



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, January 12, 2022  
CAPCOG Lantana Room  
6800 Burleson Road, Bld. 310, Ste. 155  
Austin, Texas 78744

Judge Paul Pape, Bastrop County  
Mayor Brandt Rydell, City of Taylor  
Judge James Oakley, Burnet County  
Mayor Lew White, City of Lockhart  
Judge Ron Cunningham, Llano County  
Mayor Jane Hughson, City of San Marcos,  
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  
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  
Commissioner Debbie Ingalsbe, Hays County

Council Member Esmeralda Mattke Longoria, City of Leander  
Commissioner Steven Knobloch, Lee 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  
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 October 13, 2021 CAECD Board of Managers Meeting**
3. **Consider Accepting Annual Financial Report for the Period October 1, 2020 to September 30, 2021**  
**Lisa Byrd Bowman, Director of Finance**
4. **Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District**  
**Lisa Byrd Bowman, Director of Finance**
5. **Consider Approving Renewal of Agreement for Depository for CAECD Funds**  
**Sheila Jennings, Director of Administration**  
**Lisa Byrd Bowman, Director of Finance**
6. **Consider Appointing the 9-1-1 Strategic Advisory Committee and Designate Board Liaison**  
**Sheila Jennings, Director of Administration**
7. **Consider Approving Renewal of Data Hub Contract with GeoComm with Upgraded Service**  
**Andrew Hoekzema, Director of Regional Planning & Services**
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., Wednesday, Oct. 13, 2021  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (17)

Judge Paul Pape, Bastrop County, **Chair**  
Mayor Brandt Rydell, City of Taylor, **1st Vice 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

Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Joe Weber, Fayette County  
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  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County

### Absent (11)

Council Member Mackenzie Kelly, City of Austin  
Judge Hoppy Haden, Caldwell County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Debbie Ingalsbe, Hays County  
Council Member Janice Bruno, City of Smithville  
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 by the Chair**

Judge Pape called the meeting to order at 10:31 a.m. following the CAPCOG Executive Committee meeting.

#### 2. **Consider Approving the Minutes for the September 8, 2021 CAECD Board of Managers Meeting**

Judge Pape asked if anyone had questions about the September 8, 2021 minutes. A motion was made by Commissioner Shea to approve the minutes. Council Member Baker seconded. The motion passed unanimously.

#### 3. **Consider Accepting the Financial Report for the Period October 1, 2020 – August 31, 2021**

**Lisa Byrd Bowman, Director of Finance**

Ms. Bowman stated the financial report covers 11 months, from October 1, 2020 to August 31, 2021, with a total revenue of about \$13.8 million and expenditures of \$10.3 million. She said the operational expenses are about 9 percent under budget and stated there is an amount of carryover from FY 2021 that will be discussed on a later agenda item.

A motion was made by Commissioner Shea to accept the report. Mayor Sederquist seconded the motion. The motion passed unanimously.

#### 4. **Review Annual Contracts and Recurring Monthly Expenditures for Emergency Communications in FY 2022**

**Sheila Jennings, Director of Administration**

Ms. Jennings said this item was informational only and reviewed the Capital Area Emergency Communication District agreements and contracts that exceeded \$50,000. Most of the contracts listed pertain to operating and maintaining the 9-1-1 communications network infrastructure.

Judge Pape asked if this was a long or an average list of contracts. Ms. Jennings said it was about average compared to previous years.

**5. Consider Amending FY 2022 Budget to Incorporate Unused FY 2021 Project Funds**

**Betty Voights, Executive Director**

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

Mr. Morales told the board some projects are still underway from FY 2021 and there a few projects for which CAPCOG has not been billed. He requested about \$1.49 million be carried from FY 2021 to FY 2022 which included \$142,141 for the regional backup center’s finish out, \$242,256 for purchasing Burnet County Dispatch Consoles, \$535,574 for a Caldwell County radio tower project, and \$566,000 for installing a secondary connectivity project in Hays County.

