



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, May 14, 2025
CAPCOG Lantana Room
6800 Burleson Road
Bldg. 310, Ste. 155
Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**
Council Member 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 April 9, 2025 Meeting**
3. **Conduct a Public Hearing Regarding the Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee.**
Richard Morales Jr., Director of Emergency Communications
4. **Consider Adopting a Resolution for Continuation of the Capital Area Emergency Communication District and the 9-1-1 Emergency Service Fee.**
Richard Morales Jr., Director of Emergency Communications
5. **Consider Adopting a Resolution for Setting the 9-1-1 Service Fee for FY2026**
Richard Morales Jr., Director of Emergency Communications
6. **Consider Approving Appointments to the Strategic Advisory Committee**
Richard Morales Jr., Director of Emergency Communications
7. **Staff Reports**
Chris Miller, 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, April 9, 2025

CAPCOG Lantana Room
6800 Burleson Road
Building 310, Suite 155
Austin, Texas 78744

Present (17)

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

Mayor Pro Tem Doug Weiss, *City of Pflugerville*

1st Vice Chair

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

Commissioner Clara Beckett, *Bastrop County*

Council Member Kevin Hight, *City of Bee Cave*

Commissioner Joe Don Dockery, *Burnet County*

Judge Bryan Wilson, *Burnet County*

Judge Hoppy Haden, *Caldwell County*

Judge Dan Mueller, *Fayette County*

Commissioner Walt Smith, *Hays County*

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*

Judge Andy Brown, *Travis County*

Commissioner Russ Boles, *Williamson County*

Commissioner Cynthia Long, *Williamson County*

Absent (9)

Judge Ron Cunningham, *Llano County*,

2nd Vice Chair and Parliamentarian

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

Secretary

Council Member Ron Garland, *City of Georgetown*

Council Member David McDonald, *City of Leander*

Council Member Robert Garcia, *City of Taylor*

Commissioner Ann Howard, *Travis County*

1. Call to Order and Opening Remarks by the President

Judge Bray called the meeting to order at 11:49 a.m.

2. Consider Approving Minutes for the April 9, 2025 Meeting

The motion to approve the minutes was made by Commissioner Long. The motion was seconded by Commissioner Boles. The approval of the minutes passed unanimously.

3. Consider Accepting the Financial Report for the Period of October 1, 2024 to February 28, 2025.

Ms. Alvarado presented the Financial Report. Commissioner Dockery made the motion to accept the Financial Report. Judge Haden seconded the motion. The motion to accept the Financial Report for the Period of October 1, 2024 to February 28, 2025, was passed unanimously.

4. Consider Approving Appointments to Advisory Committees.

Mr. Hoekzema explained that there are two vacancies on the CAECD Strategic Advisory Committee. One is in the City of Austin. The other is in Lee County. Commissioner Long stated, she would reach out to the City of Austin Mayor's Office to see if they had a nominee.

5. Staff Reports

Mr. Miller provided an update on the health of Mr. Richard Morales, Director of Emergency Communications. Mr. Miller stated that the Emergency Communications staff was doing a great job during Mr. Morales' absence.

6. Adjourn

The meeting adjourned at 11:55 a.m.

Mayor Pro Tem Dr. Steve Hougen, Secretary
Capital Area Council of Governments
Executive Committee

Date

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

MEETING DATE: May 14, 2025

AGENDA ITEM: 3. Conduct a Public Hearing Regarding the Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee

GENERAL DESCRIPTION OF ITEM:

Texas Health and Safety Code Chapter 772.521 requires the Board of Managers to solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee on or before the third anniversary of the date of the district’s creation or last public hearing. Notice of the public hearing has been published in a daily newspaper of general circulation published in the district for two consecutive weeks, with the first notice published on April 25, 2025.

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

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: NA

Source of funds: 9-1-1 Fees

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: NA

ACTIONS REQUESTED:

Conduct the public hearing and solicit public comments on the continuation of the district and the 9-1-1 emergency service fee.

BACK-UP DOCUMENTS ATTACHED:

Texas Health & Safety Code, Chapter 772.521.

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

None

HEALTH AND SAFETY CODE
TITLE 9. SAFETY
SUBTITLE B. EMERGENCIES
CHAPTER 772. LOCAL ADMINISTRATION OF EMERGENCY COMMUNICATIONS

SUBCHAPTER G. REGIONAL EMERGENCY COMMUNICATIONS DISTRICTS: STATE PLANNING REGION WITH
POPULATION OVER 1.5 MILLION

Sec. 772.521. PUBLIC REVIEW. (a) Periodically, the board shall solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee. The first hearing shall be held on or before the third anniversary of the date of the district's creation. Subsequent hearings shall be held on or before the third anniversary of the date each resolution required by Subsection (c) is adopted.

(b) The board shall publish notice of the time and place of a hearing once a week for two consecutive weeks in a daily newspaper of general circulation published in the district. The first notice must be published not later than the 16th day before the date set for the hearing.

(c) After the hearing, the board shall adopt a resolution on the continuation or dissolution of the district and the 9-1-1 emergency service fee.

Added by Acts 2013, 83rd Leg., R.S., Ch. 552 (S.B. 628), Sec. 1, eff. September 1, 2013.

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

MEETING DATE: May 14, 2025

AGENDA ITEM: 4. Consider Adopting a Resolution for Continuation of the Capital Area Emergency Communications District and the 9-1-1 Emergency Service Fee

GENERAL DESCRIPTION OF ITEM:

Texas Health and Safety Code Chapter 772.521 requires that after a public hearing to solicit public comments and hold a public review hearing on the continuation of the district and the 9-1-1 emergency service fee, the Board of Managers shall adopt a resolution on the continuation or dissolution of the district and the 9-1-1 emergency service fee.

