

CAECD District Board of Managers | Summary Minutes

10:00a.m., Wednesday, July 11, 2018
CAPCOG Lantana Room
6800 Burleson Road, Building 310, Suite 155
Austin, TX 78741

Present (22)

Mayor Corbin Van Arsdale, *City of Cedar Park*, **Chair**
Commissioner Gerald Daugherty, *Travis County*,
First Vice Chair
Judge Paul Pape, *Bastrop County*, **Secretary**
Commissioner Cynthia Long, *Williamson County*,
Parliamentarian
Ms. Caroline Murphy, *City of Bee Cave*
Judge Brett Bray, *Blanco County*
Council Member Wiley Hopkins, *City of Buda*
Judge James Oakley, *Burnet County*
Commissioner Joe Don Dockery, *Burnet County*
Judge Ken Schawe, *Caldwell County*

Judge Ed Janecka, *Fayette County*
Commissioner Debbie Ingalsbe, *Hays County*
Commissioner Maurice Pitts, *Lee County*
Judge Mary Cunningham, *Llano County*
Mayor Lew White, *City of Lockhart*
Council Member Mike Heath, *City of Pflugerville*
Council Member Tammy Young, *City of Round Rock*
Council Member Jane Hughson, *City of San Marcos*
Council Member William Gordon, *City of Smithville*
Mayor Brandt Rydell, *City of Taylor*
Judge Dan A. Gattis, *Williamson County*
State Representative Paul Workman

Absent (7)

Judge Bert Cobb, *Hays County*, **Immediate Past Chair**
Council Member Ellen Troxclair, *City of Austin*
Council Member Andrea Navarrette, *City of Leander*, **Second Vice Chair**
Commissioner Brigid Shea, *Travis County*
State Representative John Cyrier
State Representative Jason Isaac
State Representative Celia Israel

1. **Call to Order and Confirmation of Quorum by the Chair**

Mayor Van Arsdale called the meeting to order at 10:10 a.m. and confirmed the quorum.

2. **Consideration of Minutes for the June 13, 2018, Board of Manager's Meeting**

Mayor Van Arsdale asked for a motion to consider approval of the June 13, 2018, meeting minutes. Judge Janecka moved for approval and Commissioner Ingalsbe seconded the motion. The motion passed unanimously and the minutes were adopted.

3. **Authorize Interlocal Agreements**

Gregg Obuch, Director of Emergency Communications

Mr. Obuch explained that the five general types of interlocal agreements have been thoroughly reviewed by CAPCOG's new legal counsel which cleans up some of the legal language. He pointed out that the major change made to the interlocal agreements is specifying a two-year term and it will automatically renew in order to avoid reviewing the agreement every year unless there are significant cost changes. After a brief discussion, it was concluded that Burnet County and the City of Leander were to be added to the Agency Listing.

Mayor Van Arsdale asked for a motion to approve the Interlocal Agreements and amend the Agency List by adding Burnet County and the City of Leander. Judge Oakley moved to approve the Interlocal

Agreements as amended and Commissioner Daugherty seconded the motion. The motion passed unanimously as amended.

4. Consider Extension of Contract with West Safety Services for Location Data Management (ALI Database) Services

Gregg Obuch, Director of Emergency Communications

Mr. Obuch explained that West Safety Services, Inc., is the 9-1-1 database provider CAPCOG uses. It takes the GIS information and data and meets up with a subscriber's telephone number so when a person calls 9-1-1, their address will show up at the center. This request is to extend the contract for an additional year at no additional cost. The funding is projected at \$160,000.

Mayor Van Arsdale asked for a motion to approve the extension of the contract with West Safety Services. Commissioner Ingalsbe moved to approve the extension of the contract with West Safety Services and Commissioner Hughson seconded the motion. The motion passed unanimously.

5. Consider Approval of the FY 2019 CAECD Budget

Sheila Jennings, CAPCOG Director of Administration

Ms. Jennings' presentation of the FY 2019 CAECD budget primarily covered highlights from the agenda packet spreadsheets showing differences or changes for this upcoming budget year. Ms. Jennings stated that the budget for FY 2019 includes anticipated revenue of \$14,780,272 in service fees and additional non-service fee revenues of \$291,724. The non-service fees are from the private switch agreements and from interest from the non-service fees. The total projected revenue is \$15,071,996 which indicates a small increase over 2018.

