



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, November 8, 2023
CAPCOG Lantana Room
6800 Burleson Road, Bldg. 310, Ste. 155
Austin, Texas 78744

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **First Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Second Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Ms. Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem 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 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 October 11, 2023 CAECD Board of Managers Meeting**
3. **Consider Approving Increased Bandwidth of the AT&T Virtual Private Network (AVPN) Fiber**
Richard Morales, Director of Emergency Communications
4. **Consider Adopting Policy Deferring Selection of Depository to CAPCOG Executive Committee**
Andrew Hoekzema, Deputy Executive Director
5. **Staff Reports**
Betty Voights, Executive Director
6. **Adjourn**



CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, Oct. 11, 2023
6800 Bureson Road
Building 310, Suite 165
Austin, Texas 78744

Present (21)

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **2nd Vice Chair**
Council Member Matthew Baker, City of Round Rock, **Secretary**
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Commissioner Clara Beckett, Bastrop County
Ms. Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave

Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem 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 Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (3)

Council Member Mackenzie Kelly, City of Austin
Judge Dan Mueller, Fayette County

Judge Andy Brown, Travis County

1. **Call to Order and opening remarks by the Chair**

Judge Oakley called the meeting to order at 10:38 a.m.

2. **Consider Approving Minutes for the July 12, 2023, CAECD Board of Managers Meeting**

Judge Oakley ask the board to consider the July 12, 2023, meeting minutes. Judge Cunningham made a motion to approve the minutes. Council Member Garland seconded the motion. It passed unanimously.

3. **Consider Accepting the Financial Report for the Period October 1, 2022 to August 31, 2023**

Silvia Alvarado, Director of Finance

Ms. Alvarado said the financial report is for the 11-month period ending Aug. 31, 2023, which consists of a fund equity balance of \$30.8 million that represents monies to support continuing operations, meeting existing obligations, and maintaining the reserves. She noted there was about \$16.2 million in revenues and \$15.2 million in expenditures. Ms. Alvarado also said there was about \$1.2 million in interest earned during the period; as of Oct. 9, 2023, TexPool had an interest rate of 5.35 percent and 5.57 percent for its prime pool. She said the expenditures were projected higher than to date due to staff changes and vacancies, changes to allocation calculations, less equipment maintenance funds being used, and service contracts being used less.

Mayor Hughson made a motion to accept the financial report. Council Member Garland seconded the motion. It passed unanimously.

4. **Consider Amending FY 2024 Budget to Carry Forward Incomplete FY 2023 Projects and Update Operating Costs**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said this is an annual item to carry forward projects that have not been completed, and this also includes the final negotiation of costs for the call-handling system replacement project and adds a

project manager position. He noted the big capital project being carried forward is the call-handling system replacement, which was mostly budgeted in 2023. The carry forward of \$10.8 million reflects what is needed to get the total of \$11.3 million cost for the capital project. Other projects included the Caldwell County tower site, generator replacement, Solacom replacements — if needed, and BUC, RUC, and Llano County network connectivity projects. Mr. Hoekzema said with the addition of the project manager and operational cost reductions, CAPCOG has a net reduction of \$339,000 in operating cost for FY 2024.

Ms. Schroeder asked about the timing for the call-handling equipment replacement project and if it would need to be carried forward again. Mr. Hoekzema indicated the project would continue into 2024.

Commissioner Howard made a motion to amend the FY 2024 budget. Ms. Schroeder seconded the motion. It passed unanimously.

5. Consider Approving Contract with Juvare for WebEOC Subscription

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said the region uses WebEOC, which is a proprietary software, to allow local governments to document their emergency management related operations to get reimbursements from the federal government during federal disasters. She said CAPCOG had a five-year contract with Juvare in the past and is asking for an additional five-year contract for about \$377,000.

Judge Cunningham asked if CAPCOG was replacing its current WebEOC. Ms. Harrison said no.

