



## CAECD Board of Managers | Agenda

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10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, April 9, 2025  
CAPCOG Lantana Room  
6800 Bureson Road  
Bldg. 310, Ste. 155  
Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**  
Mayor Pro Tem Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2nd Vice Chair  
and Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*,  
**Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past  
Chair**  
Mayor Kirk Watson, *City of Austin*  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kevin Hight, *City of Bee Cave*  
Commissioner Joe Don Dockery, *Burnet County*  
Judge Hoppy Haden, *Caldwell County*  
Judge Dan Mueller, *Fayette County*

Council Member Ron Garland, *City of Georgetown*  
Commissioner Walt Smith, *Hays County*  
Council Member David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Mayor Jane Hughson, *City of San Marcos*  
Council Member Cathy Meek, *City of Smithville*  
Council Member Robert Garcia, *City of Taylor*  
Judge Andy Brown, *Travis County*  
Commissioner Ann Howard, *Travis County*  
Commissioner Russ Boles, *Williamson County*  
Commissioner Cynthia Long, *Williamson County*  
Senator Pete Flores  
Representative Vikki Goodwin  
Representative Caroline Harris-Davila

- 1. Call to Order and Opening Remarks by the Chair**
- 2. Consider Approving Minutes for the January 8, 2025 Meeting**
- 3. Consider Accepting the Financial Report for the Period of October 1, 2024 to February 28, 2025**  
Silvia Alvarado, Director of Finance
- 4. Consider Approving Appointments to Advisory Committees**  
Andrew Hoekzema, Deputy Executive Director
- 5. Staff Reports**  
Chris Miller, Executive Director
- 6. Adjourn**



## CAECD Board of Managers | Summary Minutes

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10:30 a.m., or upon adjournment of the Executive Committee, Wednesday, January 8, 2025  
6800 Burleson Road  
Building 310, Suite 155  
Austin, Texas 78744

### **Present (15)**

Judge Brett Bray, *Blanco County*, **Chair**

Council Member Doug Weiss, *City of Pflugerville*, **1<sup>st</sup>**

#### **Vice Chair**

Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair**

#### **& Parliamentarian**

Mayor Pro Tem Steve Hougen, *City of Granite Shoals*,

#### **Secretary**

Commissioner Clara Beckett, *Bastrop County*

Mayor Lyle Nelson, *City of Bastrop*

Council Member Kevin Hight, *City of Bee Cave*

Judge Hoppy Haden, *Caldwell County*

Judge Dan Mueller, *Fayette County*

Commissioner Walt Smith, *Hays County*

Council Member Frank Ortega, *City of Round Rock*

Mayor Jane Hughson, *City of San Marcos*

Council Member Cathy Meek, *City of Smithville*

Commissioner Ann Howard, *Travis County*

Commissioner Cynthia Long, *Williamson County*

### **Absent (8)**

Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**

Commissioner Joe Don Dockery, *Burnet County*

Council Member Ron Garland, *City of Georgetown*

Council Member David McDonald, *City of Leander*

Commissioner Steven Knobloch, *Lee County*

Council Member Robert Garcia, *City of Taylor*

Judge Andy Brown, *Travis County*

Commissioner Russ Boles, *Williamson County*

### **1. Call to Order and Opening Remarks by the Chair**

Judge Bray called the meeting to order at 11:20 a.m.

### **2. Consider Approving Minutes for the January 8, 2025 Meeting.**

The motion to approve the minutes was made by Council Member Weiss, and Judge Cunningham seconded the motion. The motion passed unanimously.

### **3. Consider Adopting a Resolution Providing Signature Authority to individuals for the Capital Area Emergency Communication District**

#### **Silvia Alvarado, Director of Finance**

Ms. Alvarado presented the resolution providing signature authority to individuals for the CAECD. This updates Mayor Pro Tem Steve Hougen, and Judge Brett Bray being approved to sign documents for Frost Bank. Mayor Hughson made the motion to approve. The motion was seconded and approved unanimously.

### **4. Consider Approving Appointments to Strategic Advisory Committee for 2025**

#### **Chris Miller, Executive Director**

Mr. Miller asked Mr. Hoekzema to present the 9-1-1 Strategic Advisory Committee Board Liaison for 2025. Mr. Hoekzema presented information for the Strategic Advisory Committee, and stated, Commissioner Long is the Board Liaison. A vote for Commissioner Long to continue as the Strategic Advisory Committee Board Liaison was held. The motion to approve was made by Council Member Weiss. The motion was seconded by Commissioner Smith. The motion was approved unanimously.

**5. Consider Approving Appointments to Advisory Committees**

**Chris Miller, Executive Director**

Mr. Hoekzema explained that there is a Hays County Vacancy and a City of Austin Vacancy. A nomination was received from Commissioner Smith to appoint Stephanie Robinson for the Hays County Vacancy. Commissioner Smith motioned to approve. Judge Haden seconded. The motion was approved unanimously.

