



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, June 8, 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**
Secretary
Commissioner Debbie Ingalsbe, Hays County,
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
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

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 April 13, 2022 CAECD Board of Managers Meeting**
3. **Conduct a Public Hearing Regarding the Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee**
Renee Bell, Assistant Director – Operations, Emergency Communications
4. **Consider Adopting a Resolution for Continuation of the Capital Area Emergency Communications District and the 9-1-1 Service Fee**
Renee Bell, Assistant Director – Operations, Emergency Communications
5. **Consider Adoption of a Resolution Setting the 9-1-1 Service Fee for FY2023**
Renee Bell, Assistant Director – Operations, Emergency Communications
6. **Consider Approving Appointments to Advisory Committee**
Deborah Brea, Executive Assistant
7. **Staff Reports**
Betty Voights, Executive Director
8. **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, April 13, 2022
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (21)

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**
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
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 Count

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
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (8)

Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Council Member Mackenzie Kelly, City of Austin
Mayor Lee Ubranovsky, City of Buda
Mayor Pro Tem Kevin Pitts, City of Georgetown

Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

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

Mayor Rydell called the meeting to order at 11:23 a.m.

2. **Consider Approving the Minutes for the February 9, 2022 CAECD Board of Managers Meeting**

Mayor Rydell asked for the board to consider the minutes. A motion was made by Commissioner Dockery to approve the Feb. 9, 2022, CAECD Board of Managers Meeting summary minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Financial Report for the Period October 1, 2021 to February 28, 2022**

Silvia Alvarado, Director of Finance

Ms. Alvarado presented the board a financial report for the period of Oct. 1, 2021, to Feb. 28, 2022. She said the report showed a \$28,964,615 fund balance which includes operation and obligation costs yet to be spent as well as the district's reserves and set aside for emergency operations and equipment replacement. Ms. Alvarado noted at the end of the period the revenues were \$5,253,686.77 and expenditures were \$5,300,386.18.

A motion was made by Judge Oakley to accept the financial report for the period of Oct. 1, 2021, to Feb. 28, 2022. Judge Haden seconded the motion. The motion passed unanimously.

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

Silvia Alvarado, Director of Finance

Ms. Alvarado stated this item was the same as CAPCOG Executive Committee item and would allow proper signature authority for staff.

A motion was made by Commissioner Long to adopt a resolution providing signature authority to individuals for Capital Area Emergency Communications District. Commissioner Shea seconded the motion. The motion passed unanimously.

5. **Consider Approving Appointments to Advisory Committee**
Deborah Brea, Executive Assistant

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

6. **Staff Reports**
Betty Voights, Executive Director

Ms. Voights said the 9-1-1 call updates information was in the board members' handout folder and Mr. Morales could review them if they wanted. Mayor Rydell called to adjourn the meeting.

7. **Adjourn**
Mayor Rydell adjourned the meeting at 11:26 a.m.

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

Date

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

MEETING DATE: June 8, 2022

AGENDA ITEM: #3 Conduct a Public Hearing Regarding the Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee

GENERAL DESCRIPTION OF ITEM:

Texas Health and Safety Code Chapter 772.521 requires the Board of Managers to solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee on or before the third anniversary of the date of the district's creation or last public hearing. Notice of the public hearing has been published in a daily newspaper of general circulation published in the district for two consecutive weeks, with the first notice published on May 23, 2022.

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: **Renee Bell, Assistant Director-Operations, Emergency Communications**

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds: 9-1-1 Fees

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:

Conduct the public hearing and solicit public comments on the continuation of the district and the 9-1-1 emergency service fee.

BACK-UP DOCUMENTS ATTACHED:

Texas Health & Safety Code, Chapter 772.521.

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

None

HEALTH AND SAFETY CODE
TITLE 9. SAFETY
SUBTITLE B. EMERGENCIES
CHAPTER 772. LOCAL ADMINISTRATION OF EMERGENCY COMMUNICATIONS

SUBCHAPTER G. REGIONAL EMERGENCY COMMUNICATIONS DISTRICTS: STATE PLANNING REGION WITH
POPULATION OVER 1.5 MILLION

Sec. 772.521. PUBLIC REVIEW. (a) Periodically, the board shall solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee. The first hearing shall be held on or before the third anniversary of the date of the district's creation. Subsequent hearings shall be held on or before the third anniversary of the date each resolution required by Subsection (c) is adopted.

(b) The board shall publish notice of the time and place of a hearing once a week for two consecutive weeks in a daily newspaper of general circulation published in the district. The first notice must be published not later than the 16th day before the date set for the hearing.

(c) After the hearing, the board shall adopt a resolution on the continuation or dissolution of the district and the 9-1-1 emergency service fee.

Added by Acts 2013, 83rd Leg., R.S., Ch. 552 (S.B. 628), Sec. 1, eff. September 1, 2013.

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

MEETING DATE: June 08, 2022

AGENDA ITEM: #4 Consider Adopting a Resolution for Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee

GENERAL DESCRIPTION OF ITEM:

Texas Health and Safety Code Chapter 772.521 requires that after a public hearing to solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee, the Board of Managers shall adopt a resolution on the continuation or dissolution of the district and the 9-1-1 emergency service fee.

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: **Renee Bell, Assist. Director-Operations, Emergency Communications**

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds: 9-1-1 Fees

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:

Adopt a resolution for the continuation of the district and the 9-1-1 emergency service fee.

