

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

**625 East 10<sup>th</sup> Street, 6<sup>th</sup> Floor  
Austin, Texas 78701**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
MEETING held on June 7, 2004 at  
Lower Colorado River Authority  
Shapiro Building Room 517  
3701 Lake Austin Blvd  
Austin, Texas**

**Agenda Item No. 1:**

The meeting was called to order by Chairperson Patrick Jordan at 1:30 p.m.

The following Board members announced as present at the start of the meeting:

Martha Riekenberg, on behalf of the City of Austin

Gary Weseman, on behalf of Austin Community College

Gray Salada, on behalf of the Austin Independent School District

Wayne Wedemeyer, on behalf of the University of Texas

Debbie Opdahl, on behalf of the State of Texas

Tom Lott, on behalf of the Lower Colorado River Authority

Brian Kunz, on behalf of the Lower Colorado River Authority

Patrick Jordan, on behalf of the City of Austin

John House, on behalf of the University of Texas

GAATN Personnel present at the start of the meeting:

Ronald Roberts, Project Coordinator

Heidi Cottingham, Maintenance Contractor

Sydney Falk, GAATN Attorney

**Agenda Item No. 2:**

**Citizen Communication**

There were no citizens present but Wayne took the opportunity to share with the Board about Lonestar Education And Research Network (LEARN). He shared that this is a fiber optic network that is to be built in Texas that will link colleges and many other facilities related to research, health, and other organizations that would not compromise LEARN's 501(c)(3) tax-exempt status. The RFP's for this venture have already been issued, and proposals have been returned and are being reviewed, according to Wayne who also chairs the LEARN Technical Committee. Patrick and others were very excited about this venture and wanted to learn more so Patrick requested that the GAATN Technical Subcommittee schedule this as an item for discussion and also that it be scheduled as an item for the Board in July.

**Agenda Item No. 3:**

**Approval of May 3, 2004 Board Minutes.**

Wayne moved to approve with a second from Gary Weseman; the motion passed unanimously.

**Agenda Item No. 4:**

**Discussion and possible action regarding the Board Chairperson Update.**

Patrick stated that he had nothing for this item but noted that the City had been beta testing their 802.17 OC-48 2.5 Gig network and invited any questions concerning testing results.

**A. Nominations for GAATN Chairperson for vote in July.**

Debbie nominated Gray Salada for Chairperson; Gray then nominated Patrick. Patrick nominated Debbie as Vice-Chair but she declined due to impending retirement. Patrick then nominated Gray as Vice Chair. Wayne moved to close the nominations which carried unanimously. The elections for these offices will be at the Board's meeting in July.

**Agenda Item No. 5:**

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

Gray distributed the AISD financial summary for April and inquired about the May discussion on the form of the report. Martha shared that the Board desired, and had requested, that Ashley create a report that tracked the AISD report but that included the project costs as well so that a comprehensive and up-to-date report could be shared. The fund balance account, or holding account, was then discussed and it was noted by Gray that AISD's accounting approach was that the budgeted amounts be depleted before drawing held funds into the operating accounts. Martha noted that this policy appeared to reflect a negative balance in some accounts and created concern by the Board. She further explained that there were times that John K. would place something in one category and Ashley would place it in another. Patrick added that the hope was to get some continuity in the report. Gary asked that the projects be included in the report and that the early payment last year from the City be shown, Gray commented that the prepayment by the city was around \$6,000. Gary indicated his concern that expenses were rapidly depleting the \$700,000 reserve, and wanted to be able to tell from the report what operating funds remained for this fiscal year and what expense commitments were still to be paid. Patrick added that tracking projects would help because they change over the year. Gray stated that the requirement appeared to be a need to track future projects, and determine a funding source both of which must be done via a different document. A solution or set of options would come from the planned meeting with Ashley. If it was determined there was a major shortfall then a budget meeting could be convened before the next regular scheduled board meeting per Patrick.

Gary requested that the budget information be sent out prior to the Board meetings so that review and changes could be made before the Board meetings. Gray noted that he believed AISD's numbers resulted in correct bottom line totals, but would talk with Ashley about the issue when she got back to help create a better picture for the Board. Patrick encouraged any Board member interested to attend that meeting as well. He then noted that copies of the approved budget and the project budget would be needed for the July meeting to see a clear picture of the last few months of the GAATN budget.

**Agenda Item No 6:**

**Discussion of and possible action regarding the Technical Subcommittee Update.**

**A. New site approval for nine City of Austin sites.**

Ron shared that the City had brought forward nine new sites. The Technical Subcommittee had approved these sites and the Board now needed to vote on them. Gary motioned to approve and was seconded by Tom, and the motion passed unanimously.

**B. BIN Expansion.**

Ron stated that Wayne had wanted the Board to understand that there is a risk involved in this expansion. Due to the HWY 45 construction in the area there are sections of this route that have not been framed, and framing them now might be premature because pole locations will inevitably be changed as construction proceeds. Martha shared that the expansion was identified in the Board's February 2002 minutes to include to Lake Creek Parkway only and that the rest could be done in next year's budget.

Martha added that the goal was to make available to partners the opportunity to participate with the City's installation of what would otherwise be a City-owned facility with 24 fibers, by making it a GAATN project including upsizing the fiber count to 96. The estimated cost of the upgraded project is \$84,111.16. The City is willing to front the cost of the upgraded project, subject to being reimbursed by GAATN by future years' budgeted project funds. Gary made a motion to approve this offer from the City to front the expansion of the B1N ring to Lake Creek Parkway and that the City will be reimbursed from the unassigned project account in fiscal year 2005-2006. Wayne seconded the motion which then past unanimously. Patrick stated that the City will move forward with this.

### **C. Record Retention Policy**

Syd shared some basic record management and retention requirements applicable to local governments, and the Texas State Library and Archives Commission rules and guidelines for meeting them, which he had been investigating. Ron noted that the Technical Subcommittee had not had a chance to review the information last month and Patrick asked that it be included for next month's agenda. Patrick asked the Technical Subcommittee to come back with some guidelines and specific choices for the Board to consider. Syd will meet with the Technical Subcommittee to assist in fashioning such a recommendation.

## **Agenda Item No. 7:**

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

### **A. Insurance Renewal with Gammon Insurance.**

Ron shared that he had a letter from Gammon Insurance that stated there would be no rate increase this year (because this is the second year of a two-year policy). He added that John Kohlmorgan had asked that this item be reflected in the minutes to reflect that GAATN would continue with its present coverage under the same terms existing. Wayne moved to approve the continuation and was seconded by Tom, and the motion carried.

Ron then went on to update the Board about finding a company to photograph some conduit underground. Ashley had been working on this with the City's Wastewater personnel but they had been non-responsive about it since last month. There was no word on Fire 14 yet, he added. The last item for mention was that there would be no joint trench with Qwest, CoCom was cheaper by \$7,000 on the TxDot and 183 project, because the Qwest trench was longer than GAATN required.

## **Agenda Item No. 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.**

Patrick directed the Board to Executive Session at 3:11 p.m. and returned from it at 3:24 p.m.

**Agenda Item No. 9:**

**Confirm date, time and location for the next regular Board meeting as July 12, 2004 at 1:30 p.m. in room 517 of the Shapiro Building at LCRA on Lake Austin Blvd.**

Time and location for next regular meeting was confirmed (July 12, 2004 at 1:30 p.m.) and the meeting was adjourned at 3:25 p.m.