



CAECD Board of Managers | Summary Minutes

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, July 14, 2021
CAPCOG Lantana Room
6800 Burleson Rd., Bldg. 310, Suite 155
Austin, Texas 78744

Present (22)

Judge Paul Pape, Bastrop County, **Chair**
Judge James Oakley, Burnet County, **2nd Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown

Commissioner Debbie Ingalsbe, Hays County
Ms. Sandy Cox, City of Lakeway
Mayor Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (7)

Mayor Brandt Rydell, City of Taylor, **1st Vice Chair**
Council Member Mackenzie Kelly, City of Austin
Judge Brett Bray, Blanco County
Representative John Cyrier

Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order by the Chair**

Judge Pape confirmed a quorum and called the meeting to order at 11:12 a.m.

2. **Consider Approval of Minutes for the April 14 and May 12, 2021 CAECD Board of Managers Meeting**

A motion was made by Judge Oakley to approve the April 14 and May 12, 2021 CAECD Board of Managers meeting minutes. Mayor White seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Financial Report for the Period October 1, 2020 to May 31, 2021**

Lisa Bowman, Director of Finance

Ms. Bowman reviewed the mid-year financial report with the board. She stated there is about \$10 million in revenues and about \$7.5 million in expenditures for the period; and that the financial report was adjusted to agree with CAPCOG's audit.

A motion was made by Commissioner Dockery to accept the Financial Report for the period October 1, 2020 to May 31, 2021. Judge Cunningham seconded the motion.

Council Member Heath asked if there was a list of projects that were going to be carried over. Ms. Bowman replied those items will be discussed in a later agenda item.

The motion passed unanimously.

4. **Consider Adopting a Resolution Setting the 9-1-1 Service Fee for FY2022**

Richard Morales Jr., Director of Emergency Communications

Mr. Morales explained to the board that the 9-1-1 Service Fee is the only fee for 9-1-1 services controlled by the district. It is charged to landline phones and is set at 50 cents per month. The 9-1-1 Wireless Fee and 9-1-1 Prepaid Wireless Fee are set by the state. Mr. Morales said each year the board needs to set the 9-1-1 Service Fee, and every third year it must hold a public hearing — that will occur in 2022. Since the fee’s revenue is decreasing annually because of the declining number of landlines, it is recommended the district retain the fee’s current rate of 50 cents per month.

Commissioner Shea asked if the district could determine a rate of decline for downward trending number of landlines. Mr. Morales explained the district tracks the number of landlines in the region and there are about 9 percent fewer landlines annually.

A motion was made by Mayor Pro Tem Nelson to adopt a resolution setting the 9-1-1 service fee at 50 cents per month for FY2022. Ms. Cox seconded the motion. The motion passed unanimously.

Judge Weber reminded the board that the fee is the only means the board can use to control the district’s budget.

5. Consider Approving Amendments to 9-1-1 GIS Contracts

Andrew Hoekzema, Director of Regional Planning & Services

Mr. Hoekzema reviewed mapping accuracy numbers across the 10-county region important for transitioning to NextGen 9-1-1 with the board while discussing contract changes with county GIS programs that should improve the accuracy and expedite the region’s NextGen 9-1-1 implementation. Those contract changes included extending the contract terms by three months to December 2021, that CAPCOG will maintain the authoritative versions of the public safety mapping boundary files, that CAPCOG will stage the transition of PSAPs to NextGen 9-1-1, that contract terms will change for counties that have PSAPs transition before the contract end date, and that CAPCOG will directly assist counties in meeting the mapping accuracy required to transition to NextGen 9-1-1. Ms. Voights added that the Strategic Advisory Committee had appointed a work group to assess the feasibility of all counties transitioning to NextGen 9-1-1 concurrently and determined many will not meet the required 98 percent accuracy by August 1.

A motion was made by Commissioner Shea motioned to approve the contract amendments. Mayor Sederquist seconded the motion.

Council Member Heath requested a breakdown of the number of errors by county and explained that percentages of errors between large and small counties may mean very different amounts of work because of the actual number of errors. Judge Pape commented that he would like CAPCOG to work with all counties to get everyone to NextGen 9-1-1 as quickly as possible. Commissioner Shea asked to talk to Mr. Hoekzema after the meeting about the Travis County errors.

The motion passed unanimously.

6. Consider Approving a Contract with AT&T to Obtain MIS Services and Support

Richard Morales Jr., Director of Emergency Communications

Mr. Morales said the district has been using the AT&T’s Emergency Call Tracking System (ECaTs) for years and recently discovered that AT&T has not been billing the district for the service. The system allows for

PSAPs and the district to track statistical data about calls such as answer times, call times, hang-ups and more. Mr. Morales said the district should pay for the service, so it doesn't lose the vital operational data.

Judge Pape asked if the money is budgeted to pay for the service. Mr. Morales said yes, funds for services have been budgeted annually despite the lack of billing.

A motion was made by Judge Cunningham to approve the contract with AT&T for the MIS Services and Support to include ECaTs. Council Member Heath seconded the motion. The motion passed unanimously.

7. Consider Approving the FY 2022 CAECD Budget

Sheila Jennings, Director of Administration

Ms. Jennings reviewed the proposed budget for the district with the board which estimated about \$15.5 million in revenues and \$15.6 million expenditures. She said the difference in the two would be reconciled with funds from the unassigned fund balance, that everything budgeted meets the district's regional plan, and most items are reoccurring costs. She discussed revenue trends and explained expenditures by funding category and highlighted costs that changed significantly. The fund categories included Program Management, Network, GIS Database Management, Equipment Maintenance, PSAP Operations, Training and Education, and Other Emergency Communications Systems and Equipment and Replacement. She also discussed how some projects are carrying over from the previous year. Ms. Jennings mentioned that the budget would also allocate \$500,000 for equipment reserves, which would be used to immediately replace equipment during a disaster.

A motion was made by Mayor Hughson to approve the budget. Mayor Sederquist seconded the motion.

Commissioner Dockery asked about the failure of House Bill 2911 and whether the federal COVID-19 money to be set aside for emergency communications entities would affect this budget. Ms. Voights explained little is known about how those funds will be allocated, but it is likely to be decided by the Commission on Emergency Communications and will include both COGS and districts. CAPCOG can and will amend the budget when more is known.

Commissioner Dockery asked if a set-aside of \$5 million for equipment reserves was necessary. Ms. Voights said the figure represents the value of the equipment and would be needed to replace it immediately in case of a disaster, so 9-1-1 services can be operational as soon as possible and while CAPCOG waits for insurance money to reimburse such purchases. Commissioner Dockery asked about the Unassigned Balance and the possibility some of those funds could be used for projects related to emergency communications such as the purchase of radio consoles. Ms. Voights explained that the board's strategic plan lays out the core functions for which the district uses 9-1-1 funds and needs to be used to guide such request for funding projects. She added that the Voice and Data Core Function would cover radio dispatch consoles.

The motion passed unanimously.

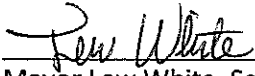
8. Staff Reports

Betty Voights, Executive Director

Judge Pape asked if there were any staff reports. Voights responded no.

9. **Adjourn**

Judge Pape adjourned the meeting at 12:17 p.m.



Mayor Lew White, Secretary
Capital Area Emergency Communications District Board of Managers
Capital Area Council of Governments

10-13-21
Date