

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

MEETING OF THE BOARD OF DIRECTORS

February 5, 2019 at 1:00 p.m.
Lower Colorado River Authority
LCRA Service Center, Room A502/503
3505 Montopolis Blvd.
Austin, Texas

MINUTES

1. Call to Order and Roll Call

GAATN Board Chairman Dain Herbat called the meeting to order at 1:00 p.m.

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

Dain Herbat, on behalf of Travis County

Bruce Hermes, on behalf of City of Austin

Carlos DeMatos, on behalf of GAATN

John Kohlmorgan, on behalf of Austin ISD

Gary Weseman, on behalf of Austin Community College

Jaime Guerra, on behalf of the University of Texas

Harold Nall, on behalf of the University of Texas

Bobby Saddler, on behalf of Lower Colorado River Authority

A quorum was established at roll call.

Syd Falk, GAATN attorney – arrived at 1:15 p.m.

Steve Pyle, on behalf of State of Texas DIR – arrived at 1:35 p.m.

Members of the public:

Wayne Wedemeyer, on behalf of the University of Texas

Chris Gonzales, on behalf of BryComm LLC

2. Citizen Communications

There were no citizen communications.

3. GAATN Network Management SLA Semi-Annual Review and Member feedback

Members reviewed the network management SLA deliverables and accomplishments.

Section 1 Network Management: Dain mentioned he would like to see a ticketing system in place for GAATN jobs. Bruce wanted to make sure the requirements from the Board are spelled out prior to having management research solutions. John Kohlmorgan asked for this to be an agenda item at the next Technical meeting; Bruce said the agenda item should be about firming up requirements.

Section 2 Engineering Documentation: Dain asked about the “bill of materials” reference regarding Bentley; Carlos said that Bentley has the ability to produce a report showing all installed materials documented in its system, from the amount of cable to the number of splice cases/trays, etc. Dain asked about adding the maintenance hole butterfly drawings into Bentley; Carlos said management is still looking into that possibility.

Section 3 Disaster Recovery: Gary said management needs to schedule the DR tabletop exercise. Jaime mentioned the recent job at 5th and Lamar where the wrong conduit was accidentally cut, causing a network disruption; Carlos said management is working on ways to better inform members about work that is not expected to impact the network, but could potentially if a mistake

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occurs during performance. Dain mentioned change management; John said the network activity calendar could be taken one step further to include change management details.

Section 4 Financial Management: John said management is doing a great job in this area.

Section 5 Contract Management: Gary said management is staying on top of it and his only suggestion is to make sure agenda items have sufficient information on the agenda for a consent approval. Gary suggested putting certain contract renewals on the consent agenda.

Section 6 Business Administration: Dain said he likes the new SLA evaluation format provided by management.

At the end of the SLA evaluation, Dain Herbat announced a brief recess until 1:35 p.m. Dain Herbat reconvened the meeting at 1:36 p.m.

4. Review and Approve the minutes for the special called Board Meeting of January 22, 2019

Dain Herbat moved to approve the draft minutes as presented; Bruce Hermes seconded the motion and it passed unanimously.

5. Consent Agenda Items from Technical Subcommittee Meeting of January 22, 2019

Gary Weseman moved to approve Consent Agenda Items 5A, 5B, and 5C; Bruce Hermes seconded the motion and it passed unanimously.

- A. Seeking recommendation for COA A1N First Workers Day labor Tie entity-specific project at no cost to GAATN**
- B. Seeking recommendation for COA B2S Montopolis Pump House Tie entity-specific project at no cost to GAATN**
- C. Seeking recommendation for COA A1N -- COA IGR Node entity-specific project at no cost to GAATN**

6. Board Chairperson Update – Discussion and possible action regarding:

- A. Seeking approval for first of four possible renewals of the GAATN Utility Notification Services (AISD RFP P18-042) agreement with One Call Concepts at a per-call rate of \$0.80 for a period of April 6, 2019 through April 5, 2020**

Gary Weseman moved to approve the first renewal of the GAATN Utility Notification Services (AISD RFP P18-042) agreement with One Call Concepts at a per-call rate of \$0.80 for a period of April 6, 2019 to April 5, 2020; Bruce Hermes seconded the motion and it passed unanimously.

