



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, April 12, 2023  
CAPCOG Lantana Room  
6800 Burleson Road, Bld. 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**  
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  
Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Mayor Rachel Lumpee, City of Blanco  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Dan Mueller, Fayette County

Council Member Ron Garland, City of Georgetown  
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 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 March 8, 2023 Meeting**
3. **Consider Accepting the Financial Report for the Period October 1, 2022 to February 28, 2023**  
**Silvia Alvarado, Director of Finance**
4. **Consider Approving Purchase of Aerial Imagery**  
**Rob Buckhouse, GIS Program Manager**  
**Charles Simon, Director of Regional Planning & Services**
5. **Consider Approving Appointments to Committee**  
**Deborah Brea, Executive Assistant**
6. **Staff Reports**  
**Betty Voights, Executive Director**
7. **Adjourn**



## CAECD Board of Managers | Summary Minutes

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10:30 a.m. or upon adjournment of the Executive Committee  
Wednesday, March 8, 2023  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (22)

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**  
Commissioner Clara Beckett, Bastrop County  
Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave

Judge Brett Bray, Blanco County  
Mayor Rachel Lumpee, City of Blanco  
Commissioner Joe Don Dockery, Burnet County  
Judge Dan Mueller, Fayette County  
Council Member Ron Garland, City of Georgetown  
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 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 Hoppy Haden, Caldwell County  
Judge Andy Brown, Travis County

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

Judge Oakley called the meeting to order at 11:25 a.m.

#### 2. **Consider Approving Minutes for the February 8, 2023 Meeting**

Judge Oakley asked the board to consider the minutes. A motion was made by Commissioner Long to approve the Feb. 8, 2023, meeting minutes. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

#### 3. **Consider Adopting a Resolution Recognizing National Public Safety Telecommunicators Week** **Richard Morales Jr., Director of Emergency Communications**

Ms. Renee Bell, CAPCOG emergency communications assistant director, noted that National Public Safety Telecommunicator Week is the second full week of April, April 9 and 15, and each year CAPCOG recognizes the week as such to support the hard work performed by the region's more than 800 emergency telecommunicators. She added that the Texas Governor and the U.S. President officially recognize the week.

A motion was made by Mayor Hughson to adopt a resolution recognizing National Public Safety Telecommunicators Week. Council Member Longoria seconded the motion. The motion passed unanimously.

#### 4. **Consider Funding AT&T Virtual Private Network (AVPN) Fiber Construction Cost**

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

Ms. Bell said the board approved AT&T Virtual Private Network to conduct a copper to fiber conversion in July 2022. At the time, there was no construction cost identified by the commercial carries; however, it was later determined that 11 miles of fiber would need to be laid by Frontier to complete the Llano County PSAP portion of the project. Ms. Bell said the construction cost is estimated not to exceed \$60,000. She noted the project as a whole would save CAPCOG about \$290,000.

A motion was made by Mayor Hughson to fund the AT&T Virtual Private Network Fiber construction cost. Council Member Longoria seconded the motion. The motion passed unanimously.

**5. Consider Approving Appointments to Committee**

**Deborah Brea, Executive Assistant**

Ms. Brea said Commissioner Long was recommending the appointment of Kate Wolf to the Emergency Communications Strategic Advisory Committee.

A motion was made by Mayor Hughson to approve the appointment. Commissioner Long seconded the motion. The motion passed unanimously.

**6. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights said she needed to provide an update before getting to 911 issues. CAPCOG has sent letters to jurisdictions in the four CDBG MIT-MOD counties — Bastrop, Caldwell, Fayette and Lee — to confirm participation, and is calling one more meeting with the county judges and commissioners to discuss the proposed funding allocations.

