



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, January 10, 2024  
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, **1<sup>st</sup> Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **2<sup>nd</sup> 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  
Mayor 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 Hoppy Haden, Caldwell County

Judge Dan Mueller, Fayette County  
Council Member Ron Garland, City of Georgetown  
Mayor Pro Tem Dr. Steve Hougen, City of Granite Shoals  
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 Vikki Goodwin

- 1. Call to Order and opening remarks by the Chair**
- 2. Consider Approving Minutes for the November 8, 2023 CAECD Board of Managers Meeting**
- 3. Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Emergency Communications District**  
Silvia Alvarado, Director of Finance
- 4. Consider Accepting the Annual Financial Report for the Period of October 1, 2022 to September 30, 2023**  
Silvia Alvarado, Director of Finance
- 5. Appoint the 9-1-1 Strategic Advisory Committee for 2024-2025 Cycle**  
Betty Voights, Executive Director
- 6. Appoint the 9-1-1 Strategic Advisory Committee Board Liaison for 2024**  
Betty Voights, Executive Director
- 7. Staff Reports**  
Betty Voights, Executive Director
- 8. 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. or upon adjournment of the Executive Committee, Wednesday, Nov. 8, 2023  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (16)

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**  
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  
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  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County

### Absent (8)

Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Dan Mueller, Fayette County

Mayor Pro Tem Doug Weiss, City of Pflugerville  
Judge Andy Brown, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

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

Judge Oakley called the meeting to order at 11:18 a.m.

#### 2. **Consider Approving Minutes for the October 11, 2023, CAECD Board of Managers Meeting**

Judge Oakley asked the board to consider the Oct. 11, 2023, CAECD Board of Managers meeting minutes. Commissioner Ingalsbe made a motion to approve the minutes. Council Member Garland seconded the motion. It passed unanimously.

#### 3. **Consider Approving Increased Bandwidth of the AT&T Virtual Private Network (AVPN) Fiber Richard Morales, Director of Emergency Communications**

Mr. Morales explained that there are two networks servicing each public safety answering point (PSAP) in the CAPCOG 9-1-1 system. He said there was a need to increase the bandwidth of one of the networks for heavier usage for the new call-handling and mapping systems; noting the increased bandwidth would go from 250 megabytes to 1 gigabyte at a cost from about \$30,000 to \$41,000 a month.

Judge Oakley said that the increase cost per year would be \$130,000.

Judge Cunningham made a motion to approve the increased bandwidth of the AT&T Virtual Private Network Fiber. Council Member Bruno seconded the motion. It passed unanimously.

#### 4. **Consider Adopting Policy Deferring Selection of Depository to CAPCOG Executive Committee Andrew Hoekzema, Deputy Executive Director**

Ms. Voights said when the bill that created the CAECD was drafted, language was inadvertently used that requires the district to seek a new banking institution every two years. Mr. Hoekzema said adopting this policy would allow the CAPCOG Executive Committee to select the depository so the board wouldn't have to approve the depository during both board meetings.

Ms. Schroeder made a motion to adopt the policy deferring selection of depository to CAPCOG Executive Committee. Commissioner Beckett seconded the motion. It passed unanimously.

**5. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights said Proposition 8, which considered spending state funds on broadband infrastructure and 9-1-1 infrastructure, passed during the November elections and now CAPCOG is waiting to see how those funds will be distributed to the 9-1-1 districts and the other COGs. She said the funding may go through the state agency, the Commission on State Emergency Communications, instead of being distributed from the Comptroller’s Office similar to our wireless funding.

Mr. Morales said the new call-handling equipment is arriving and staff have been inventorying it. He said CAPCOG is preparing to set up the test sites and the backup center where the equipment will be installed first and tested before it is distributed region wide. Mr. Morales also mentioned that new mapping tools have already released on the equipment as 9-1-1 staff work to get tools PSAPs quickly.

**6. Adjourn**

Judge Oakley Adjourned the meeting at 11:28 a.m.