- B. Seeking approval for joint Fiberlight underground bore project along Burleson Road**

Carlos said this agenda item is seeking approval for a joint trench with Fiberlight along Burleson Road at a shared cost of \$136k. This cost includes the underground bore and placement of two 1.25" GAATN conduits, but does not include GAATN engineering services, placement of GAATN maintenance holes or routing of the GAATN fiber from aerial to underground. Bruce asked how much additional funding would be required for engineering, maintenance holes and fiber rerouting; Carlos said \$30k. Dain asked if management had a written proposal from Fiberlight; Carlos said management has asked for it, but Fiberlight will not provide it yet. John asked about a legal agreement; Carlos said Fiberlight provided their standard agreement and management will send it to GAATN legal for review. The remainder of this agenda item was discussed in executive session for attorney consultation. Upon reconvening in open session, Dain Herbat announced that the board authorizes network management to move forward with negotiating with Fiberlight for a joint trenching project.

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Dain said the Board would like to see an itemized quote, documentation regarding ownership of the conduit and responsibility for maintenance thereof, payment arrangement, and a construction timeline.

7. Network Manager's Update – Discussion and possible action regarding:

A. Any existing network operations, repairs, or maintenance issues, including any that occurred since the last Board Meeting

1. Convention Center Backup NOCC status update

Carlos said COA Public Works (PW) has come back with questions for GAATN such as frequency of billing and required billing documentation. Gary asked if GAATN has a contract with PW; Carlos said no, but he will look into this. Bruce said he and management need to have a broader conversation with PW. Syd asked if management has received anything from PW regarding project scheduling; Carlos said no, that his understanding is that the project is under review by their staff at this time.

2. Treaty Oak Decommission project status update

Carlos said management has to reschedule two of these projects (A2N and SRS) because the original traffic control plans the contractor had in place have to be redone since the City restriped the street. Management hopes to complete these two rings within the next three to four weeks; A2N and SRS will be completed simultaneously since they will utilize the same traffic control plan and go into the same maintenance holes. Afterwards, A1N will be scheduled within the next six weeks. SRN will take a little longer due to the underground reroute.

3. City of Austin CJIS Facilities, Training & Compliance

Carlos reported that COA is requiring all contractors/subcontractors and entity employees entering COA CJIS facilities to complete an online security training. Carlos said management will send notification of this to all members and contractors via email. Dain and Gary asked if the CJIS training they are already required by their entities to complete would suffice; Bruce said he will escalate that question to the CJIS liaison.

4. Pending projects

Carlos reviewed the following upcoming/pending projects:

- SRS Input City Hall Reconnectorization – completed 1/22
- SRS Output City Hall Reconnectorization – completed 1/29
- AISD A1N Baker Media Decommission – completed 2/1
- COA A1N IGR Node – scheduled to complete 2/12

Jaime said a notice was sent out regarding the UT work, scheduled for 2/9, on A2N that will affect certain members. Carlos said any internet connections to UT will be interrupted for a few hours on that date.

5. Job Budget Tracking review

Carlos reported that management is currently tracking 14 jobs totaling \$407k, leaving \$318k remaining in the FY19 budget for additional jobs. Bruce asked if the Board would prefer to combine the Job Budget tracking and Project Status reports. Dain said they used to be combined, but the Board preferred they be split up as they currently are.

8. Executive Session: At 1:44 p.m., Dain Herbat announced the GAATN Board was adjourning for closed session, under Texas Government Code sections 551.071, to seek legal advice regarding Agenda Item 6B.

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At 2:20 p.m., Dain Herbat announced the GAATN Board was reconvening in open session; Agenda Item 6B was the only item discussed. Upon reconvening in open session, Dain Herbat announced that the board authorizes network management to move forward with negotiating with Fiberlight for a joint trenching project. Dain said the Board would like to see an itemized quote, documentation regarding ownership of the conduit and responsibility for maintenance thereof, payment arrangement, and a construction timeline.

9. Discussion and possible action regarding the financial report and current fiscal year budget issues.

A. Financial Report

John Kohlmorgan reviewed the summary expenditures and revenue reports through January 31.

10. Meeting & Action Items Summary:

Carlos reviewed the following action items for management from this meeting:

- Gather requirements and then look into ticketing system for GAATN
- Better inform GAATN through the network activity schedule of work that is not anticipated to impact entities
- Move forward with negotiations with Fiberlight for joint trench project and gather requested information; send all legal documents to Syd for review

11. Confirm date, time, and location for the next regular Board meeting on March 5, 2019 at 1:30 p.m. at the LCRA Service Center, 3505 Montopolis Blvd., Room A502/503, Austin, Texas.

The date, time, and location for the next regular Board meeting were confirmed; the meeting adjourned at 2:45 p.m.