



CAECD Board of Managers | Summary Minutes

10:00 a.m., Wednesday, January 12, 2022

CAPCOG Lantana Room

6800 Burleson Road Bld. 310, Ste. 165

Austin, Texas 78744

Present (22)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette Count
Mayor Pro Tem Kevin Pitts, City of Georgetown
Council Member Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County

Absent (7)

Mayor Lee Ubranovsky, City of Buda
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Representative John Cyrier

Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 11:25 a.m.

2. **Consider Approving the Minutes for the October 13, 2021 CAECD Board of Managers Meeting**

Mayor Rydell asked for approval of the Oct. 13, 2021 CEACD Board of Manager Meeting Minutes. A motion was made by Mayor White to approve the minutes. Mayor Hughson seconded the motion. The motion passed unanimously.

3. **Consider Accepting Annual Financial Report for the Period October 1, 2020 to September 30, 2021**

Lisa Byrd Bowman, Director of Finance

Ms. Bowman explained the FY 2021 annual unaudited financial report to the board. She said the total revenues for the year were \$15,007,703.98 and expenditures were \$15,237,616.84. She also mentioned the district moved about \$1.4 million from FY 2021 and to FY 2022 and noted projects where the district realized some savings.

A motion was made by Mayor Hughson to accept the annual financial report. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

4. **Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District**

Lisa Byrd Bowman, Director of Finance

Ms. Bowman said this item was similar to one taken in the Executive Committee Meeting and provides a resolution allowing two new Executive Committee and three staff members to have signature authority

for the CAECD's designated depository bank. The positions included the Executive Committee chair and secretary as well as CAPCOG's executive director, director of administration and, director of finance.

A motion was made by Commissioner Dockery to adopt the resolution providing signature authority to those serving in the mentioned positions. Judge Cunningham seconded the motion. The motion passed unanimously.

5. Consider Approving Renewal of Agreement for Depository for CAECD Funds
Sheila Jennings, Director of Administration
Lisa Byrd Bowman, Director of Finance

Ms. Jennings noted this item was the same as an Executive Committee item. She said the district and CAPCOG conducted a bid process for depository services in 2019 and awarded an agreement to Frost Bank. The agreement had an option to renew for an additional two years, and CAPCOG staff is recommending doing so as Frost Bank met all requirements and performed satisfactory.

Commissioner Dockery made a motion to renew the agreement. Council Member Bruno seconded the motion. It passed unanimously.

6. Consider Appointing the 9-1-1 Strategic Advisory Committee and Designate Board Liaison
Sheila Jennings, Director of Administration

Ms. Jennings said every two years the 9-1-1 Strategic Advisory Committee members must be appointed or reappointed to their positions. She noted the committee helps with long range emergency communications planning to include the decisions on the district's software, hardware, and infrastructure, so its work is very technical in nature. They also review and update Public Safety Answering Points' — or Emergency Call Centers' — policies. She described the makeup of the committee as people who have experience or training in emergency communications with three representatives from Austin, one representative from every county but Williamson County, which also has three representatives. Ms. Jennings also said the committee is required by state statute.

Council Member Kelly requested to appoint Brian Bregenzer and Josh Anderson to City of Austin positions, and Commissioner Howard, on Commissioner Shea's behalf, requested to fill a Travis County vacancy with Adam Johnson. Judge Pape asked Commissioner Long if she wanted to continue as board liaison to which she said yes. The board also discussed a possible second liaison; however, Ms. Voights reminded the board, they are welcome to attend any advisory committee meeting they wish.

A motion was made by Judge Pape to re-appoint the current members, including Commissioner Long, and the newly appointed members to the 9-1-1 Strategic Advisory Committee. Mayor Hughson seconded the motion. The motion passed unanimously.

7. Consider Approving Renewal of Data Hub Contract with GeoComm with Upgraded Service
Andrew Hoekzema, Director of Regional Planning & Services

Mr. Hoekzema said this contract is renewed annually; however, this year CAPCOG was looking to upgrade the service provided by GeoComm to update weekly instead of monthly. He stated the cost for the upgraded service has been budgeted for several years, but demand for weekly updates wasn't reached until this year. The service analyzes errors in the 9-1-1 GIS database that could cause problems with call routing, displaying information to emergency telecommunicators and dispatching.

Commissioner Long made a motion to approve the contract renewal for the Data Hub with GeoComm with the upgraded services. Commissioner Howard seconded the motion. It passed unanimously.

8. Staff Reports

Betty Voights, Executive Director

Ms. Voights told the board that the district's SoloComm equipment needs to be replaced with new equipment because the SoloComm equipment isn't ready to accept the geospatial mapping data that is required for Next Generation 9-1-1. She said CAPCOG will probably budget for the equipment purchase to occur next fiscal year and will consider hiring a consultant to assist in identifying options for new equipment. New equipment region wide could cost about \$8 to \$9 million.

Ms. Voights mentioned Senate Bill 8, which allocates American Rescue Act funds for emergency communications infrastructure, and that CAPCOG is preparing an application to apply for funding. She also said that CAPCOG solicited projects for dispatch consoles this year which must be related to 9-1-1, and while five projects came in only two qualified for funding — Blanco and Llano County.

Commissioner Dockery asked about the status of Blanco and Llano dispatch projects that requested funding from the district. Ms. Voights said they were scheduled to be reviewed by the Strategic Advisory Committee in January and should be brought before the board in February during a special meeting. The board then discussed the fund balance which includes the emergency reserve funds questioning why this can't be spent. Ms. Voights and Commissioner Long discussed the need to have those funds in place if an unforeseen situation impacted operations or insurance claims took too long after a disaster and you need equipment replaced quickly. Mayor Rydell said the discussion was out of the purview of staff reports item and noted that a discussion about how the district refers to and allocates its reserves and fund balance could possibly be placed on the February agenda.

9. Adjourn

Mayor Rydell adjourned the meeting at 11:52 a.m.



Commissioner Debbie Ingalsbe, Secretary
Board of Managers
Capital Area Emergency Communications District

02/09/22

Date