

**GREATER AUSTIN AREA TELECOMMUNICATIONS
NETWORK (GAATN)
INTERLOCAL AGENCY**

**625 East 10th Street, 6th Floor
Austin, Texas 78701**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
MEETING HELD October 6, 2003
Lower Colorado River Authority
Shapiro Building Room 517
3701 Lake Austin Blvd**

Agenda Item No. 1:

The meeting was called to order by Vice-Chairman Debbie Opdahl at 1:32 p.m.

The following Board members announced as present:

Martha Riekenberg, on behalf of the City of Austin
Gray Salada, on behalf of Austin Independent School District
John Kohlmorgan, on behalf of Austin Independent School District
Tom Lott, on behalf of the Lower Colorado River Authority
Jimmy Don Havins, on behalf of the Lower Colorado River Authority
Gary Weseman, on behalf of Austin Community College
Walter LaGrone, on behalf of Travis County
Wayne Wedemeyer, on behalf of the University of Texas
John House, on behalf of the University of Texas
Dave Kelly, on behalf of the State of Texas
Debbie Opdahl, on behalf of the State of Texas

GAATN Personnel present:

Ronald Roberts, Project Coordinator
Ashley Caron, Project Manager

Agenda Item No. 2:

Citizen Communication

There were no citizens present.

Agenda Item No. 3:

Approval of September 8th & 17th, 2003 Board Minutes.

Changes submitted from the GAATN Attorney earlier had been incorporated into the minutes submitted at the Board. There were no other changes to the minutes and Wayne moved to approve with a second from Gary Weseman. The minutes were unanimously approved.

Agenda Item No. 4:

Discussion and possible action regarding the Board Vice-Chairperson Update.

Debbie commented on the discussion from last month on the meeting that was held by the CIO's about having more involvement on the Board. She prefaced this by stating that she was not at either meeting but focused on an aspect from Steve Fogel's report concerning the voting rights. Debbie noted that Eddie Esquivel had been at the CIO meeting and stated there had been a discussion on how the network rights and voting rights were determined, but there was no discussion at the meeting on changing these rights. Debbie will talk to Patrick about why the subject of voting rights was included in the report Steve Fogel was asked to develop for the CIO's.

To accommodate Gray Salada Debbie requested to take item 6 up next.

Agenda Item No. 6:

Discussion of and possible action regarding the Technical Subcommittee Update.

A. Confidentiality Agreement for GAATN. Tom asked Ron to speak to this topic. Ron began by sharing that he and the GAATN Attorney had discussed verbiage for the prints that would be distributed and also an Agreement that could be utilized to illustrate the GAATN commitment to privacy of the secure network and also for possible legal recourse against those that may attempt to distribute documentation without Board approval. This was generally considered a good practice by all and a desire to establish a set policy will be needed. Tom mentioned that LCRA had received a public information request for technical details regarding telecommunications infrastructure and that he will report back on LCRA's response to that request. He noted, however, that LCRA has in the past disclosed this type of information, but that GAATN had not. He will provide a copy of the AG's informal letter ruling or open records decision when it is issued.

D. Maintenance policy regarding formal communications between network management, entities and maintenance contractor for a planned cable cut.

Tom stated that this was a large discussion at the technical Subcommittee level and needed to be addressed at the Board as well. He stated that his feel for the meeting was that the Network Manager (or back up) made the initial call on whether to call off a planned cut or not with escalation to be through the GAATN Chair and then Vice-Chair. Noting that it would probably be political decision by that point anyway, Debbie thought that was the order of contact and decision and mentioned that part of the discussion was tying the decision to terminate a planned cut late into some sort of monetary disincentives, i.e. , the entity responsible would have to pay for repermitting, etc. Tom questioned whether a monetary disincentive was unclear how that could be enforced. There was also discussion on using a scale of some type starting 2-3 months out all the way down to 48 hours. Debbie favored the monetary cost burden being put on the agency responsible and stated that it seemed simplistic compared to having a Chair or Vice-Chair decide for another entity that their business is critical or not. Gary added that most of this work is planned well in advance and the Maintenance Contractor does a good job with considering the effects of both planned and emergency activity. Wayne agreed with Gary and stated that a fixed policy for emergency over ride for planned events was important. Debbie stated that a fixed policy would help all and Ashley added that it would help her as well, any decision would be the one from the entire Board with all knowing the consequences beforehand. Debbie mentioned a 'best practices' solution whereby all entities would check strands and equipment to be affected 72 hours beforehand. Wayne added that consideration both ways should be done, protect GAATN and protect each other. With these issues open the Board thought it would be a good idea to have the GAATN attorney at the next Technical Subcommittee meeting.