BACK-UP DOCUMENTS ATTACHED:

Approve the resolution regarding the continuation of the district and the 9-1-1 service fee.

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

None

RESOLUTION

**A RESOLUTION REGARDING CONTINUATION OF THE DISTRICT AND THE
9-1-1 SERVICE FEE**

WHEREAS, the Capital Area Emergency Communications District Board of Managers convened in regular session on the 8th day of June, 2022 at the Capital Area Council of Governments Office, 6800 Burleson Road, Building 310, Suite 165, Austin, Texas; and

WHEREAS, the meeting was called to order by the Chairman, having a quorum present; and

WHEREAS, a public hearing was held after it had been established that notice of the time and place of the public hearing was published once a week for two consecutive weeks in a daily newspaper of general circulation in the district with the first publication of notice being not less than sixteen days before the date of the hearing; and

WHEREAS, the public hearing was opened at _____a.m. and thereafter public comment was received regarding the desirability of continuing the District and the 9-1-1 service fee in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson Counties, Texas; and

WHEREAS, _____, comments were made from interested citizens in the public hearing in favor of the 9-1-1 district and service fee and in support of continuing the district and the fee; and

WHEREAS, _____, comments were made in favor of discontinuing the 9-1-1 district and service fee; and

WHEREAS, after a proper motion was made and was seconded, the public hearing was closed at _____a.m; and

WHEREAS, Section 772, Texas Health and Safety Code, requires the Board of Managers to adopt an order for the continuation or dissolution of the district and the 9-1-1 emergency fee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT: The Capital Area Emergency Communications District and the emergency service fee imposed shall be continued as provided by Chapter 772 of the Texas Health and Safety Code and in compliance with provisions of such statute.

Passed and approved on this first and final reading on this 8th day of June 2022.

Mayor Brandt Rydell, Chair
Board of Managers
Capital Area Emergency Communications
District

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

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: June 8, 2022

AGENDA ITEM: #5 Consider Adoption of Resolution Setting the 9-1-1 Service Fee for FY2023

GENERAL DESCRIPTION OF ITEM:

In Texas, there are three components to the overall 9-1-1 fee:

- 9-1-1 Service Fee; charged to each local access line or equivalent and known as traditional landline service, currently \$.50 per month.
- 9-1-1 Wireless Fee; charged to each activated cell phone, currently \$.50 per month.
- 9-1-1 Prepaid Wireless Fee, currently two percent (2%) of the purchase price.

The 9-1-1 wireless fee and the 9-1-1 prepaid wireless fee are set at the state level. The 9-1-1 service fee is set by the state for the Councils of Government and by the boards of each Emergency Communications District or Municipal Emergency Communications District.

Texas Health and Safety Code Section 772.516 (e) requires the district board to set the 9-1-1 service fee each year as part of the annual budget. The 9-1-1 service fee pertains to the traditional landline and Voice over Internet Provider (VoIP) telephone services within the district and is charged to each residential line, business line and business trunk. The FY 2023 budget to be approved by the Board at the June 2022 BOM will retain the \$.50 rate for Fiscal Year 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:

Renee Bell, Assistant Director-Operations, Emergency Communications

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds: 9-1-1 Fees

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:

Consider approving the resolution to set the 9-1-1 Service Fee at \$.50 per line for Fiscal Year 2023.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution setting the 9-1-1 Service Fee
2. Service Fee Category Chart

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

RESOLUTION

A RESOLUTION CLASSIFYING RATES FOR THE 9-1-1 EMERGENCY SERVICE FEE ON SERVICE USERS FOR LOCAL EXCHANGE ACCESS LINES AND EQUIVALENT LOCAL EXCHANGE ACCESS LINES

WHEREAS, the Capital Area Emergency Communications District Board of Managers is authorized by Texas Health and Safety Code, Chapter 772 to impose a 9-1-1 emergency service fee on service users for local exchange access lines and equivalent local exchange access lines;

WHEREAS, in accordance with Texas Health and Safety Code, Section 771.063, the Capital Area Emergency Communications District is required to follow the definition of a local exchange access line and an equivalent local exchange access line as adopted by rule by the Commission on State Emergency Communications;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(d), the rate of the fee may not exceed six percent of the monthly base rate charged a service user by the principal service supplier in the participating jurisdiction;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(e), the board shall set the amount of the fee each year as part of the annual budget; and

WHEREAS, the schedule of fee rates and classifications recommended by District management for Fiscal Year 2023 complies with the six percent cap in Texas Health and Safety Code, Chapter 772.516(d).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT: The 9-1-1 emergency service fee rates and classifications for Fiscal Year 2023 are hereby levied at the monthly rate of \$.50 per line for residential lines, business lines and business trunks. The fees are applied to a maximum of 100 lines per customer bill, per location.

Passed and approved on this first and final reading on this 8th day of June 2022.

Mayor Brandt Rydell, Chair
Board of Managers
Capital Area Emergency Communications
District

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

CAPITAL AREA EMERGENCY COMMUNICATIONS FY22 9-1-1 FEE CATEGORIES

Fee Type	Rate	Annual Total Collected	% of Service Fee Revenue
9-1-1 Service Fee (Traditional Landline)	\$.50	\$2,740,567	18%
9-1-1 Wireless Fee (Mobile Phone Service)	\$.50	\$11,252,164	73%
Pre-paid Wireless Service Fee (Mobile Phone Service- advanced purchases)	% of final purchase price	\$1,396,304	9%
Total Forecasted Fee Collection		\$15,389,035	100%