Ms. Jennings reported anticipated expenditures to be \$13,125,096. The Proposed Expenditures include eight categories for the budget. Beginning with the Program Management area; there is a small cost-of-living adjustment of 2% across the board. In the leases and equipment category, the amount has doubled due to the new backup center. The Backup Center is now at 13,400 square feet so there is an increase in the amount of rent paid. Total Program Management proposed expenditures for next year is \$2,588,320. Under the 9-1-1 Network System, NG9-1-1 Services has been added as a new recurring annual item. This item is related to the upgrade of the analog switches and routing switches. As explained by Mr. Obuch, currently, CAPCOG pays based on the number of landline telephones. Going forward, it will be based on population. Today, there are selective routers that are using old analog technology which the phone companies are phasing out. Those will be replaced with IP selective routers going forward. The Backup Network also had one-time costs, however, that project will be winding down in 2018 and 2019 recurring costs will be \$327,388.

Ms. Jennings pointed out that there is no change in the Database Management category or in the Equipment Maintenance category for a recurring cost for the new Uninterruptible Power Supply (UPS). For PSAP Services, the MIS ECaTS has been renewed and the amount reflects the new contract amount. Ms. Jennings went on to highlight the Backup Center expansion and the Workstation replacement items which are anticipated to be finished in 2018. Any unexpended balances will be rolled over and an amended budget will be presented in October. There are new leadership training classes for the Telecommunicators budgeted in the Training and Education category. Ms. Jennings explained that the Pre-arrival Dispatch is payable every other year under a two-year contract.

The Regional Notification System reflects the new five-year contract with Everbridge which will be switched over in October. Ms. Jennings explains that in the Capital Equipment and Replacement category,

the Backup Center expansion item is the regional backup center for the Greater Austin Travis Regional Radio System (GATRRS). In 2019, the proposed budgeted amount will be \$1,277,00 and will be a recurring cost for five years. The UPS battery replacement, repeater replacement, Marble Falls Dispatch Consoles and Bastrop Dispatch Console will be closed with no expenditures anticipated for next year. In summary, Ms. Jennings reported the total projected for expenses is \$13,125,096 and projected revenue over/under is \$1,946,901. Some of that money is anticipated to carry over as unallocated or uncommitted into next year and to assist with the additional expense every other year for the Pre-arrival Dispatch. The CAECD SAC reviewed the proposed budget at its May 2018 meeting and recommended its approval.

Mayor Van Arsdale asked for a motion to approve the FY 2019 CAECD budget. Judge Pape moved to approve the budget and Council Member Hughson seconded the motion. After further discussion of the GASB term "uncommitted", it was decided that a footnote would be included to indicate the intended purpose of the funds. Judge Pape amended his motion to approve the budget to include a footnote and Council Member Young seconded the amendment. The amended motion passed unanimously.

6. Review PSAP Performance and 9-1-1- Call Reports

Peter Behnke, Assistant Director of Emergency Communications
Randy Rogers, Emergency Communications Network Services Manager

After Mr. Behnke's brief introduction regarding the breakdown of the call load for this quarter, it was determined that this item was informational only and was tabled to the next CAECD meeting by Mayor Van Arsdale.

7. Accept the Financial Report for the Period October 1, 2017 to May 31, 2018

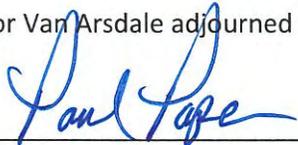
Lisa Byrd, CAPCOG Director of Finance

Ms. Byrd reported total revenues as of May 31, 2018, were \$9,970,064 and total expenditures were \$10,340,806. The net revenue, revenue less expenditures, is \$370,742. Cash in the bank is \$20,090,549. Ms. Byrd explained that the wireless fees collection period is the 11th of the prior month to the 10th of the current month. As a result, there is an accrual adjustment at year-end based on whatever the money is received on the fees in October. The balance in receivable increased \$54,090 from September 2016 to September 2017 which results in an accrual adjustment affecting revenue and fund balance. Ms. Byrd noted that total revenue is at 33.6% which is on course and expenditures are coming in 15% under budget.

Mayor Van Arsdale asked for a motion to accept the Financial Report. Commissioner Long moved to accept the Financial Report and Council Member Hughson seconded the motion. The motion passed unanimously.

8. Adjourn

Mayor Van Arsdale adjourned the meeting at 10:45 a.m.



Judge Paul Pape, Secretary
Capital Area Emergency Communications District Board of Managers
Capital Area Council of Governments

10/10/18

Date