



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, January 11, 2023  
CAPCOG Lantana Room  
6800 Burleson Road, Bld. 310, Ste. 155  
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**  
Judge James Oakley, Burnet County, **First Vice Chair**  
Mayor Lew White, City of Lockhart, **Second Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **Secretary**  
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**  
Commissioner Clara Beckett, Bastrop County  
Council Member Mackenzie Kelly, City of Austin  
Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, City of Bee Caves  
Mayor Rachel Lumpee, City of Blanco  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Elect Dan Mueller, Fayette County

Council Member Ron Garland, City of Georgetown  
Council Member Esmeralda 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  
Judge Andy Brown, Travis County  
Commissioner Ann Howard, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Senator Pete Flores  
Representative Stan Gerdes  
Representative Terry Wilson

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving Minutes for the November 9, 2022 Meeting**
3. **Consider Accepting the Annual Financial Report for the Period October 1, 2021 to September 2022**  
**Silvia Alvarado, Director of Finance**
4. **Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District**  
**Silvia Alvarado, Director of Finance**
5. **Consider Approving Renewal of Data Hub Contract with GeoComm with Upgraded Service**  
**Charles Simon, Director of Regional Planning & Services**
6. **Consider Appointing 9-1-1 Strategic Advisory Committee Board Liaison**  
**Betty Voights, Executive Director**
7. **Consider Approving Appointments to Advisory Committees**  
**Deborah Brea, Executive Assistant**
8. **Staff Reports**  
**Betty Voights, Executive Director**
9. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



## CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, Nov. 9, 2022  
6800 Bureson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (18)

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**  
Mayor Connie Schroeder, City of Bastrop  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County

Judge Joe Weber, Fayette County  
Council Member Ron Garland, City of Georgetown  
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 Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (10)

Council Member Mackenzie Kelly, City of Austin  
Council Member Kevin Hight, City of Bee Cave  
Judge Hoppy Haden, Caldwell County  
Council Member Esme Mattke Longoria, City of Leander  
Commissioner Ann Howard, Travis County

Commissioner Brigid Shea, Travis 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 10:52 a.m.

### **2. Consider Approving the Minutes for the October 12, 2022 CAECD Board of Managers Meeting**

Mayor Rydell asked for approval of the Oct. 12, 2022, CAECD Board of Manager Meeting minutes. Commissioner Long made a motion to approve the minutes. Mayor Schroeder seconded the motion. It passed unanimously.

### **3. Consider Amending FY 2023 Budget to allocate funds for Operational Reserves & Capital Equipment Replacements**

#### **Richard Morales, Jr., Director of Emergency Communications**

Mr. Morales said there were two items that need to be adjusted in the FY 2023 budget. The first was a \$500,000 transfer into the operational reserves with the goal of reaching \$13 million. This was not done when the budget was approved in July since CAPCOG didn't know if it would receive \$8.8 million in grant funding to purchase new call handling equipment. The second funding change was an addition to the UPS project which involves replacing back-up power in all emergency call centers. An additional \$95,000 was needed to complete the project.

Commissioner Long made a motion to amend the FY 2023 Budget to allocate funds for the operational reserves and capital equipment replacement funds. Mayor Schroeder seconded the motion. It passed unanimously.

### **4. Consider Approving Appointments to Advisory Committee**

**Deborah Brea, Executive Assistant**

Ms. Brea said Council Member Kelly recommended Austin Fire Department Battalion Chief Andrew Chelf to be appointed to the CAECD Strategic Advisory Committee.

Judge Oakley made a motion to approve Chief Chelf's appointment. Commissioner Long seconded the motion. It passed unanimously.

**5. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights said Hays County had built a consolidated Emergency Communications Center (ECC) several years ago, and the city of Kyle decided to relocate its ECC to the center; however, asked if CAPOCG would allow and fund a move back to a ECC in Kyle. At that time, the board decided it would help fund a Kyle relocation if it was within five years of moving into the joint facility. Ms. Voights said it has been more than five years and Kyle is seeking to leave the consolidated ECC and has asked for financial assistance. She explained they had been provided a copy of the letter stating CAPCOG's position and has asked them for an Interlocal agreement to establish a requirement to reimburse CAPCOG for relocation costs if they move forward.