A motion was made by Commissioner Dockery to amend the FY 2022 budget. Mayor Hughson seconded the motion. Judge Pape said this was a routine practice and called for a vote. The motion passed unanimously.

**6. Consider Approving Purchase of Aerial Imagery**

**Susan Cooper, GIS Program Manager**

**Andrew Hoekzema, Director of Regional Planning & Services**

Mr. Hoekzema recommended purchasing aerial imagery for the entire region from Surdex Corporation and that the rate for acquiring the imagery would be the same as the previous year. Surdex is the same contractor that flew the imagery for the last several years, but in previous years, the imagery was procured as part of the Texas Natural Resource Information Service Strategic Mapping Program. Mr. Hoekzema also mentioned Surdex can virtually host the aerial imagery for a cost which was included as an option in the proposed contract. He said CAPCOG would decide later whether to host the imagery with Surdex or locally.

A motion was made by Mayor Hughson to approve the purchase of the imagery. Council Member Heath seconded the motion. Commissioner Dockery asked when the imagery would be ready. Mr. Hoekzema told him around June or July. Judge Pape called for a vote, and the motion passed unanimously.

Commissioner Shea asked how the price was different than previous years. Mr. Hoekzema said the price is the same; it is just being purchased differently since CAPCOG did not organize other jurisdictions to share in the purchase since their pricing no longer represents a savings.

**7. Consider Approving GIS Contract**

**Andrew Hoekzema, Director of Regional Planning & Services**

Mr. Hoekzema told the board that the region is getting close to having all counties meet the Next Generation 9-1-1 (NextGen9-1-1) mapping requirements. New contracts between CAPCOG and the counties for GIS work would include new address point and street centerline tasks that will better manage NextGen9-1-1 and its call routing, these tasks also include additional work for county boundary line accuracy. Since last year’s contracts were extended to December 31, the new contracts would be for three of the four fiscal quarters and begin January 1, 2022 and go to September 30, 2022.

A motion was made by Commissioner Shea made to approve the contracts. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

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

**Deborah Brea, Executive Assistant**

There were no appointments.

**9. Staff Reports**

**Betty Voights, Executive Director**

Mr. Ritchey reported the regional notification system, Warn Central Texas, logged between 1,000 and 1,500 self-registration last month which is about average for most months. It also added about 52,000 more subscribers through its vendor registration list. He noted alert messages were sent to 51,000 people which is significantly less than previous months, but there were also fewer instances which needed to send alerts.

**10. Adjourn**

Judge Pape adjourned the meeting at 10:57 a.m.

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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 12, 2022

**AGENDA ITEM:** #3 Consider Accepting the Annual Financial Report for the Period October 1, 2020 to September 30, 2021

**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 2021 fiscal year financial report for CAECD, for the twelve months October 1, 2020 to September 30, 2021. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity at September 30, 2021. Also included in the report is the Statement of Revenues and Expenditures as of September 30, 2021.

Total Revenues as of September 30, 2021      \$ 15,007,703.98  
Total Expenditures as of September 30, 2021    \$ 15,237,616.84

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 2022 with the final report due no later than June 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:** Lisa Bowman, 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, 2020 to September 30, 2021.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet at September 30, 2021
2. Unaudited Statement of Revenues and Expenditures as of September 30, 2021

**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, 2021

Assets

Cash and Short Term Investments	\$ 28,530,315.82
Accounts Receivable	1,061,388.88
Other Assets	1,322,378.24
Total Assets	<u>\$ 30,914,082.94</u>

Liabilities and Fund Equity

Accounts Payable	\$ 1,653,628.28
Due to CAPCOG	220,248.00
Total Liabilities	<u>\$ 1,873,876.28</u>
Beginning Fund Balance	\$ 29,270,119.52
Change in Fund Balance	\$ (229,912.86)
Total in Fund Equity	<u>\$ 29,040,206.66</u>
Total Liabilities and Fund Equity	<u>\$ 30,914,082.94</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Twelve Months Ending September 30, 2021

