41,843.10	
Dues & Subscriptions	1,988.01	1,778.90	(209.11)	-10.52%	2,263.18	
Operations	68,005.42	68,056.74	51.32	0.08%	69,982.71	
Equipment	630,196.58	55,317.40	(574,879.18)	-91.22%	55,317.40	PSAP Equipment
<u>Total EXPENDITURES</u>	<u>7,512,455.49</u>	<u>7,137,505.14</u>	<u>(374,950.35)</u>	<u>-4.99%</u>	<u>8,158,052.32</u>	
Net Revenue Over Expenditures	<u>680,128.73</u>	<u>607,068.03</u>	<u>(73,060.70)</u>	<u>-10.74%</u>	<u>165,373.13</u>	
Depreciation	<u>32,085.00</u>	<u>25,000.00</u>	<u>(7,085.00)</u>	<u>-22.08%</u>	<u>30,000.00</u>	Estimated amount of depreciation for year end entry
	<u>648,043.73</u>	<u>582,068.03</u>	<u>(65,975.70)</u>	<u>11.34%</u>	<u>135,373.13</u>	