



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, April 13, 2022  
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**  
Judge Paul Pape, Bastrop County, **Immediate Past Chair**  
Council Member Mackenzie Kelly, City of Austin  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Mayor Lee Urbanovsky, City of Buda  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, 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  
Commissioner Ann Howard, Travis County  
Commissioner Bridgid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving the Minutes for the February 9, 2022 CAECD Board of Managers Meeting**
3. **Consider Accepting the Financial Report for the Period October 1, 2021 to February 28, 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 Appointments to Advisory Committee**  
**Deborah Brea, Executive Assistant**
6. **Staff Reports**  
**Betty Voights, Executive Director**
7. **Adjourn**



## CAECD Board of Managers | Summary Minutes

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10 a.m., Wednesday, Feb. 9, 2022  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (19)

Mayor Brandt Rydell, City of Taylor, **Chair**  
Judge James Oakley, Burnet County, **1st Vice Chair**  
Mayor Jane Hughson, City of San Marcos,  
**Parliamentarian**  
Judge Paul Pape, Bastrop County, **Immediate Past Chair**  
Mayor Pro Tem Lyle Nelson, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Mayor Lee Ubranovsky, City of Buda  
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
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 Brigid Shea, Travis County

### Absent (10)

Mayor Lew White, City of Lockhart, **2nd Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **Secretary**  
Council Member Mackenzie Kelly, City of Austin  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Russ Boles, Williamson County

Commissioner Cynthia Long, 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 10:26 a.m.

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

A motion made by Mayor Hughson to approve the Jan. 12, 2022 CAECD Board of Managers meeting minutes. Commissioner Shea seconded the motion. The motion passed unanimously.

#### 3. **Consider Communications Projects Utilizing Unassigned Funds for FY2022**

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

Mr. Morales explained that CAPCOG received five projects seeking this funding but only two projects met the criteria to receive it — Llano and Blanco county's radio dispatch consoles. Both projects were reviewed and approved by the Capital Area Emergency Communications District's Strategic Advisory Committee. The Llano County project cost is \$1.246 million, and the Blanco project is a reimbursement cost of \$342,051 as the project was already completed.

A motion made by Judge Bray to approve funding the two projects using unassigned funds from FY2022's budget. Commissioner Shea seconded the motion. The motion passed unanimously.

#### 4. **Consider Approving Allocation of Additional 9-1-1 Call Taking Workstations – Marble Falls Emergency Communications Center**

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

Mr. Morales explained to the board that Marble Falls has requested two additional 9-1-1 workstations for its Emergency Communications Center. He said CAPCOG allocates the number of workstations based on call volume and that Marble Falls' call volume has increased enough to qualify for the two additional workstations. However, since CAPCOG is looking to purchase new workstations regionwide, Mr. Morales recommended

CAPCOG use one workstation in stock and a workstation from CAPCOG’s training center to temporarily accommodate Marble Falls’ growth. Marble Falls agreed to CAPCOG’s recommendation.

A motion made by Mayor Hughson to allocate the two workstations as Mr. Morales recommended. Commissioner Shea asked if call volumes were up region wide. Mr. Morales said emergency calls to 9-1-1 are on par with their normal levels but are increasing with the region’s population growth. Mayor Rydell asked for a second to the motion before discussion on the topic continued. Commissioner Dockery seconded the motion and asked if there was a timeline for these workstations to be installed. Mr. Morales replied that they could be within the week and were awaiting board approval.

Mayor Rydell called for a vote and the motion passed unanimously.

**5. Consider Approving Appointments to Advisory Committee**

**Deborah Brea, Executive Assistant**

Ms. Brea said there were no appointments to consider at this time.

**6. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights said the monthly Regional Notification System (RNS) report will now be a handout and Mr. Ritchey could answer questions as necessary. Commissioner Shea said the RNS was one of the most important tools the district funds. She asked Mr. Ritchey if the number of landline phones of which the RNS could reach has been clear of phone numbers which do not go to people. Mr. Ritchey said CAPCOG has removed numbers from the system which it could determine are reaching just devices such as fax machines and facilities whose operations may already be handling emergencies such as hospital and police department phone numbers.