	Fiscal Year to Date Actual	Total Budget	Percent Total Budget Remaining
<b>Revenue</b>			
Checking Acct Interest	\$ 131.45	\$ 1,000.00	86.9%
Investment Interest	12,797.48	149,000.00	91.4%
911 Wireline Fees	2,857,454.37	3,532,250.00	19.1%
911 Wireless Fees	10,699,670.37	9,547,200.00	-12.1%
911 Prepaid Wireless Fees	1,384,752.24	1,656,400.00	16.4%
911 Private Switch	32,848.07	43,350.00	24.2%
911 Other Revenues	20,050.00	20,050.00	0.0%
<b>Total Revenue</b>	<b><u>\$15,007,703.98</u></b>	<b><u>\$ 14,949,250.00</u></b>	<b>-0.4%</b>
<b>Expenditures</b>			
911-Program Management	2,483,880.67	2,721,640.00	8.7%
911-Network	4,241,461.44	5,341,088.00	20.6%
911-GIS/DB Maintenance	2,290,464.80	2,729,905.00	16.1%
911-Equipment Maintenance	764,201.49	2,125,405.00	64.0%
911-PSAP Services	510,291.66	922,201.00	44.7%
911-Training & Education	304,514.13	328,488.00	7.3%
911-Capital Assets	4,073,454.85	5,020,000.00	18.9%
Regional Notification System	414,731.99	577,042.00	28.1%
WebEOC	154,615.81	179,011.00	13.6%
<b>Total Expenditures</b>	<b><u>\$15,237,616.84</u></b>	<b><u>\$ 19,944,780.00</u></b>	<b>23.6%</b>
<b>Net Revenue Over/(Under) Expenditures</b>	<b><u>\$ (229,912.86)</u></b>	<b><u>\$ (4,995,530.00)</u></b>	

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

**MEETING DATE:** January 12, 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, Director of Administration 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:** Lisa Bowman, 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 COUNCIL OF GOVERNMENTS

**WHEREAS**, the Executive Committee (“Committee”) of the Capital Area Council of Governments (“CAPCOG”) 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 Committee as follows:

1. The Committee 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, Executive Committee of CAPCOG
  - b. Secretary, Executive Committee of CAPCOG
  - c. Executive Director of CAPCOG
  - d. Director of Administration CAPCOG
  - e. Director of Finance of CAPCOG
  
2. The Committee and the Executive Director are hereby authorized to take all steps necessary to enforce the provisions of this resolution.

Resolution adopted on this 12th day of January 2022.

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Chair, Executive Committee  
Capital Area Council of Governments

Secretary, Executive Committee  
Capital Area Council of Governments

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

**MEETING DATE:** January 12, 2022

**AGENDA ITEM:** #5 Approve Renewal of Agreement for Depository for CAECD Funds

**GENERAL DESCRIPTION OF ITEM:**

In accordance with Texas Health and Safety Code, Sec. 772.518, a competitive bidding process is required for the selection of a depository for the Capital Area Emergency Communications District (CAECD). A Request for Proposals (RFP) process was conducted at the end of 2019 for all CAPCOG funds in order to meet both this requirement, and Frost Bank was selected.

We have the option to renew our agreement for banking services for an additional two years with Frost Bank. They meet all requirements, and have performed satisfactorily in providing banking services, therefore staff recommend extending the agreement to December 31, 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:** **Sheila Jennings, Director of Administration**  
**Lisa Bowman, Director of Finance**

**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:** The RFP for these services was issued on August 19, 2019, and closed September 13, 2019.

**ACTIONS REQUESTED:**

Authorize extended agreement with Frost Bank as the CAECD's depository of funds.

**BACK-UP DOCUMENTS ATTACHED:**

None

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

Memo with changes or updates to agreement renewal, if any.

