



GIS Planning Council (GISPC) | Agenda

10:00 AM, Friday, June 6, 2025
CAPCOG Pecan Room
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744

Anna Essington, *Hays County*, **Chair**
David Shore, *Travis County*, **Vice Chair**
Matt Stevens, *City of Austin*
Marna McLain, *City of Austin*
Julie Sommerfeld, *Bastrop County*
Kathy Strickland, *Blanco County*
Jessica Haile, *Burnet County*
Jaclyn Archer, *Caldwell County*
Dawn Moore, *Fayette County*

Killian Sterling, *Hays County*
Kayla Schnell, *Lee County*
Tracie Davidson, *Llano County*
Sara Dilbert, *Travis County*
Steve Byrd, *Williamson County*
Nathan Smith, *Williamson County*
George Strebel, *Williamson County*
Mayor Jane Hughson, *City of San Marcos*, **Executive Committee Liaison**

1. **Call to Order 10:00 AM**
Anna Essington, Chair
2. **ACTION ITEM: Consider Approval of March 7, 2025, Meeting Minutes**
Anna Essington, Chair
3. **PRESENTATION: Austin Community College GIS Program**
Jennifer Black, Program Assistant, GIS & GE Departments at Austin Community College
4. **DISCUSSION: FY2026 ILA Contract Updates**
Charles Simon, Director of Regional Planning & Services
5. **DISCUSSION: Quarterly Activity Report Review & Revision**
Charles Simon, Director of Regional Planning & Services
6. **Round Table Discussions**
7. **Adjourn, approximately at 11:30 AM**
8. **Next Meeting: September 12, 2025**



GIS Planning Council (GISPC) | **MINUTES**

10:00 AM, Friday, March 7, 2025
CAPCOG Pecan Room
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744

Present (10):

Anna Essington, *Hays County*, **Chair**
Matt Stevens, *City of Austin*
Julie Sommerfeld, *Bastrop County*
Jessica Haile, *Burnet County*
Jaclyn Archer, *Caldwell County*
Killian Sterling, *Hays County*
Haley Lohrke, *Lee County*
Sara Dilbert, *Travis County*
David Shore, *Travis County*
George Strebel, *Williamson County*

Representatives/Guests (2):

Sophia Zegarra for Nathan Smith, *Williamson County*
Tracie Davidson guest for VACANT, *Llano County*

Absent (6):

Marna McLain, *City of Austin*
Kathy Strickland, *Blanco County*
Dawn Moore, *Fayette County*
Steve Byrd, *Williamson County*
Nathan Smith, *Williamson County*
Mayor Jane Hughson, *City of San Marcos*, **Executive Committee Liaison**
VACANT, **Vice Chair**
VACANT, *Llano County*

CAPCOG Staff (6):

Chris Miller, Executive Director
Charles Simon, Program Director
Rob Buckhouse, Program Manager
Nik Pullias, GIS Database Analyst II
Jose Nieves, GIS Database Specialist II
Robert Jones, Jr., Administrative Coordinator

1. Call to Order 10:00 AM

Anna Essington, Chair, called the meeting to order at 10:01am

2. ACTION ITEM: Election of Vice Chair

Anna Essington, Chair, presented the action item for nominations for Vice Chair. David Shore nominated George Strebel to fill the vacant Vice Chair position until March 2026. Jaclyn Archer was second to support the nomination of Mr. Strebel. GISPC members were unanimous in selecting Mr. Strebel as Vice Chair of GISPC.

3. ACTION ITEM: Consider Approval of December 6, 2024, Meeting Minutes

Anna Essington, Chair

4. PRESENTATION: Knowledge Base Articles

Nik Pullias, GIS Operations Coordinator

5. VIDEO: ArcGIS Solutions - Address Data Management

Rob Buckhouse, CAPCOG Staff Liaison, presented a video on ArcGIS Solutions – Address Data Management. At the conclusion of the video presentation there were not any questions from GISPC members.

6. DISCUSSION: FY2026 ILA Contracts

Charles Simon, Director of Regional Planning & Services

7. DISCUSSION: Updated Advisory Committee By-Laws

All Committee Meetings are Open to the Public

Charles Simon, Director of Regional Planning & Services, presented GISPC members with updated Advisory committee By-Laws. No questions were presented from GISPC members.

