



CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, July 12, 2023
6800 Bureson Road
Building 310, Suite 165
Austin, Texas 78744

Present (17)

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 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
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Mayor Pro Tem Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Council Member Janice Bruno, City of Smithville
Commissioner Russ Boles, Williamson County

Absent (7)

Ms. Connie Schroeder, City of Bastrop
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Doug Weiss, City of Pflugerville

Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County

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

Judge Oakley called the meeting to order at 11:07 a.m.

2. **Consider Approving Minutes for the June 14, 2023 Meeting**

Judge Oakley asked the board to approve the June 14, 2023, meeting minutes. Judge Cunningham made the motion. Commissioner Dockery seconded the motion. It passed unanimously.

3. **Consider Accepting the Financial Report for the Period October 1, 2022 to May 31, 2023** **Silvia Alvarado, Director of Finance**

Ms. Alvarado said the financial report is for the eight months from Oct. 1, 2022, to May 31, 2023, and shows a fund balance of \$30.8 million, which represents funds for upcoming capital projects, existing budget obligations, and operational and equipment reserves. She said revenues of \$11.5 million was slightly higher than projected, and expenditures of \$10.4 million were slightly lower than projected, which was due to the timing of accruing expenses.

Commissioner Boles made a motion to accept the financial report for the period from Oct. 1, 2022, to May 31, 2023. Council Member Bruno seconded the motion.

Judge Bray asked if the expenditures in the budget were at about 53 percent of the expected budget compared to being 80 percent completed with the year. Ms. Alvarado said most of the unspent expenditures are allocated to capital projects, which will rollover to the next fiscal year if projects are not completed.

Judge Oakley called for a vote. The motion passed unanimously.

4. **Consider Adopting Resolution Setting the 9-1-1 Service Fee for FY2024**

Richard Morales Jr., Director of Emergency Communications

Mr. Morales said every year the board must set the 9-1-1 services fee on landline phones, and it has stayed at 50 cents. He noted revenue from the fee has been decreasing as the number of landline phones dwindle; however, more revenue is being made from cellphone service fees set by the state. He said he is recommending to keep the 50 cent rate, and if an increase is needed, CAPCOG would request one during a year when a public hearing on the fee is required.

Commissioner Ingalsbe made a motion to set the 9-1-1 service fee for FY 2024 at 50 cents. Mayor White seconded the motion. It passed unanimously.

5. **Consider Approving an Amendment to FY 2023 CAECD Budget**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said the proposed budget amendment would add the Senate Bill 8 funds of \$8.5 million for call-handling equipment and funds related to the Kyle PSAP relocation. He said it also shifts funds from a Hays County secondary connectivity project to the new call-handling system project. Mr. Hoekzema said the amendment allocates fund balance/unassigned monies for the purchases of a Burnet County recorder, PSAP operation mapping services and a new backup generator at CAPCOG. Mr. Hoekzema noted the CAECD has received more than \$800,000 in interest from investments this year. The budget amendment would make the fund balance about \$30 million with \$5 million for equipment reserves, \$12 million for operating reserves, and money to cover capital projects and the initial purchase of the call-handling system.

Judge Bray asked if the fund balance would be lowering. Ms. Voights clarified the funds will be moved from the unassigned fund balance, leaving the total fund balance at about \$22 million.

Mayor Hughson made a motion to amend the FY 2023 CAECD Budget. Judge Cunningham seconded the motion. It was passed unanimously.

6. **Consider Approving the FY 2024 CAECD Budget**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said the proposed FY 2024 CAECD budget includes revenue decreases in landline and prepaid phone card service fees but projects an increase in wireless services fees. He noted that revenue from interest also showed a large increase. Mr. Hoekzema highlighted some expenditures anticipated for FY 2024 to include dual maintenance of call-handling systems as the new system is installed and tested, the Next Generation 9-1-1 (NG 9-1-1) equipment cost, spending increases in the training and public education budget and for operating the regional notification system and WebEOC – both which are paid for by the district but managed by the Homeland Security Division. He noted the largest cost was \$11.7 million for purchasing and installing the new call-handling equipment.

Mr. Hoekzema said the proposed CAECD FY 2024 Budget projects \$17 million in revenues and just less than \$16 million in expenditures. He said the budget also puts \$500,000 into the reserves, which should have a \$13 million by 2025.

Mayor Hughson made a motion to approve the FY 2024 CAECD Budget. Council Member Bruno seconded the motion. It passed unanimously.

7. **Consider Approving 9-1-1 GIS Contracts**

Charles Simon, Director of Regional Planning & Services

Mr. Simon said the GIS contracts come before the board every year, and this year they reflect an increase cost of 2.54 percent. He went over the changes to the contract but noted the largest changes are based on

updates to the National Emergency Number Association (NENA) standards for implementing and operating NG 9-1-1. Mr. Simon said directions for following those standards are in documents included with the contract; however, CAPCOG staff also wrote a programing script that would help implement the database changes needed for NG 9-1-1.

Judge Cunningham asked if CAPCOG reviewed the changes with county GIS staff members. Mr. Simon said NENA and CAPCOG presented the changes to the GIS Planning Council and mentioned that CAPCOG would host workshops to implement the changes. Commissioner Beckett asked if approval of contracts could be delayed so county staff could review the changes. Ms. Voights said the only changes were those required by NENA for NG 9-1-1, and they are necessary.

Mayor White motioned to approve the 9-1-1 GIS Contracts. Commissioner Dockery seconded the motion. It passed unanimously with Commissioner Beckett abstaining.

8. Consider Approving Appointments for Advisory Committee
Betty Voights, Executive Director

Judge Oakley asked if there were any appointments to consider. Hearing none, he noted there was no action to be taken.

9. Staff Reports
Betty Voights, Executive Director

Ms. Voights said Mr. Morales has created a document about classroom panic buttons that can help school districts evaluate issues related to panic button vendors and best practices for how classroom panic buttons should operate. She noted that some school districts have already requested to become their own PSAP after the legislation related to panic buttons was approved but that is not a realistic approach.

10. Adjourn
Judge Oakley adjourned the meeting at 11:47 a.m.



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



Date