Commissioner Shea said the CAPCOG region is doing better than other areas, such as Boulder, Colorado whose residents didn’t receive notifications from the same system during a recent fire. Mr. Ritchey said he had talked to officials in Boulder and that the community’s cellphone registration was only at 3 percent, which is about average for most communities. CAPCOG’s was at about 8 percent among self-registrations, but no level of marketing would get the system to 100 percent. He explained the use of additional purchased cellphone databases meant local governments could reach a much larger percentage of the community — more than 50 percent.

Mayor Rydell asked what the website acquisition numbers for WarnCentralTexas.org meant. Mr. Ritchey explained that is those number are how people are reaching WarnCentralTexas.org to self-register for the RNS system. He said those number spike during events, such as the recent winter storm and the Bastrop fire, can be contributed to the work local governments are doing promoting registrations.

**7. Adjourn**

Mayor Rydell adjourned the meeting at 10:45 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:** April 13, 2022

**AGENDA ITEM:** #3 Consider Accepting the Financial Report for the Period October 1, 2021 to February 28, 2022

**GENERAL DESCRIPTION OF ITEM:**

This is the fiscal year to date financial report for CAECD, for the five months October 1, 2021 to February 28, 2022. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity at February 28, 2022. Please note that the fund balance of \$28,964,615 shown on the Balance Sheet represents resources for several purposes that include the support of this year's operations and obligations, as well as reserves set aside for emergency operations and equipment replacement. Also included in the report is the Statement of Revenues and Expenditures as of February 28, 2022.

Total Revenues as of February 28, 2022           \$ 5,253,686.77  
Total Expenditures as of February 28, 2022       \$ 5,300,386.18

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited.

**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, 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 financial report for the period of October 1, 2021 to February 28, 2022.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet at February 28, 2022
2. Unaudited Statement of Revenues and Expenditures as of February 28, 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**  
February 28, 2022

Assets

Cash and Short Term Investments	\$	28,145,321.60
Accounts Receivable		1,041,064.42
Other Assets		605,778.01
Total Assets	\$	<u>29,792,164.03</u>

Liabilities and Fund Equity

Accounts Payable	\$	581,795.78
Due to CAPCOG		245,752.67
Total Liabilities	\$	<u>827,548.45</u>
Beginning Fund Balance	\$	29,011,314.99
Change in Fund Balance	\$	(46,699.41)
Total in Fund Equity	\$	<u>28,964,615.58</u>
Total Liabilities and Fund Equity	\$	<u>29,792,164.03</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Five Months Ending February 28, 2022

	Fiscal Year to Date Actual	Total Budget	Percent Total Budget Remaining
<b>Revenue</b>			
Checking Acct Interest	\$ 44.26	\$ 100.00	55.7%
Investment Interest	3,396.73	20,000.00	83.0%
911 Wireline Fees	1,204,603.27	2,905,001.00	58.5%
911 Wireless Fees	3,697,128.21	11,016,828.00	66.4%
911 Prepaid Wireless Fees	321,071.26	1,466,119.00	78.1%
911 Private Switch	17,418.04	69,692.00	75.0%
911 Other Revenues	10,025.00	20,050.00	50.0%
<b>Total Revenue</b>	<b><u>\$ 5,253,686.77</u></b>	<b><u>\$ 15,497,790.00</u></b>	<b>66.1%</b>
<b>Expenditures</b>			
911-Program Management	\$ 944,307.07	\$ 2,808,620.00	66.4%
911-Network	1,693,435.19	4,299,299.00	60.6%
911-GIS/DB Maintenance	725,237.48	2,458,767.00	70.5%
911-Equipment Maintenance	407,998.65	1,301,373.00	68.6%
911-PSAP Services	214,144.57	891,259.00	76.0%
911-Training & Education	1,084,847.00	1,326,381.00	18.2%
911-Capital Assets	0.00	4,835,122.00	100.0%
Regional Notification System	186,398.29	591,412.00	68.5%
WebEOC	44,017.93	186,645.00	76.4%
<b>Total Expenditures</b>	<b><u>\$ 5,300,386.18</u></b>	<b><u>\$ 18,698,878.00</u></b>	<b>71.7%</b>
<b>Net Revenue Over/(Under) Expenditures</b>	<b><u>\$ (46,699.41)</u></b>	<b><u>\$ (3,201,088.00)</u></b>	

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

**MEETING DATE:** April 13, 2022

**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.

Since there has been a change in two of the CAPCOG employee positions; this resolution provides for updating the new employees in those positions on behalf of the CAECD account 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, CAPCOG 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 13th day of April 2022.

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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