**6. Adjourn**

Mayor Rydell adjourned the meeting at 11 a.m.

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

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Date

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** January 11, 2023

**AGENDA ITEM:** #3 Consider Accepting the Annual Financial Report for the Period October 1, 2021 to September 30, 2022

**GENERAL DESCRIPTION OF ITEM:**

Section 772.511 of the Texas Health and Safety Code (Subchapter G) states the director shall prepare and present to the board a report of all money received by the district and how the money was spent during the preceding fiscal year.

This is the 2022 fiscal year financial report for CAECD, for the twelve months October 1, 2021 to September 30, 2022. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity at September 30, 2022. Also included in the report is the Statement of Revenues and Expenditures as of September 30, 2022.

Total Revenues as of September 30, 2022      \$ 15,446,942.00  
Total Expenditures as of September 30, 2022      \$ 14,855,303.00

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited. The CAECD funds will be audited during the annual CAPCOG audit during February 2023 with the final report due no later than June 2023.

**THIS ITEM REPRESENTS A:**

- New issue, project or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** Silvia Alvarado, CAPCOG Director of Finance

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds:

- Is item already included in fiscal year budget?     Yes                       No  
Does item represent a new expenditure?             Yes                       No  
Does item represent a pass-through purchase?       Yes                       No

If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:**

Accept the annual financial report for the period of October 1, 2021 to September 30, 2022.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet at September 30, 2022
2. Unaudited Statement of Revenues and Expenditures as of September 30, 2022

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): None

Capital Area Emergency Communications District  
Balance Sheet - **Unaudited**  
September 30, 2022

Assets

Cash and Short Term Investments	\$ 31,449,695.00
Accounts Receivable	1,042,486.00
Other Assets	267,490.00
Total Assets	<u>\$ 32,759,671.00</u>

Liabilities and Fund Equity

Accounts Payable	\$ 2,941,004.00
Due to CAPCOG	215,713.00
Total Liabilities	<u>\$ 3,156,717.00</u>
Beginning Unassigned Fund Balance	\$ 12,011,315.00
Change in Fund Balance	<u>591,639.00</u>
Current Unassigned Fund Balance	\$ 12,602,954.00
Equipment Reserve	\$ 5,000,000.00
Operational Reserve	12,000,000.00
Total in Fund Equity	<u>\$ 29,602,954.00</u>
Total Liabilities and Fund Equity	<u>\$ 32,759,671.00</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Twelve Months Ending September 30, 2022

	Fiscal Year to Date Actual	Total Budget	Percent Total Budget Remaining
<b>Revenue</b>			
Checking Acct Interest	\$ 122.00	100.00	21.83%
Investment Interest	209,883.00	20,000.00	949.42%
911 Wireline Fees	2,758,788.00	2,905,001.00	-5.03%
911 Wireless Fees	11,189,162.00	11,016,828.00	1.56%
911 Prepaid Wireless Fees	1,228,074.00	1,466,119.00	-16.24%
911 Private Switch	40,863.00	69,692.00	-41.37%
911 Other Revenues	20,050.00	20,050.00	0.00%
<b>Total Revenue</b>	<b>\$ 15,446,942.00</b>	<b>\$ 15,497,790.00</b>	<b>0.33%</b>
<b>Expenditures</b>			
911-Program Management	2,431,117.00	2,808,620.00	13.44%
911-Network	4,561,305.00	4,299,299.00	-6.09%
911-GIS/DB Maintenance	2,375,854.00	2,458,767.00	3.37%
911-Equipment Maintenance	977,122.00	1,301,373.00	24.92%
911-PSAP Services	616,000.00	891,259.00	30.88%
911-Training & Education	1,272,301.00	1,326,381.00	45.58%
911-Capital Assets	2,004,312.00	4,835,122.00	58.55%
Regional Notification System	443,135.00	591,412.00	25.07%
WebEOC	174,157.00	186,645.00	6.69%
<b>Total Expenditures</b>	<b>\$ 14,855,303.00</b>	<b>\$ 18,698,878.00</b>	<b>20.56%</b>
<b>Net Revenue Over/(Under)</b>	<b>\$ 591,639.00</b>	<b>\$ (3,201,088.00)</b>	