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

**MEETING DATE:** January 12, 2022

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

**GENERAL DESCRIPTION OF ITEM:**

The term of appointment for 9-1-1 Strategic Advisory Committee members begins on the date of appointment by the Board of Managers and ends on December 31 of odd numbered years. Every two years at this time the Board of Managers must therefore appoint or reappoint the membership. The current list of 9-1-1 Strategic Advisory Committee (SAC) members is attached.

The SAC's responsibilities include long-range technical planning including updating the Strategic Plan, amending PSAP Policies, providing input on the emergency communications regional architecture including software and hardware, and other work of a technical nature.

This action includes the designation of a Board Liaison to the Committee. The Board Liaison is a non-voting member of the SAC.

**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:** **Sheila Jennings, Director of Administration, CAPCOG**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: NA

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:** NA

**ACTIONS REQUESTED:**

Appoint the 9-1-1 Strategic Advisory Committee and Designate a Board Liaison.

**BACK-UP DOCUMENTS ATTACHED:**

List of Current 9-1-1- SAC Committee members.

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

None



## CAECD Strategic Advisory Committee | Roster

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CAPCOG Staff Liaison: Richard Morales

[rmorales@capcog.org](mailto:rmorales@capcog.org)

512-916-6044

6800 Burleson Road

Building 310, Suite 165

Austin, TX 78744

Dawn Moore, **Chair**, *Fayette County* Commissioner  
Joe Don Dockery, **Vice Chair**, *Burnet County* Chief  
Assistant Chief Richard Guajardo, *City of Austin*  
Lt. Kenneth Murphy, *City of Austin*  
Lt. Mark McCullum, *City of Austin*  
Julie Sommerfeld, *Bastrop County*  
Commissioner Chris Liesmann, *Blanco County*  
Commissioner Edward Theriot, *Caldwell County*  
David Smith, *Hays County*

Delynn Peschke, *Lee County*  
Doni Whitecotton, *Llano County*  
Vacant, *Travis County*  
Leigh Carrico, *Williamson County*  
Thomas Piche, *Williamson County*  
Richard Semple, *Williamson County*

Commissioner Cynthia Long, **Board of Managers**  
**Liaison**, *Williamson County*

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: January 12, 2022

AGENDA ITEM: #7 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 would cause problems with call routing, the display of information to 9-1-1 call takers, or routing of responders to a call.

RPS is requesting approval to upgrade access to allow jurisdictions 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 an upgrade in the service level will help local governments keep the 9-1-1 GIS data used for both call-routing and map displays to be checked and updated more frequently as structures are assigned addresses or roads are completed throughout the month. This will be especially useful for larger jurisdictions like Hays County, Williamson County, and City of Austin, which have a large amount of updates each month.

This board approved execution of the existing agreement in October 2019, which included both non-recurring costs and annual subscription costs of \$68,940.04 for access to monthly uploads corresponding with the monthly public safety answering point (PSAP)/emergency communications center (ECC) map update. The board approved the 2<sup>nd</sup> year of access at the same \$68,940.04 per year through 1/31/2022. The upgraded service allowing for weekly uploads will cost \$78,141.06, which is slightly less than the \$78,145 budgeted to accommodate this upgrade.

### 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: **Andrew Hoekzema, 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. Initial GIS Data Hub Project Agreement with GeoComm
2. Quote from GeoComm for Upgraded Service

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

## GIS Data Hub Project Agreement

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This Agreement is made by and between **Capital Area Emergency Communications District (CAECD)** ("Customer") organized under the laws of the state of Texas and **GeoComm, Inc.** ("GeoComm") a Minnesota corporation with its principal offices at 601 West St. Germain Street, St. Cloud, MN, 56301.

GeoComm's certified staff of Emergency Number Professionals (ENPs), GIS Professionals (GISPs), and Project Management Professionals (PMPs) have a proven track record of delivering on GeoComm's services and solution implementation projects in 49 states nationwide and is willing to provide services to the Customer.

The parties agree to the following:

### Section 1 – Scope of Work

Upon execution of Agreement, GeoComm will provide solutions and services as described in the exhibits.