Council Member Garland made a motion to approve a contract with Juvare for the WebEOC subscription. Commissioner Long seconded that motion. It passed unanimously.

6. Consider Approving Purchase of Aerial Imagery

Rob Buckhouse, GIS Program Manager

Charles Simon, Director of Regional Planning & Services

Mr. Simon said this is the annual purchase of imagery that serves as the basemaps for address points and road centerlines that support 9-1-1 mapping. He said it will be completed for the same cost as last year but is going to be flown during the summer. He reminded that board that CAPCOG is now getting two sets of aerial imagery per year.

Commissioner Hughson asked how accurate the imagery will be if leaves are on the trees. Mr. Simon said the preferable time is leaf-off, but the most important information for this purchase is noting where new streets and buildings are located, which generally don't have much tree cover.

Commissioner Knobloch made a motion to approve the aerial imagery purchase. Mayor Hughson seconded the motion. It passed unanimously.

7. Consider Approving Appointments for Advisory Committee

Betty Voights, Executive Director

Ms. Voights said there were no recommendations for appointments.

8. Staff Reports

Betty Voights, Executive Director

Ms. Voights reminded the board that the Solid Waste Grant Request for Applications is going out this week.

Commissioner Howard mentioned the October eclipse is happening this weekend and people should watch. Ms. Voights noted that the CAPCOG Homeland Security Division has been organizing planning

sessions for the April solar eclipse. Ms. Harrison said CAPCOG is hosting an eclipse summit on Oct. 18 to discuss preparedness as it relates to the eclipse and invited the board to attend.

9. **Adjourn**

Judge Oakley adjourned the meeting at 11 a.m.

Mayor Pro Tem Matthew Baker, Secretary
Board of Managers
Capital Area Emergency Communications District

Date

Capital Area Emergency Communications District Board of Managers Meeting

MEETING DATE: November 8, 2023

AGENDA ITEM: #3 Consider Approving Pricing for Increased Bandwidth for Virtual Private Network (AVPN) Fiber

GENERAL DESCRIPTION OF ITEM:

The existing 9-1-1 network of AVPN Fiber connections require an upgrade to increase the bandwidth to accommodate new feature sets for the new Call Handling Equipment (CHE) and Mapping Systems. The new mapping system is cloud-based and a very diverse enriched system requiring increased bandwidth to prevent lagging in the user experience. The increased bandwidth will ensure the integrity of the new systems and the accessibility of new features which integrate the CHE to other platforms. These integrated platforms include real time text to 9-1-1, interactive text translations, live call route mobility, available traffic camera views, live traffic status, caller medical ID information, and other features such as collision data and caller Point of View (POV) when necessary. The 9-1-1 network previously began conversions from traditional AVPN circuits to AVPN fiber in July 2022 with a significant cost savings from a \$54,767.00 monthly cost to \$30,106.00 monthly. This increase in bandwidth has an increased monthly cost of \$10,885.00, changing the monthly cost to \$40,991.00, however, due to the previous fiber upgrades it allows bandwidth increases ranging from 250Ms to 1Gs in the hubs and 10Ms to 20Ms in remote sites with no special construction charges being incurred.

The attached quote reflects current DIR monthly pricing and the new DIR monthly pricing for each existing circuit with the increased bandwidth. The current annual cost is \$361,272.00 increasing to \$491,892.00 as an annual overall cost for the increased bandwidth.

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: **Richard Morales Jr, Director, Emergency Communications**

BUDGETARY IMPACT:

Total estimated cost: \$491,892.00

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: This will be a new project, however, not a new purchase. This is a current AVPN Fiber DIR pricing contract and will remain under DIR contract.

ACTION REQUESTED:

Approve Request to Increase AT&T AVPN bandwidth at the quoted pricing.