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** January 11, 2023

**AGENDA ITEM:** #4 Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District

**GENERAL DESCRIPTION OF ITEM:**

This item provides a resolution to be submitted to Frost Bank as part of the process for updating the signature authority with CAECD's designated depository bank.

The CAECD's Bylaws charge the Board of Managers with the responsibility to designate one or more depositories for the District's funds and specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of the funds.

The current banking arrangement with Frost Bank provides for two Board of Managers positions, the Chairperson and Secretary, and three CAPCOG employees, the Executive Director, Deputy Executive Director, and Director of Finance, to hold signature authority for signing and counter signing disbursements of CAECD funds.

As the officers have changed for the CAECD Board of Managers, this resolution provides for updating the change in officer positions for the District at the designated depository, Frost Bank.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** Silvia Alvarado, Director of Finance

**BUDGETARY IMPACT:**

Total estimated cost: N/A

Source of Funds: \_\_\_\_\_

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTION REQUESTED:**

Adopt and sign a resolution specifying the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from the designated depository, Frost Bank.

**BACK-UP DOCUMENTS ATTACHED:**

1. Resolution

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting):

None

## RESOLUTION

### PROVIDING SIGNATURE AUTHORITY TO INDIVIDUALS FOR THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT

**WHEREAS**, the Board of Managers (“Board”) of the Capital Area Emergency Communications District (“CAECD”) is charged with the responsibility to specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories and,

**NOW, BE IT RESOLVED BY** the Board as follows:

1. The Board hereby specifies that the following individuals are authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories:
  - a. Chairperson, CAECD Board of Managers
  - b. Secretary, CAECD Board of Managers
  - c. Executive Director of CAPCOG
  - d. Deputy Executive Director of CAPCOG
  - e. Director of Finance of CAPCOG
  
2. The Board and the Executive Director are hereby authorized to take all steps necessary to enforce the provisions of this resolution.

Resolution adopted on this 11th day of January 2023.

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Chairperson, Board of Managers  
Capital Area Emergency Communications District

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Secretary, Board of Managers  
Capital Area Emergency Communications District



# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #5 Consider Approving Renewal of Data Hub Contract with GeoComm with Upgraded Service

## GENERAL DESCRIPTION OF ITEM:

The Regional Planning and Services (RPS) Division is seeking approval to issue a purchase order (PO) to GeoComm for a one-year renewal of access to its Data Hub system. Our local governments use Data Hub to detect and analyze errors in the 9-1-1 GIS database that could cause inaccurate call routing within the jurisdictional boundaries.

RPS is requesting approval with the upgraded access to allow jurisdictions the ability to upload data once a week rather than once a month under our current service level. Data Hub has been essential to the program's ability to position the region for a transition to Next-Gen 9-1-1 and Geospatial routing. The upgraded service has been beneficial to local governments, allowing them the ability to review and make changes to the GIS data as structures and addressing is verified for both call-routing and map displays. The jurisdictions with increased growth have also benefited from the upgraded services as larger data sets need to be inputted and verified more often.

The existing approved agreement executed in October 2019, included both non-recurring costs and annual subscription costs of \$68,940.04 for access to monthly public safety map uploads. The board approved the 3<sup>rd</sup> year of access at the same \$68,940.04 per year through 1/31/2023. The upgraded service allowing for weekly uploads is \$78,141.06 inclusive of monthly and weekly updates.

## THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Charles Simon, Director of Regional Planning & Services**

## BUDGETARY IMPACT:

Total estimated cost: \$78,141.06

Source of Funds: CAECD revenue

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? n/a

PROCUREMENT: Via the H-GAC Buy Contract #EC07-20 with a written quote from GeoComm

## ACTION REQUESTED:

Approve Issuance of a Purchase Order to GeoComm for \$78,141.06 for Weekly Data Hub Access for 1 Year

## BACK-UP DOCUMENTS ATTACHED:

1. GeoComm Upgraded Service Quote 12-20-2022

BACK-UP DOCUMENTS NOT ATTACHED: None



**Weekly GIS Data Hub Submissions**  
Proposal for  
Capital Area Emergency Communications District, Texas  
December 20, 2022

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## GIS Data Hub Budgetary Quote

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CAECD is currently contracted for up to monthly data submission to GIS Data Hub. This budgetary quote provides CAECD with the option to increase submissions to up to weekly. Pricing is based on the following assumptions and parameters:

- Pricing is based on HGACBuy Contract EC07-20.
- Prices are valid for a period of 90 days.
- Capital Area Emergency Communications District (CAECD) is responsible for paying all sales taxes. Total does not include sales tax; taxes will be determined upon contract signing.
- GIS data remediation or update services may be provided for an additional price if requested. CAECD or designated jurisdictions will be responsible for resolving data condition errors or contracting with GeoComm under a separate agreement to resolve data errors.

## GIS Data Hub Weekly Submissions for QC and Aggregation

HGACBuy Product Code	Quantity	HGACBuy Item Description	MSRP	Offered Price	Extended HGAC Buy Total
Annual Pricing					
2422-1	7	GeoComm GIS Data Hub Validation Annual Fee (per agency; population 1-100,000)	\$3,398.00	\$3,267.74	\$22,874.18
2422-2	2	GeoComm GIS Data Hub Validation Annual Fee (per agency; population 100,001-500,000)	\$6,797.00	\$6,535.48	\$13,070.96
2422-3	1	GeoComm GIS Data Hub Validation Annual Fee (per agency; population 500,001-1,000,000)	\$15,293.00	\$14,704.83	\$14,704.83
2422-5	7	GeoComm GIS Data Hub Aggregation Annual Fee (per agency; population 1-100,000)	\$5,910.00	\$5,683.03	\$39,781.21
2422-6	2	GeoComm GIS Data Hub Aggregation Annual Fee (per agency; population 100,001-500,000)	\$11,821.00	\$11,366.06	\$22,732.12
2422-7	1	GeoComm GIS Data Hub Aggregation Annual Fee (per agency; population 500,001-1,000,000)	\$26,597.00	\$25,573.63	\$25,573.63
Subtotal:					\$138,736.93
Price Adjustment:					(\$60,595.87)
<b>Annual Fee for Weekly GIS Data Hub Submissions:</b>					<b>\$78,141.06</b>

**Year Three Service Period: February 1, 2023, through January 31, 2024**

### Year Three of Six-Year Contract Pricing

**Notes:** Year 1 – monthly submissions

Year 2 – switched to weekly submissions (annual price adjusted)

Year 3 – continue with weekly submissions

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** January 11, 2023

**AGENDA ITEM:** #6 Consider Appointing 9-1-1 Strategic Advisory Committee Board Liaison

**GENERAL DESCRIPTION OF ITEM:**

This is a follow-up item to the Executive Committee's appointment of liaisons to all advisory committees. The liaisons often provide the link between what an advisory committee discussed and what the policy board needs to understand. The CAECD's Strategic Advisory Committee has also had a board liaison since it began meeting in 2014.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** Betty Voights, Executive Director

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: NA

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, for what city/county/etc.? _____         |                              |                             |

**PROCUREMENT:** NA

**ACTION REQUESTED:**

Appoint the 9-1-1 Strategic Advisory Committee Board Liaison

**BACK-UP DOCUMENTS ATTACHED:**

None

**BACK-UP DOCUMENTS NOT ATTACHED:**

None