### Section 2 – Pricing and Payment Terms

The Customer will pay GeoComm **\$90,403.44** for one-time fees, and year one annual recurring fees as further described in Exhibit A - Pricing.

Customer agrees to pay GeoComm on the following payment schedule:

- \$90,403.44 invoiced net 45 days upon contract signing

**Note:** Upon Board approval in October of each year, two through six as shown in Exhibit A, a purchase order will be issued by CAECD for recurring fees of \$68,948.04

### Section 3 – Standards of Work

GeoComm agrees that the performance of work described in this Agreement and pursuant to this Agreement shall be done in a professional manner and shall conform to employ the care and skill ordinarily used by members of GeoComm's profession.

### Section 4 – Notices

All notices under this agreement shall be mailed to the physical address listed below.

#### Capital Area Emergency Communications District (CAECD)

Gregg Obuch, Emergency Communications Director  
6800 Burleson Road, Building 310, Suite 165  
Austin, TX 78744  
Phone (512) 916-6044  
E-mail [gobuch@capcoq.org](mailto:gobuch@capcoq.org)

#### GeoComm

Heather Hoskins, VP of Finance & Admin.  
601 West St. Germain Street  
St. Cloud, MN 56301  
Phone: (320) 240-0040  
E-mail: [hhoskins@geo-comm.com](mailto:hhoskins@geo-comm.com)

### Section 5 – Entire Agreement

This Agreement contains the entire agreement of the parties and all terms and conditions of H-GAC Buy Contract ECO7-18 will apply to this agreement.

Section 6 – Authorization of Both Parties

GeoComm	
Signature	<i>Heather Hoskin</i>
Print Name	Heather Hoskins, VP of Finance & Administration
Date	October 10, 2019

Customer	
Signature	<i>[Handwritten Signature]</i>
Print Name	
Purchase Order # (if required)	
Date	<i>10-17-19</i>



## Exhibit A – Pricing

This contract is based on the following assumptions and parameters:

- Pricing is based on H-GAC Buy Contract EC07-18.
- 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 remediation or update services may be provided for an additional price if requested.

H-GAC Item Description	H-GAC Total
GIS Data Hub Additional QC One-Time Fee (per agency; population 1,000,000+)	\$5,546.00
GIS Data Hub Aggregation One-Time Fee (per agency; population 1,000,000+)	Included
GIS Specialist (hourly rate) (GIS Data Hub One Time Professional Services)	\$7,718.14
Project Manager (hourly rate) (GIS Data Hub One Time Professional Services)	\$8,191.26
Year One: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year One: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Total:</b>	<b>\$90,403.44</b>
<b>Recurring Annual Fees (Years Two through Six)</b>	
Year Two: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year Two: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Year Two Annual Fee:</b>	<b>\$68,948.04</b>
Year Three: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year Three: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Year Three Annual Fee:</b>	<b>\$68,948.04</b>
Year Four: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year Four: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Year Four Annual Fee:</b>	<b>\$68,948.04</b>
Year Five: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year Five: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Year Five Annual Fee:</b>	<b>\$68,948.04</b>
Year Six: GIS Data Hub Additional QC Annual Fee (per agency; population 1,000,000+)	\$49,249.02
Year Six: GIS Data Hub Aggregation Annual Fee (per agency; population 1,000,000+)	\$19,699.02
<b>Year Six Annual Fee:</b>	<b>\$68,948.04</b>

\$15909.44  
 \$68948.04  
 ✓

**Note: CAECD will issue a purchase order for recurring fees each year two through six, upon Board Approval when they meet in October each year.**

## Exhibit B – Scope of Work

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The following contract is for GeoComm GIS Data Hub. GIS Data Hub is a cloud-hosted system accessed over the internet for data processing and quality control (QC) reporting and GIS data aggregation. GIS Data Hub accepts GIS data in its native format, processes it through configured QC checks, and provides actionable reporting to assist with resolving errors and inconsistencies within the data.