BACK-UP DOCUMENTS ATTACHED:

1. AT&T AVPN Upgrade Pricing Quote

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

AVPN Upgrade Pricing at DIR Rates

Agency	Address	AVPN Access	AVPN Port	AVPN Access MRC	AVPN Port MRC	AVPN CoS MRC	AVPN POP Diversity MRC	AVPN Monthly Total	**Non-Recurring / Installation Charges
CAPCOG HUB1	6800 Burleson Rd, Bldg 310, Ste 165 Austin, TX 78744	1G	250M	\$672.00	\$1,332.80	\$0.00	\$182.56	\$2,187.36	\$0.00
City of Austin HUB2	5010 Old Manor Rd, Austin, TX 78723	1G	250M	\$672.00	\$1,332.80	\$0.00	\$182.56	\$2,187.36	\$0.00
San Marcos PD HUB3	2300 S. IH35, San Marcos, TX 78666	1G	250M	\$3,501.68	\$1,332.80	\$0.00	\$0.00	\$4,834.48	\$0.00
Williamson County Emergency Communications HUB4	911 Tracy Chambers Ln. Georgetown, TX 78626	1G	250M	\$3,501.68	\$1,332.80	\$0.00	\$0.00	\$4,834.48	\$0.00
Kyle PD	1760 KOHLERS XING, Kyle, TX	20M	10M	\$1,101.00	\$200.48	\$0.00	\$0.00	\$1,301.48	\$0.00
Bastrop Co. SO	1501 Business Park, Bastrop, TX 78602	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Burnet Co. SO	1601 E. Polk St, Burnet, TX 78611	20M	10M	\$750.89	\$200.48	\$0.00	\$0.00	\$951.37	\$0.00
Caldwell Co. SO	1204 Reed Dr, Lockhart, TX 78644	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Cedar Park PD	911 Quest Pkwy. Cedar Park, TX 78613	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Georgetown PD	3500 DB Wood Rd Georgetown, TX 78628	20M	10M	\$750.89	\$200.48	\$0.00	\$0.00	\$951.37	\$0.00
Hays CO. SO	810 S. Stagecoach Trail, San Marcos, TX 78666	20M	20M	\$750.89	\$322.56	\$0.00	\$0.00	\$1,073.45	\$0.00
Lago Vista PD	5901 Municipal Complex Way, Lago Vista, TX 78645	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Lakeway PD	1941 Lohmans Crossing Rd, Lakeway, TX 78734	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Leander PD	705 Leander Dr. Leander, TX 78641	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Llano CO. SO	2001 N. State Hwy 16, Llano, TX 78643	20M	10M	\$1,050.59	\$200.48	\$0.00	\$0.00	\$1,251.07	\$0.00
Lockhart PD	214 Bufkin Ln, Lockhart, TX 78644	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Luling PD	1800 E. Pierce St. Luling, TX 78648	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Pflugerville PD	1611 E. Pfennig Ln, Pflugerville, TX 78660	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Round Rock PD	2701 N. Mays Round Rock, TX 78665	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Taylor PD	500 S. Main St. Taylor, TX 76574	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
University of Texas PD	2501 Speedway, Austin TX 78712	20M	10M	\$368.48	\$200.48	\$0.00	\$0.00	\$568.96	\$0.00
Fayette CO. SO	1646 N Jefferson ST, LA Grange, TX 78945	20M	10M	\$1,050.59	\$200.48	\$0.00	\$0.00	\$1,251.07	\$0.00
Lee CO. SO	2122 FM 448, GIDDINGS, TX 78942	20M	10M	\$1,050.59	\$200.48	\$0.00	\$0.00	\$1,251.07	\$0.00
Blanco County SO	400 US Hwy 281 South, Johnson City, TX 78636	20M	10M	\$1,050.59	\$200.48	\$0.00	\$0.00	\$1,251.07	\$0.00
Marble Falls PD	606 Avenue N, Marble Falls, TX 78654	20M	10M	\$1,050.59	\$200.48	\$0.00	\$0.00	\$1,251.07	\$0.00
Current Total								\$31,404.22	\$0.00