**6. Consider Accepting the Annual Financial Report for the Period October 1, 2023 to September 30, 2024**

**Silvia Alvarado, Director of Finance**

Ms. Alvarado presented the Annual Financial Report for the Period October 1, 2023 to September 30, 2024. Ms. Alvarado made a note that she switched the description between Prop 8 funding and the SBA Grant. Commissioner Long motioned to approve. Mayor Nelson seconded. The motion was approved unanimously.

**7. Consider Approving Overtime Costs Associated with CHE Project Completion**

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

Mr. Morales presented Overtime Costs Associated with CHE Project Completion. He requested the approval of the overtime hours and cost. Mayor Hughson made the motion to approve. Commissioner Beckett seconded. The motion passed unanimously.

**8. Staff Reports**

**Chris Miller, Executive Director**

There were no staff reports.

**9. Adjourn**

Judge Bray requested the motion to adjourn. Council Member Weiss made the motion to adjourn. Mayor Pro Tem Hougen seconded. The meeting adjourned at 11:42 a.m.

\_\_\_\_\_  
Mayor Pro Tem Steve Hougen, Secretary  
Board of Managers  
Capital Area Emergency Communications District

\_\_\_\_\_  
Date

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

**MEETING DATE:** April 12, 2025

**AGENDA ITEM:** 3. Consider accepting the Financial Report for the Period October 1, 2024 to February 28, 2025

**GENERAL DESCRIPTION OF ITEM:**

This is the fiscal year to date financial report for CAECD, for the five months October 1, 2024 to February 28, 2025. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity. The fund equity balance of \$47,006,242 as of Feb 28, 2025 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 for equipment replacement. The statement of Revenues and Expenditures as of February 28, 2025, is also included:

Total Revenues as of February 28, 2025	\$ 8,007,111
Total Expenditures as of February 28, 2025	\$ 5,714,875

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 the item already included in the 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, 2024 to February 28, 2025.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet as of February 28, 2025
2. Unaudited Statement of Revenues and Expenditures as of February 28, 2025

**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, 2025

Assets

Cash and Short Term Investments	\$	47,331,065
Accounts Receivable		1,287,030
Other Assets		863,888
Total Assets	\$	<u>49,481,983</u>

Liabilities & Fund Equity

Accounts Payable	\$	2,028,719
Due to CAPCOG	\$	447,022
Total Liabilities	\$	<u>2,475,741</u>
Beginning Fund Balance	\$	44,714,006
Change in Fund Balance	\$	<u>2,292,236</u>
Total in Fund Equity	\$	<u>47,006,242</u>
Total Liabilities and Fund Equity	\$	<u>49,481,983</u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Five Months Ending February 28, 2025

	Fiscal Year to Date Actual	Total Budget	Percent Total Budget Remaining (over)
<b>Revenue</b>			
Checking Interest	\$ 216	\$ 101	-114%
Investment Interest	871,815	1,500,000	42%
911 Wireline Fees	989,097	2,354,054	58%
911 Wireless Fees	5,706,387	12,890,178	56%
911 Prepaid Wireless Fees	433,713	959,713	55%
911 Private Switch	5,884	34,886	83%
<b>Total Revenue</b>	<b>\$ 8,007,111</b>	<b>\$ 17,738,932</b>	
<b>Expenditures</b>			
911-Program Management	\$ 1,348,762	\$ 3,451,721	61 %
911-Network	1,949,131	7,165,291	73 %
911-GIS/DB Maintenance	601,910	2,899,070	79 %
911-Equipment Maintenance	374,947	1,291,464	71 %
911-PSAP Services	896,193	2,567,072	65 %
911-Training & Education	115,598	347,531	67 %
911-NG911 Call Equipment	132,000	3,133,446	96 %
911-Capital Projects	0	2,503,744	100 %
Regional Notification System	201,286	501,381	60 %
WebEOC	\$ 95,048	\$ 202,284	53 %
<b>Total Expenditures</b>	<b>\$ 5,714,875</b>	<b>\$ 24,063,004</b>	
<b>Net Revenue Over/(Under) Expenditures</b>	<b>\$ 2,292,236</b>	<b>\$ (6,324,072)</b>	

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

**MEETING DATE:** April 9, 2025

**AGENDA ITEM:** 4. Consider Approving Appointments to Strategic Advisory Committees

**GENERAL DESCRIPTION OF ITEM:**

This is the monthly item for filling positions on the CAECD Strategic Advisory Committee (SAC). The SAC currently has the following vacancies:

- City of Austin: Vacant since February 2023; and
- Lee County: Vacant since April 2024.

CAPCOG staff have not received any nominations for these slots since the last meeting, although nominations can be made and approved at the board meeting as well. Please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

**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:**

**Andrew Hoekzema, Deputy Executive Director**

**BUDGETARY IMPACT:**

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.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTION REQUESTED:**

Approve appointments to the Strategic Advisory 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):

CAECD SAC Roster and Attendance Record