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County Judge Brett Bray  
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 10, 2024

**AGENDA ITEM:** 3. 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 Mangers positions, the Chairperson and Secretary, and three CAPCOG employees, the Executive Director, Deputy Executive Director, 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:** **Silvia Alvarado, 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 EMERGENCY COMMUNICATIONS DISTRICT

**WHEREAS**, the Board of Managers (“Board”) of the Capital Area Emergency Communications District (“CAECD”) 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 Board as follows:

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

Resolution adopted on this 10th day of January 2024.

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Chairperson, Board of Managers  
Capital Area Emergency Communications District

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Secretary, Board of Managers  
Capital Area Emergency Communications District

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

**MEETING DATE:** January 10, 2024

**AGENDA ITEM:** 4. Consider Accepting the Annual Financial Report for the Period of October 1, 2022 to September 30, 2023

**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 financial report for CAECD, for the twelve months October 1, 2022, to September 30, 2023. Included in the report is the Balance Sheet indicating Total Assets, Liabilities, and Fund Equity as of September 30, 2023. Also included in the report is the Statement of Revenues and Expenditures as of September 30, 2023.

Total Revenues as of September 30, 2023,       \$ 17,710,032  
Total Expenditures as of September 30, 2023,   \$ 16,818,831

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 2024 with the final report due no later than June 2024.

**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, 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, 2022, to September 30, 2023.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet as of September 30, 2023
2. Unaudited Statement of Revenues and Expenditures as of September 30, 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**  
September 30, 2023

Assets

Cash and Short Term Investments	\$	31,189,724
Accounts Receivable	\$	2,469,764
Total Assets	\$	<u>33,659,488</u>

Liabilities & Fund Equity

Accounts Payable	\$	2,686,788
Due to CAPCOG	\$	311,665
Total Liabilities	\$	<u>2,998,454</u>
Beginning Unassigned Fund Balance	\$	12,769,833
Change in Fund Balance		<u>891,202</u>
Ending Unassigned Fund Balance	\$	13,661,035
Equipment Reserve		5,000,000
Operational Reserve		<u>12,000,000</u>
Total in Fund Equity	\$	30,661,035
Total Liabilities and Fund Equity	\$	<u>33,659,488</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Twelve Months Ending September 30, 2023

	Fiscal Year to Date Actual	Total Budget	Percent of Total Budget Remaining
<b>Revenue</b>			
State Grants Applied	\$ -	\$ 8,835,500	(100)%
Checking Acct Interest	1,385	100	1,285 %
Investment Interest	1,365,431	20,000	6,727 %
911 Wireline Fees	2,683,785	2,740,567	(2)%
911 Wireless Fees	12,265,617	11,347,332	8 %
911 Prepaid Wireless Fees	1,161,028	1,396,304	(17)%
911 Private Switch	34,852	71,783	(51)%
911 Other Revenues	197,934	197,934	0 %
<b>Total Revenue</b>	<b>\$ 17,710,032</b>	<b>\$ 24,609,520</b>	<b>(28)%</b>
<b>Expenditures</b>			
911-Program Management	\$ 2,528,699	\$ 3,199,701	21 %
911-Network	5,186,311	4,503,067	(15)%
911-GIS/DB Maintenance	2,488,070	2,546,074	2 %
911-Equipment Maintenance	833,266	1,429,161	42 %
911-PSAP Services	754,811	1,271,246	41 %
911-Training & Education	1,281,980	1,520,637	16 %
911-Capital Projects	3,181,837	17,821,846	82 %
Regional Notification System	447,108	615,768	27 %
WebEOC	116,749	197,525	41 %
<b>Total Expenditures</b>	<b>\$ 16,818,831</b>	<b>\$ 33,105,025</b>	<b>49 %</b>
<b>Net Revenue Over/(Under) Expenditures</b>	<b>\$ 891,202</b>	<b>\$ (8,495,505)</b>	

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

**MEETING DATE:** January 10, 2024

**AGENDA ITEM:** 5. Appoint the 9-1-1 Strategic Advisory Committee for 2024-2025 Cycle

**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.

**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:**

**Betty Voights, Executive Director of CAPCOG**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: NA

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:** NA

**ACTIONS REQUESTED:**

Appoint members to the 9-1-1 Strategic Advisory Committee for a two-year term beginning in January 2024 through December of 2025.