AVPN Access	AVPN Port	AVPN Access MRC	AVPN Port MRC	AVPN POP Diversity MRC	AVPN Monthly Total
1G	1G	\$672.00	\$2,988.16	\$444.64	\$4,104.80
1G	1G	\$672.00	\$2,988.16	\$444.64	\$4,104.80
1G	1G	\$3,501.68	\$2,988.16	\$0.00	\$6,489.84
1G	1G	\$3,501.68	\$2,988.16	\$0.00	\$6,489.84
20M	20M	\$1,101.00	\$322.56	\$0.00	\$1,423.56
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$750.89	\$322.56	\$0.00	\$1,073.45
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
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20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$1,050.59	\$322.56	\$0.00	\$1,373.15
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$368.48	\$322.56	\$0.00	\$691.04
20M	20M	\$1,050.59	\$322.56	\$0.00	\$1,373.15
20M	20M	\$1,050.59	\$322.56	\$0.00	\$1,373.15
20M	20M	\$1,050.59	\$322.56	\$0.00	\$1,373.15
20M	20M	\$1,050.59	\$322.56	\$0.00	\$1,373.15
New Total					\$40,991.42

Notes:

- Pricing quoted based on DIR Contract No. DIR-TELE-CTSA-002
- Services assume AT&T Texas facilities exist and no special construction will be required. If special construction is required and it results in a higher rate for the specific service, then DIR and / or the Customer as appropriate will have the option to accept the new rate or withdraw the request for that specific service.
- Customer handoff will be 1000bSX for the Hub sites and 100bT for the 20m Remote sites.
- CoS Package - Multi-Media High.
- All services require AT&T provided and maintained termination (Demarcation) equipment - Typically Ciema 39XX.
- Customer responsibility for room readiness - conduit from property line to telco room; if required, electrical, grounding, physical space and router to interface to AT&T provided circuits.
- AVPN MPLS Service deploying Fiber to all sites (where applicable).
- Termination Liability will apply if the service is disconnected prior to the end of the 24 month term. Termination Liability will be determined based on the number of months remaining in the term times 50% of the applicable monthly rates

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

MEETING DATE: November 8, 2023

AGENDA ITEM: # 4 Consider Adopting Policy Deferring Selection of Depository to CAPCOG Executive Committee

GENERAL DESCRIPTION OF ITEM:

This item requests adoption of a policy that the CAECD Board of Managers will defer the decision on selection of a depository for the CAECD to the CAPCOG Executive Committee. This would eliminate the need to have both boards approve a depository selection or renewal, as has been done in the past. Under the CAECD’s enabling statute (Chapter 772, Subchapter G of the Texas Health and Safety Code), the CAECD is required to periodically conduct a competitive procurement for depository services. CAPCOG’s financial system involves using a single depository for both CAPCOG and CAECD financial operations, with two separate bank accounts. Having separate bank accounts enables CAPCOG to track revenue and expenditures for each entity, while having both accounts at the same institution enables CAPCOG to manage the accounts more efficiently.

Even though CAPCOG itself is not required to conduct a competitive procurement for its own banking services, in practice, CAPCOG in its capacity as the CAECD has conducted one procurement for both entities and then received approval from both boards. For example, CAPCOG had approval of depository on both the CAPCOG Executive Committee and CAECD Board of Managers agendas in October 2017 and October 2019, and renewal of depository services in January 2022. In the short term, this policy will eliminate the need for a separate CAECD meeting in December to award a contract for depository services.

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: **Andrew Hoekzema, Deputy Executive Director**

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: n/a

Source of funds: n/a

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: N/A

ACTION REQUESTED:

Approve Policy Deferring Selection of a Depository to CAPCOG’s Executive Committee

BACK-UP DOCUMENTS ATTACHED:

None

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