Ms. Voights said Representative Guillen filed a bill to extend the 2024 deadline for emergency communications districts and COGs to spend ARPA money allocated by the state for Next Generation 9-1-1 (NG9-1-1) infrastructure improvements and another bill has been filed to allow expenditures beyond the biennium. Ms. Voights explained that the Texas 9-1-1 Alliance is trying to get last year's House Bill 2911 filed again even though there is no expectation of it passing. It's important for there to be an ongoing recognition that a permanent increase in the wireless fee revenue is needed to provide a predictable stream of revenue to support long-term expenditures. Judge Oakley said the funding provided by HB 2911 was needed last session and made it to the very end before dying. He said the funding is still needed and the current fee of 50 cents was set in 1996, which would be \$1 now if accounted for inflation. He noted that the districts were asking for 75 cents of that \$1. Judge Oakley said the cost to maintain 9-1-1 has increased because of technology.

**7. Adjourn**

Judge Oakley adjourned the meeting at 11:35 a.m.

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Council Member Matt Baker, 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:** April 12, 2023

**AGENDA ITEM:** #3 Consider Accepting the Financial Report for the Period October 1, 2022 to February 28, 2023

**GENERAL DESCRIPTION OF ITEM:**

This is the fiscal year to date financial report for CAECD, for the five months October 1, 2022 to February 28, 2023. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity. The fund equity balance of \$30,394,227 as of February 28, 2023 represents resources planned to be used to support continuing operations and existing obligations, for maintaining the reserves approved by this board to cover emergency operations, and equipment replacement. The statement of Revenues and Expenditures as of February 28, 2023, is also included:

Total Revenues as of February 28, 2023	\$ 7,205,066
Total Expenditures as of February 28, 2023	\$ 6,580,672

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited.

**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:** Silvia Alvarado, CAPCOG Director of Finance

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:**

Accept the financial report for the period of October 1, 2022 to February 28, 2023.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet at February 28, 2023
2. Unaudited Statement of Revenues and Expenditures as of February 28, 2023

**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**  
February 28, 2023

Assets

Cash and Short Term Investments	\$	30,847,983.00
Accounts Receivable		1,124,456.00
Other Assets		118,884.00
Total Assets	\$	<u>32,091,323.00</u>

Liabilities and Fund Equity

Accounts Payable	\$	1,465,864.00
Due to CAPCOG		231,232.00
Total Liabilities	\$	<u>1,697,096.00</u>
Beginning Fund Balance	\$	29,769,833.00
Change in Fund Balance		<u>624,394.00</u>
Total in Fund Equity	\$	30,394,227.00
Total Liabilities and Fund Equity	\$	<u>32,091,323.00</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Five Months Ending February 28, 2023

	Fiscal Year to Date <u>Actual</u>	<u>Total Budget</u>	Percent Total <u>Budget Remaining</u>
<b>Revenue</b>			
Checking Acct Interest	\$ 725.00	\$ 100.00	-625.0%
Investment Interest	478,968.00	20,000.00	-2295.0%
911 Wireline Fees	1,224,170.00	2,740,567.00	55.0%
911 Wireless Fees	4,903,673.00	11,347,332.00	57.0%
911 Prepaid Wireless Fees	572,415.00	1,396,304.00	59.0%
911 Private Switch	15,090.00	71,783.00	79.0%
911 Other Revenues	10,025.00	<u>20,050.00</u>	50.0%
Total Revenue	<u>\$ 7,205,066.00</u>	<u>\$ 15,596,136.00</u>	54.0%
<b>Expenditures</b>			
911-Program Management	\$ 1,095,917.00	\$ 3,199,701.00	66 %
911-Network	2,065,204.00	4,503,067.00	54 %
911-GIS/DB Maintenance	728,208.00	2,546,074.00	71 %
911-Equipment Maintenance	259,069.00	1,429,161.00	82 %
911-PSAP Services	242,018.00	1,323,395.00	82 %
911-Training & Education	1,073,731.00	1,520,637.00	29 %
911-Capital Assets	883,314.00	8,447,413.00	90 %
Regional Notification System	190,960.00	615,768.00	69 %
WebEOC	42,251.00	197,525.00	79 %
Total Expenditures	<u>\$ 6,580,672.00</u>	<u>23,782,741.00</u>	72 %
Net Revenue Over/(Under) Expenditures	<u>\$ 624,394.00</u>	<u>\$ (8,186,605.00)</u>	