**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

## Capital Area Emergency Communications District Strategic Advisory Committee

County or City	P=Present EA=Excused Absence UA=Unexcused Absence																													
Member & Appt Date or VACANT & Date	02/22/23			05/31/23			7/26/2023 Canceled			10/25/2023 Canceled															TOTALS					
	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA	P	EA	UA
<b>Bastrop (1)</b>																														
Ms. Julie Sommerfeld (1/14)	1				1																						1	1	0	
<b>Blanco (1)</b>																														
Commissioner Chris Liesmann (9/14)	1				1																						1	1	0	
<b>Burnet (1)</b>																														
Commissioner Joe Don Dockery (1/16)																														
<b>Vice Chair</b>		1			1																						1	1	0	
<b>Caldwell (1)</b>																														
Commissioner Edward Theriot (8/08)		1			1																						1	1	0	
<b>Fayette (1)</b>																														
Ms. Dawn Moore (1/14) <b>Chair</b>	1				1																						2	0	0	
<b>Hays (1)</b>																														
Chief David Smith (1/14)		1			1																						1	1	0	
<b>Lee (1)</b>																														
<b>VACANT (7/23)</b>	1				1																						1	1	0	
<b>Llano (1)</b>																														
Ms. Doni Whitecotton (5/21)	1				1																						2	0	0	
<b>Travis (1)</b>																														
Mr. Adam Johnson (1/22)	1				1																						1	1	0	
<b>City of Austin (3)</b>																														
Chief Andrew Chelf (11/22)	1				1																						2	0	0	
Chief Brian Bregenzer (1/22)	1				1																						1	1	0	
<b>VACANT (2/23)</b>																											0	0	0	
<b>City of Round Rock (1)</b>																														
Ms. Leigh Carrico (10/17)	1				1																						2	0	0	
<b>Williamson (2)</b>																														
Kate Wolf (3/23)					1																						1	0	0	
Mr. Richard Semple (1/14)	1				1																						2	0	0	
<b>Board of Managers Liaison (1)</b>																														
Commissioner Cynthia Long (1/14)		1			1																						1	1	0	

Master

Contact: Richard Morales 512-916-6044

**Qualifications:**

Member must be employed by the city or county the member is to represent, or by a political subdivision of that city or county, unless otherwise designated by the District Board of Managers.

Members must possess experience and/or training in public safety emergency communications including but not limited to: 9-1-1 operations/dispatching, radio systems, law/fire/emergency medical services, geographic information systems, computer aided dispatching or records management systems.

**Responsibilities:**

Review and recommend long range technology planning to carry out regional emergency communications policies & priorities.

Assist in the development of the five-year strategic plan.

Review and recommend service fee levels necessary to fulfill strategic goals.

Review and make recommendations regarding development or revision of 9-1-1 policies and procedures for the Public Safety Answering Points, or integration of other emergency communications systems such as radio, emergency notification services or geographic information systems.

Review and make recommendations regarding the overall emergency communications architecture including, but not limited to, networking, hardware, software and service providers.

Review and make recommendations on the use of District funds.

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

**MEETING DATE:**            January 10, 2024

**AGENDA ITEM:**            6. Appoint the 9-1-1 Strategic Advisory Committee Board Liaison for 2024

**GENERAL DESCRIPTION OF ITEM:**

This is a follow-up item to the Executive Committee’s appointment of the other advisory committees and their liaisons. The liaisons often provide the link between what an advisory committee discussed and what the policy board needs to understand. The CAECD’s Strategic Advisory Committee has also had a board liaison since it began meeting in 2014.

**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:**

**Betty Voights, Executive Director**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: NA

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 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:** NA

**ACTION REQUESTED:**

Appoint the 9-1-1 Strategic Advisory Committee Board Liaison

**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