8. Round Table Discussions

Anna Essington, Chair, presented the opportunity for GISPC members to provide round table discussions. Julie Sommerfield asked members for guidance and/or assistance with Bastrop County readdressing. Jaclyn Archer offered to schedule a time to assist Ms. Sommerfield with re-addressing questions. Ms. Sommerfield also asked how other agencies qualify GIS users without GIS backgrounds for access and edit permissions. Ms. Essington advised there should be some sort of training procedures for editors of GIS databases. David Shore also added that Austin Community College (ACC) has free online GIS courses for inexperienced users that may be beneficial to incorporate into whatever training processes agencies explore.

9. Adjourn, approximately at 11:30 AM

Ms. Essington, Chair, adjourned meeting at 11:43 am.

10. Next Meeting: June 6, 2025



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

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

June 6, 2025

TO: Geographic Information Systems Planning Council

FROM: Rob Buckhouse, GIS Program Manager

RE: GISPC Meeting Item 3: Interlocal Agreement Updates

The following are the updates coming to the Interlocal Agreements for FY23026.

Body:

1. New format
2. Quarterly, semi-annual, and annual invoicing schedules
3. Continuity plan requirement
4. Budget estimate requirement
5. Invoice due date

Attachment A:

1. GIS experience requirement
2. CAPCOG certification required
3. Operational Timeline updated

Attachment B:

1. Version 1/Version 2 guidance removed

Attachment C:

1. New attachment with contact information

Activity Report for CAECD 911-GIS Database Interlocal Contracts

City/County: _____

Quarter: _____

Along with each quarterly invoice, PUBLIC AGENCY shall submit an activity report that contains all of the following information related to activities that occurred *during that specific quarter*:

1.) For each applicable governmental entity with administrative boundaries within PUBLIC AGENCY's provisioning boundary, PUBLIC AGENCY shall provide a summary of actions taken relevant to the 9-1-1 GIS database or certify that no action was taken relevant to the 9-1-1 GIS database. (**Examples:** Added new address points, roads, ESZs, ESBs, to the 911 database; made corrections to database; adjusted boundaries; worked with cities inside county on 911 GIS database; etc.)

☐ No action taken relevant to the 9-1-1 GIS Database

☐ Action taken relevant to the 9-1-1 GIS Database. **Provide summary:**

2.) Please provide the date and time of the PUBLIC AGENCY's last backup of its 9-1-1 GIS database.
(Note: Agency should retain a backup no older than one month in the event of potential data corruption or loss).

[Click or tap to enter a date.](#)

☐ Not Applicable

3.) Dates of data submissions over past quarter and end of quarter feature count totals. Submission dates should *only* be recorded for those months within the particular quarter and may include dates prior to the start of a month if data was submitted earlier than the first business day of a month. (Ex. Q4 months are July – September)

Submissions to CAPCOG for PSAP map update:

Submissions to GeoComm Data Hub QC platform:

Total Number of Features at end of quarter:

- Address Points: _____
- Road Centerlines: _____
- Emergency Service Zones (ESZs): _____
- Emergency Service Boundaries (ESBs): _____
- City Limits: _____

4.) Summary of any work that involved resolution of boundary issues with other entities, correction of errors, and resolution of any other issues related to this contract. (**Examples:** Coordinated adjusting and/or correcting provisioning/ESB/ESZ/road centerlines with neighboring county or CAPCOG)

Provide Summary:

☐ Not Applicable

5.) Document any steps taken to correct deficiencies as identified by CAPCOG monthly performance reports to public agency over the quarter, and list corrective action that will be taken to address and prevent such issues in the future, including:

Late, incomplete, or deficient data submissions. **Provide summary:**

☐ Not Applicable

Failure to reduce overall Critical Error Rate or have increase in overall Critical Error Rate. **Provide summary:**

☐ Not Applicable

Any other issue identified by CAPCOG in a performance report. **Provide summary:**

☐ Not Applicable

6.) Please attach any documentation to this activity report that is pertinent to the Interlocal contract agreement, such as:

- City limit annexation documentation (GIS file format is also acceptable)
- Commissioners Court notes
- Agreements between PUBLIC AGENCY and other agencies within PUBLIC AGENCY's provisioning boundary
- Any other relevant internal or external documentation

Note: if you have already sent in documentation for the above items, please state that in the space below, or choose Not Applicable. You do *not* need to resubmit that documentation.

Summary of documentation provided to CAPCOG:

☐ Not Applicable

Date of County Activity Report Creation: _____

Project Representative Signature: _____