B. Pole attachment policy regarding use by non-GAATN entities. The submitted policy from Martha was discussed with changes suggested. The wording was changed to 'Attachment Audit' and it was decided to incorporate more information on the Pole Attachment process and how it is set up. This was deemed a good preface to the submitted policy. There was a concern that Board approval would be an issue due to the time frame for requests. Debbie added that a small Board could take place at the Tech level if need be, this gives no more than a 2 week lapse which would be fine since payment is required under the agreement, plus other factors also require time from both GAATN and those applying. Tom and Martha agreed to make the changes.

C. Maintenance contractor security policy and procedures. (Handout) Tom simply handed out copies of the procedures and personnel that deal with the GAATN material from the Maintenance Contractors office. A suggestion to get these folks to sign the agreement came from Debbie. It was clear that due diligence has been done by CoCom in this regard.

Agenda Item No. 5:

Discussion and possible action regarding the financial report and budget issues.

Gray Salada distributed the August report which is reflective of the end of the fiscal year for GAATN. He stated that it looked good, all planned spending was done and noted a few overages on the last page. Ashley noted that the new armored cable should help GAATN to cut down on repair costs. Tom noted that we planned to spend more than we took in to which Ashley explained a few of the projects on track and how they would affect the budget. Jimmy Don questioned an encumbrance from the sheet and John K. added that its best to look at what was budgeted as encumbrances are hard for them to track. John K. did acknowledge a mistake on page 6 of 8 but stated the fund balance remains the same. Ashley will be bringing back drafts of the budget next month.

Agenda Item No. 7:

Discussion and possible action regarding the Network Manager's Update (COA, 10 minutes).

Ashley passed out the site sheets to those present and instructed them to check the sites and return corrections by October 20th. She added that she had forgotten Treaty Oak but would resend an electronic copy with the corrections to everyone. Ashley stated that she had not received the pricing yet on the ZNET manhole, the Maintenance Contractor is waiting on a price from a subcontractor. She also shared that she had walked 183 with Jeff Kirk and that plans were to joint trench with Qwest. The 5th street conduit is done, GAATN now underground between Shoal Creek and Rio Grande. Dave Kelly asked about interduct and also that any open conduits be capped. Ashley also went through a running budget of this year that she had distributed, noting that the fiber order included 5th street and was still under the budgeted amount. She then spoke about the projected projects sheet and stated that she would send it out electronically, it includes the approved and proposed. John K. stated that this would be good to have every month to know where things stand. Gary asked about costs at City Hall and what can be done now. Martha added that part of this issue was routing concerns for the conduit. Debbie asked all to reflect on this and John K. asked that the information be given out beforehand so that the participants could be better informed. Wayne added that UT had looked at overlaying with new fiber between Pickle and UT campus, a new fiber designed to handle more traffic. He had no idea on costs but stated that if anyone was interested to let him know. Debbie summed up the discussion by stating that the projects, associated costs and funding information be provided and reviewed for the budget.

Agenda Item 8:

Executive Session: Adjourn for closed session, under Tex Gov't Code section 551.071, to seek legal advise about pending or contemplated litigation for:

- A. Construction, equipment, and product warranty claims; and**
- B. Damage to GAATN Fiber Optic Cables, equipment, hardware, and other property, and**
- C. Contractual or Tort claims against GAATN.**

Reconvene for discussion and decisions, if any, on matters considered in closed session.

Debbie stated there was no need to hold an executive session

Agenda Item No. 9:

Confirm date, time and location for the next regular Board meeting as November 3, 2003 at 1:30 p.m. in room 517 of the Shapiro Building at LCRA on Lake Austin Blvd.

Time and location for next meeting was confirmed and the meeting was adjourned at 2:54 p.m.