The system will support monthly GIS data submissions from Capital Area Emergency Communications District's (CAECD) member counties:

- Bastrop
- Burnet
- Fayette
- Lee
- Travis
- Blanco
- Caldwell
- Hays
- Llano
- Williamson

### Project Approach

GeoComm will complete the following phases for timely completion of your project.

- Phase One: Project Initiation
- Phase Three: GIS Data Hub Configuration and Data Load
- Phase Five: GIS Data Hub System and Process Training
- Phase Six: Acceptance Test Plan Execution
- Phase Seven: Ongoing Support Services

Throughout each phase, we will dedicate time to project management and ongoing communication. By partnering with GeoComm, you will know the status of your project, that deliverables are being met, and have confidence your objectives are being carried out. We will provide regular status updates which will include:

- General progress updates
- Meetings held, planned, or needed
- Issues/problems encountered or anticipated
- Goals for the next reporting period
- Schedule review
- CAECD responsibilities

While the project phases will occur in mostly chronological order as listed above, some will happen in tandem with others. A detailed description of each project phase is provided on the following pages.

### Phase 1: Project Initiation

At the start of the project, we will assign a project team. The project team will be assigned the project elements, both technical and administrative, to ensure timely completion of the project. The team is a combination of the project-appropriate GIS and 9-1-1 systems experts who will collaborate to deliver the required project components.

One of the first activities of the project team will be to ensure the team has an accurate understanding of CAECD's project objectives. The team will communicate internally to understand the scope of work, project schedule, and individual responsibilities. This is an important step towards successful and timely project completion

## **Project Initiation Meeting**

Once the team is established and has communicated the project objectives, a remote Project Initiation meeting will be held between the CAECD and GeoComm project teams. At this meeting, the GeoComm GIS Project Manager will present our project approach and anticipated project schedule. The meeting agenda will include:

- Introductions and identification of project team members and roles
- Timeline and deliverable review
- Project approach review
- Project communication methods

## **GIS Data Management Workflow Collaboration Meeting**

Following the Project Initiation Meeting, the GIS Project Manager will conduct a GIS Data Management Workflow Collaboration meeting to document a GIS Data Hub GIS data workflow and QC plan. Policies for regular, ongoing GIS data submittal to the system would be established. A quality control plan, including regular communication of QC results to CAECD, would be documented. The QC plan will detail quality control processes to be performed on GIS data submitted to the system.

After the meeting has concluded, GeoComm will execute a series of tasks to work with CAECD to draft, refine, and deliver GIS data workflows to CAECD which incorporate steps needed for continual operation of GIS processing.

## **Phase 2: GIS Data Hub Configuration and Data Load**

Prior to your data being processed through GIS Data Hub for ongoing GIS data QC reporting and aggregation, the data must be configured for use in the application. Following the conclusion of the Project Initiation and GIS Data Collaboration meetings, GeoComm's staff will configure the number and type of specific QC checks to be executed by GIS Data Hub. The checks will be configured based on input received from CAECD during the GIS Data Management Workflow Collaboration meeting.

CAECD member counties' GIS data will be loaded into the system and field mapped. Field mapping controls how fields from submitted GIS data are processed. The one-time field mapping process will allow member counties to continue working in their existing data structure.

After system configuration is complete and GIS data has been field-mapped, GIS Data Hub will be ready to begin receiving data submissions for ongoing data quality reporting and aggregation.

## **Phase 3: GIS Data Hub System and Process Training**

During a web meeting, the GIS Project Manager will distribute and discuss the GIS Data Management workflows which were finalized after the GIS Data Management Workflow Collaboration meeting in Phase One. The workflows will outline the flow of GIS data through the systems.

