

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

GAATN TECHNICAL SUBCOMMITTEE MEETING

MEETING HELD February 19, 2019 at 1:30 p.m.

AT Lower Colorado River Authority

LCRA Service Center, Room A504

3505 Montopolis Blvd.

Austin, Texas

MINUTES

1. Call to Order (Including a roll call)

GAATN Technical Subcommittee Chairman Jaime Guerra called the meeting to order at 1:30 p.m. The following announced as present at the start of the meeting:

Jaime Guerra, on behalf of the University of Texas

Dain Herbat, on behalf of Travis County

Carlos DeMatos, on behalf of GAATN

Bo Kinsey, on behalf of Travis County

Chris Gonzales, on behalf of BryComm LLC

Ruben Reyes, on behalf of City of Austin

Bryan Tutton, on behalf of City of Austin

Gary Weseman, on behalf of Austin Community College

John Kohlmorgan, on behalf of Austin ISD

John Killgore, on behalf of State of Texas DIR

Mace Royston, on behalf of Lower Colorado River Authority

2. Citizen Communications

There were no citizen communications.

3. Review and approve minutes from the regular Technical Subcommittee meeting of January 22, 2019

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

4. Maintenance Contractor's Report

A. Maintenance updates

Chris Gonzales reported that, since the last meeting, the maintenance contractor completed inspection on C1S and C2S; 29 deficiencies were corrected between the two rings. Per the request of the previous meeting, Chris added additional columns to the maintenance report to track pending items. He noted there are 40 pending items on those two rings, 31 of which are pole transfers. Chris said the majority of the pending pole transfers are out of their control, they are at the mercy of the other telecoms. Dain asked if the maintenance contractor has the ability to replace missing labels during the inspection; Chris said no, they make note of which cases are missing labels during the inspection and will then print them out and go back out and label them. He said the ones that are missing are part of the C2S expansion, which was not part of the original case audit.

B. Material Inventory status

Chris said the only change was to the AISD inventory; 552 feet of fiber was used on January 22, for the Emergency Repair at C2S Cunningham Elementary School. Jaime asked if GAATN used up all of the Allwave fiber; Carlos said yes it was used at the beginning of last year.

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5. Project and Budget Review

A. GAATN Backup NOCC Project Status update

Carlos said management is working with COA Public Works (PW) to figure out the payment schedule between GAATN and PW. As of yet, management has not received any deliverables from PW that were requested by GAATN members, but management is scheduled to meet with PW the following day and hopes to get more information to members after tomorrow's meeting. Jaime said he is on the meeting invite, but he thinks it is more internal to the COA and it would be beneficial to have Bruce Hermes attend; Carlos said Bruce is out of town, but they are planning on having someone else attend in his stead. Carlos said he would brief the members after the meeting with PW.

B. Treaty Oak Decommissioning Project Status update

Carlos reported that management is trying to schedule the decommissioning of A1N prior to the SWSX moratorium. He said SRS and A2N would be scheduled in early April. All four rings are pending COA Right-of-Way permitting at this time. Carlos said that the decommissioning would be completed by June 30. Jaime said there have been some discussions between UT and AISD regarding A1N and Frank was copied on those emails. Jaime said he will send Carlos and JC Comm those details. John said he wants to make sure this information is recorded in the minutes.

C. GAATN Fiberlight Joint Underground Bore update

Carlos noted that GAATN legal sent a redlined version of the agreement to management, which will go out to Fiberlight today. He said it is a very simple agreement, but Syd did not see any issues with it. Carlos said management did not yet receive all the items requested by members at the last Board meeting, such as an itemized quote. However, management did get confirmation that GAATN will own the conduit and be responsible for its maintenance. Carlos said an easement release would be granted to both GAATN and Fiberlight with each having their own assignment. Dain asked when they want to start the project; Carlos said as soon as possible, but he thinks management is going to start conversing with different people at Fiberlight to get the information members requested. Carlos said the estimate is \$136k plus the cost of installing maintenance holes, so about \$160k for a mile and a half of underground pathway.

D. GAATN Project Status report

Carlos reported on the following upcoming and recently completed projects:

- C1N CTECC to Tilley Duct Bank Re-route – scheduled to complete 3/12
- D1N CTECC to Tilley Duct Bank Re-route – scheduled to complete 3/5
- City Hall Reconnectorization Projects – fully completed as of 1/29
- COA C1S Onion Creek Fire Station – scheduled to complete 2/21
- COA A1N IGR Node – completed 2/12
- AISD A1N Baker Media Decommissioning – completed 2/1

Jaime said the UT tie cable for CPC building is complete and the new UT A1N site at 3200 Red River will be scheduled to splice on 3/7. Jaime said he would ask Carlos to send out that notice.

Carlos said members are welcome to go by the GAATN room at City Hall to look at the new terminations; all labeling is on the sliding panels. He asked members to please let him know if they find any mistakes. John Kohlmorgan asked if management is going to share the losses with each entity; Carlos said yes, the contractor is still recording that information and will put out a sortable report. John asked if the data will be stored in Bentley; Carlos said Frank is discussing that with Advanced.1, but he does not believe there is a way to store that data there. Carlos anticipates the information will be housed on a locked spreadsheet and

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available by the end of the fiscal year. John said he would prefer that information be stored in Bentley.