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

**MEETING DATE:** April 12, 2023

**AGENDA ITEM:** #4 Consider Approving Purchase of Aerial Imagery

**GENERAL DESCRIPTION OF ITEM:**

Staff is seeking approval to issue a purchase order (PO) to Surdex Corporation for 2023 aerial imagery for the region. The CAECD funds the annual purchase of aerial imagery to update public safety answering point (PSAP) mapping applications to ensure accurate public safety dispatch and response. Staff in the Regional Planning and Services division coordinate the procurement of this imagery, and since 2017, has conducted these procurements as cooperative purchases through the Texas Natural Resource Information Service (TNRIS) "StratMap" program. This program allows agencies to select pre-screened vendors that have already entered into contracts with the state, enabling a streamlined procurement process and discounts for participants.

Surdex Corporation has been selected as the vendor for the 2023 contract based on past performance for CAPCOG in 2020, 2021, and 2022, and their 2023 proposal is being offered at the same rates as CAPCOG paid in each of those years. The total cost of this contract includes \$185,640 for the acquisition and \$5,800 to host the data for up to 1 year after delivery. The amount budgeted for this item for FY 2023 is \$215,000.

**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:**

**Rob Buckhouse, GIS Program Manager  
Charles Simon, Director of Regional Planning & Services**

**BUDGETARY IMPACT:**

Total estimated cost: \$191,440

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:** Cooperative Purchase

**ACTION REQUESTED:**

Approve Issuance of Purchase Order to Surdex Corporation for 2023 Aerial Imagery

**BACK-UP DOCUMENTS ATTACHED:**

1. Procurement Memo

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

1. Surdex Proposal



6800 Burleson Road, Building 310, Suite 165  
Austin, Texas 78744-2306  
Ph: 512-916-6000 Fax: 512-916-6001  
[www.capcog.org](http://www.capcog.org)

**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

## **MEMORANDUM**

### **March 21, 2023**

**TO: CAPCOG Executive Committee**

**FROM: Charles Simon, Director of Regional Planning and Services**

**RE: 2023 Aerial Imagery Procurement**

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Staff seek approval to issue a purchase order (PO) to Surdex Corporation to acquire 12-inch resolution aerial imagery for the entire extent of the CAPCOG region in May and June 2023 to support 9-1-1 mapping applications. GIS program staff procured this service through Section 3-207 of CAPCOG’s procurement policy, which authorizes cooperative purchases, and the Texas Natural Resource Information Service’s (TNRIS’s) “StratMap” program (<https://tnris.org/stratmap/>).

GIS staff selected Surdex as the vendor based on past performance for 2020, 2021, and 2022 imagery and comparable pricing and services offered for 2023 imagery acquisition. CAPCOG staff have had good experiences working with Surdex staff over the past three years and have been happy with the results.

Surdex’s base price of \$21.00 per “tile” for 12-inch orthoimagery for 2023 is identical to the price per tile CAPCOG paid in 2020, 2021, and 2022. Total budgeted for this item was \$215,000.

The price offered by Surdex includes a 27% discount for organizations acquiring the imagery through the StratMap program – it would otherwise cost \$28.76 per tile, for a total cost of \$254,238.

Staff did evaluate whether TNRIS’s Texas Imagery Service would meet CAPCOG’s needs. However, while the subscription service provides annual updates for imagery in the Austin Urban Area, other areas of the region would only be updated every two to three years and therefore is not sufficiently current for regional 9-1-1 purposes.

In addition to acquisition costs, staff are also seeking approval for \$5,800.00 to pay Surdex for hosting the data remotely for up to 12 months after final delivery (i.e., from Summer 2023 – Summer 2024). While CAPCOG usually hosts imagery data in-house, it has been decided that hosting it remotely will be more cost-effective and contracted services have been determined to better meet CAPCOG’s needs.