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

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: NA

Source of funds: 9-1-1 Fees

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: NA

ACTIONS REQUESTED:

Adopt a resolution for the continuation of the district and the 9-1-1 emergency service fee.

BACK-UP DOCUMENTS ATTACHED:

Resolution regarding the continuation of the district and the 9-1-1 service fee.

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

None



**A RESOLUTION
REGARDING CONTINUATION OF THE DISTRICT
AND THE 9-1-1 SERVICE FEE**

WHEREAS, the Capital Area Emergency Communications District Board of Managers convened in regular session on the 14th day of May, 2025 at the Capital Area Council of Governments Office, 6800 Burleson Road, Building 310, Suite 165, Austin, Texas; and

WHEREAS, the meeting was called to order by the Chairman, having a quorum present; and

WHEREAS, a public hearing was held after it had been established that notice of the time and place of the public hearing was published once a week for two consecutive weeks in a daily newspaper of general circulation in the district with the first publication of notice being not less than sixteen days before the date of the hearing; and

WHEREAS, the public hearing was opened at _____ a.m. and thereafter public comment was received regarding the desirability of continuing the District and the 9-1-1 service fee in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson Counties, Texas; and

WHEREAS, _____, comments were made from interested citizens in the public hearing in favor of the 9-1-1 district and service fee and in support of continuing the district and the fee; and

WHEREAS, _____, comments were made in favor of discontinuing the 9-1-1 district and service fee; and

WHEREAS, after a proper motion was made and was seconded, the public hearing was closed at _____ a.m; and

WHEREAS, Section 772, Texas Health and Safety Code, requires the Board of Managers to adopt an order for the continuation or dissolution of the district and the 9-1-1 emergency fee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT: The Capital Area Emergency Communications District and the emergency service fee imposed shall be continued as provided by Chapter 772 of the Texas Health and Safety Code and in compliance with provisions of such statute.

Passed and approved on this and final reading on this 14th day of May 2025.

Judge Brett Bray, Chair
Capital Area Emergency Communications District
Board of Managers

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

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

MEETING DATE: May 14, 2025

AGENDA ITEM: 5. Consider Adoption of Resolution Setting the 9-1-1 Service Fee for FY2026

GENERAL DESCRIPTION OF ITEM:

In Texas, there are three components to the overall 9-1-1 fee:

- 9-1-1 Service Fee; charged to each local access line or equivalent and known as traditional landline service, currently \$.50 per month.
- 9-1-1 Wireless Fee; charged to each activated cell phone, currently \$.50 per month.
- 9-1-1 Prepaid Wireless Fee, currently two percent (2%) of the purchase price.

The 9-1-1 wireless fee and the 9-1-1 prepaid wireless fee are set at the state level. The 9-1-1 service fee is set by the state for the Councils of Government and by the boards of each Emergency Communications District or Municipal Emergency Communications District.

Texas Health and Safety Code Section 772.516 (e) requires the district board to set the 9-1-1 service fee each year as part of the annual budget. The 9-1-1 service fee pertains to the traditional landline and Voice over Internet Provider (VoIP) telephone services within the district and is charged to each residential line, business line and business trunk. The FY 2026 budget to be reviewed by the Board of Managers in July 2025 will retain the \$.50 rate for the year.

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:

Richard Morales Jr., Director of Emergency Communications

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds: 9-1-1 Fees

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:

Consider approving the resolution to set the 9-1-1 Service Fee at \$.50 per line for Fiscal Year 2026.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution setting the 9-1-1 Service Fee

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

None



A RESOLUTION
CLASSIFYING RATES FOR THE 9-1-1 EMERGENCY SERVICE FEE
ON SERVICE USERS FOR LOCAL EXCHANGE ACCESS LINES
AND EQUIVALENT LOCAL EXCHANGE ACCESS LINES

WHEREAS, the Capital Area Emergency Communications District Board of Managers is authorized by Texas Health and Safety Code, Chapter 772 to impose a 9-1-1 emergency service fee on service users for local exchange access lines and equivalent local exchange access lines;

WHEREAS, in accordance with Texas Health and Safety Code, Section 771.063, the Capital Area Emergency Communications District is required to follow the definition of a local exchange access line and an equivalent local exchange access line as adopted by rule by the Commission on State Emergency Communications;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(d), the rate of the fee may not exceed six percent of the monthly base rate charged a service user by the principal service supplier in the participating jurisdiction;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(e), the board shall set the amount of the fee each year as part of the annual budget; and

WHEREAS, the schedule of fee rates and classifications recommended by District management for Fiscal Year 2024 complies with the six percent cap in Texas Health and Safety Code, Chapter 772.516(d).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT: The 9-1-1 emergency service fee rates and classifications for Fiscal Year 2026 are hereby levied at the monthly rate of \$.50 per line for residential lines, business lines and business trunks. The fees are applied to a maximum of 100 lines per customer bill, per location.

Passed and approved on this first and final reading on this 14th day of May 2025.

Judge Brett Bray, Chair
Capital Area Emergency Communications District
Board of Managers

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

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

MEETING DATE: May 14, 2025

AGENDA ITEM: 6. Consider Approving Appointments to Strategic Advisory Committee

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.

Commissioner Knobloch has nominated Jason Snelgrove, Lee Count Emergency Management Coordinator, to serve in the Lee County slot. 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: **Richard Morales Jr., Director of Emergency Communications**

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