E. Job Budget Tracking review

Carlos reported that management is tracking 14 jobs totaling \$407k, leaving \$318k remaining for additional FY19 jobs. Dain asked if the Convention Center project could start being tracked on the job budget report. Jaime said the job budget report typically tracks projects approved to come out of the MAC budget. Jaime suggested the remaining MAC budget be an agenda item at an upcoming meeting to see if there is anything the Board would like to approve to utilize the remaining budget.

6. Committee Chair's Update and Report – discussion and possible action on:

A. City of Austin CJIS Facilities, Training and Compliance

Carlos said that management requested from members a list of all of their employees that have access to COA facilities so they could be sent a required online CJIS training to complete; to date, not all entities have responded. COA is requesting that all entities respond and employees that have access complete their training quickly if they want to maintain access to COA facilities. Bryan Tutton from COA discussed power requirements at City Hall and asked members to send their requirements to management. Bryan spoke about some upcoming maintenance at City Hall that could cause an outage to entities that are there; he said COA is trying to minimize or eliminate the outage, but will give members plenty of notice of the work being done. Jaime asked management to track the work at City Hall on the project status report since it could cause an outage for members. Ruben Reyes spoke about the CJIS facilities access and noted that the COA CJIS liaison is requesting that COA employees who have access to the COA CJIS facilities complete the required online training by February 22. Ruben asked members to follow up with management and provide their lists of employees who have access so they can complete the required training. Jaime asked if the GAATN MAC and maintenance contractors have complied; Carlos confirmed that they have. Jaime asked which facilities this pertains to; Carlos said it applies to City Hall, Convention Center, and Fire Station 6. Carlos said CTECC has their own set of requirements and members need to let management know if they need access to CTECC. Gary asked if management could be the clearinghouse and maintain the list of personnel for entities that have completed the training and are able to be granted access. John Kohlmorgan asked Carlos to send that list of facilities out to members. Carlos asked members to let management know if they need any assistance in navigating the requirements.

B. GAATN Ticketing System Requirements

Carlos said this agenda item came from the network management SLA evaluation and management is looking to gather requirements from members for a ticketing system. Carlos said Dain sent a list of requirements that included incident management, change management, asset/inventory management, SLA tracking, searchable database, automation capabilities, and cloud based. Carlos said management is trying to figure out who will manage this system; Dain said if it is cloud based, then it doesn't have to be managed, management would just log in and enter a ticket. Carlos said management will look for a solution that fits the bill. Gary said there is one called Mojo that is cloud based and cost effective. John Kohlmorgan said that hopefully an entity could donate licenses so that GAATN doesn't have to go out and purchase a new system. Jaime said he wants to make sure that management prioritizes this request correctly since their resources are limited and they have other large projects that are higher priority. He suggested taking a step back and documenting the processes that are in place and having a higher-level discussion about this type of tracking

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for GAATN in the future. John asked where the GAATN emergency phone number routes to; Carlos said it routes directly to the maintenance contractor. Jaime asked management to come back to the Technical Subcommittee with information about how this information is currently entered and tracked. Carlos said when an incident occurs, a call is placed either to management directly or to the maintenance contractor, and they immediately being working with the affected entity to assess and resolve the issue. Carlos said he would put together steps for incident reporting and walk members through the process.

C. Seeking recommendation to use Longhorn Dam Pathway to connect D1N to B2S

This item was discussed in executive session for design review. Upon reconvening in open session, Jaime called for volunteers for a subcommittee to discuss organizing and scheduling a special design session. Bo Kinsey, Gary Weseman and John Kohlmorgan will participate on the subcommittee and Carlos will facilitate the call/meeting.

D. Seeking recommendation New UT A1N – KUT/X Tower 5319 Buckman Mountain Road

This item was discussed in executive session for design review. Upon reconvening in open session, Dain Herbat moved to recommend for Board approval the new UT A1N – KUT/X Tower 5319 Buckman Mountain Road; Gary Weseman seconded the motion. John Kohlmorgan asked Jaime to get the mileage information since the COA will not be participating; Jaime said he thought that the COA could take the 12 strands. Gary asked him to confirm with Syd. A vote was taken and it passed unanimously.

E. Seeking recommendation for residential A1N Greenway Relocation

This item was discussed in executive session for design review. Upon reconvening in open session, there was no further action or discussion.

- 7. Executive Session:** At 2:28 p.m., Jaime Guerra announced that the GAATN Technical Subcommittee was adjourning for closed session, under Tex. Gov't Code section 418.181 ("H.B. 9"), to preserve confidentiality as permitted by law regarding Agenda Items 6C, 6D, and 6E.

At 3:10 p.m., the GAATN Technical Subcommittee was reconvened in open session; Agenda Items 6C, 6D, and 6E were the only items discussed.

- 8. Confirm date, time, and location for the next Technical Subcommittee meeting as March 12, 2019 at 1:30 p.m. at the LCRA Service Center, 3505 Montopolis Blvd., Room A504, Austin, TX.**

The date, time, and location for the next regular Technical Subcommittee meeting were confirmed; the meeting adjourned at 3:14 p.m.