Remote GIS Data Hub training services will be provided. Training will provide the subject matter and materials required for system users to successfully leverage the system, including the GIS data management workflows. Training will cover the following topics:

- Access to GIS Data Hub
- GIS Data upload
- QC settings and field mapping
- QC results notification receipt and download
- Accessing the QC summary report
- Workflow diagram and User Guide review

- Review of QC process results
- Correcting reported errors
- Q&A

## Help Guide

Following training, at a simple click of a button, system users will have immediate access to GeoComm's online help guide. The help guide provides all the information users need for operation, administrative set up, and configuration of the software. With the easy-to-use search feature, answers are quickly found rather than thumbing through countless pages in a paper manual.

Another benefit of the on-screen help guide is the information within is always up to date. With each service pack or system release, the on-screen help information is updated as part of the release, eliminating out-of-date paper manuals.

## Phase 4: Acceptance Test Plan Execution

Upon completion of training services, we will work with you to remotely administer the final system Acceptance Test Plan to ensure all functionality contracted for is included in the final system, at which time the system will go-live. GeoComm's Project Manager will develop a comprehensive test plan which will include these items.

## Phase 5: Ongoing GIS Data Hub QC, Reporting, and Aggregation

GIS Data Hub will provide ongoing GIS data QC and reporting which will result in progressive GIS dataset improvement. The ongoing services workflow will be as follows:

- On a monthly basis, CAECD member counties (Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson) will upload GIS data to GIS Data Hub
- The data would undergo various QC checks, based on those configured at the beginning of the project
- Data quality reports would be generated and provided back to the counties
- Data passing QC checks would be aggregated into a regional dataset and provided back to CAECD
- CAECD and/or local GIS data authorities would resolve the errors identified in the GIS data and resubmit the updated data the following month

This process would result in a continuous feedback loop of GIS data updates from CAECD counties, GIS data quality measures, and reporting.

This proposal does not include GIS map data updates. It will be the responsibility of CAECD/member counties to resolve data condition errors identified with GIS Data Hub.

## Synchronization with the MSAG and ALI Database

As part of every map data upload, the system will perform a comparison between the GIS data and the MSAG, and the GIS data and the ALI Database and report results back to CAECD. The results will be a valuable resource for keeping GIS data synchronized with the MSAG and ALI database, as well as a metric for measuring progress toward required synchronization levels. Results will be compiled into reports and made accessible for your review. A new ALI and MSAG are not required for each upload. Comparisons will be completed on the most recent data, ALI, and MSAG submitted.

## Conclusion

Your satisfaction is our goal. As your partner on this project, GeoComm works for you. Our approach to each project demonstrates our dedication to the needs of our customers. Our project management approach is flexible enough to meet your concerns and proven enough to ensure you will be provided with a well-executed

project. We welcome your input throughout the project and encourage you to communicate any feedback you have after the software has been installed and throughout the software support and maintenance agreement. GeoComm looks forward to working with you throughout this project.

## **Project Deliverables**

GeoComm will provide the following GIS Data Hub deliverables to CAECD:

- Remote Project Initiation and GIS Data Management Workflow Collaboration meetings
- Remote configuration and training services
- GeoComm GIS Data Hub term licensing with software support and maintenance services, supporting monthly data submissions for QC reporting and aggregation

## Exhibit C – Customer Responsibilities

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We believe our clients play a critical role in a project's success. While GeoComm will lead the project efforts, we will partner with you to ensure you have in-depth project knowledge and are kept informed about the project status and meeting project goals. It is requested CAECD meet the following project responsibilities.

### General Project Support

- Assist in coordinating and attend periodic conference calls
- Provide pertinent project information and documentation
- Assist in ongoing quality control
- Provide a single point of contact at CAECD available for communication throughout the project and system implementation
- Assign appropriate staff to attend the training courses provided
- Have standard IT procedures in place including disaster recovery, system backups, etc.
- Keep and maintain backup copies of current software and current map data files
- Submit required GIS information (e.g. GIS map data, public safety databases, and/or other resources) to our website (<http://www.geo-comm.com/data-submission>)



**Weekly GIS Data Hub Submissions**  
Proposal for  
Capital Area Emergency Communications District, Texas  
December 8, 2021

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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 HGACBuy 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>