

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

June 4, 1993
2:30 p.m.
Carruth Administration Center
B-300 Conference Room

AGENDA

1. Discuss officers needed for Board, and elect officers:
 - a) chair
 - b) vice-chair
 - c) secretary
2. Discuss writing of bylaws.
3. Discuss construction contract with Southwestern Bell Telephone.
4. Discuss change orders to contract.
5. Discuss and begin creating a budget
 - a) construction manager
 - b) attorney fees
 - c) other items
6. Discuss Jean Nipper's role in securing grant funding and salary.
7. Set time, date, and location for next meeting.
8. Suggest agenda items for next meeting.

**GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY**

**BOARD OF DIRECTORS MEETING
MINUTES**

The GAATN Interlocal Agency met on June 4, 1993, at the Carruth Administration Center. Representatives of AISD, ACC, City of Austin and Travis County were present, along with a representative of the state General Services. Southwestern Bell Telephone Company employees were also present. The meeting began at 2:43 p.m.

Bill Bingham handed out copies of the proposed construction contract and other documents. He gave a synopsis of the contract, explaining how the state and UT will join. He asked that the Schedule of Special Conditions be carefully examined, and that the correct documents be referenced so nothing is left to chance.

A discussion ensued regarding sites that need to be added or deleted, and change orders. Lance Hennington of SWBT reminded everyone that the construction contract is for the original alternate bid which does not include the State or UT. Their sites, and other sites added or deleted by the original parties will be handled as change orders. Everyone agreed that a final set of maps showing all locations was critical. A deadline for changes need to be established. It was decided that all parties will furnish a new list of sites by June 11. SWBT will print new maps in 10 working days (June 25). These changes will include the State and UT.

Hennington pointed out that the financing packages for AISD and Travis County are valid until June 30, 1993. SWBT would like to start the project on July 1, 1993. It is hoped that the Construction Documents will be signed by June 11.

Each participant identified the ring or sites he would like to have up and running first. Ron Brey wants the Pinnacle as ACC's first priority. AISD wants Treaty Oak and AlNorth. Travis County and the City want the downtown ring, A2North. The State chose the Winters Complex as their first priority. The State's representative pointed out that the Sam Houston Building is the drop site for the Capitol Complex.

Bingham pointed out Paragraph 7 of the Special Conditions which lists the Schedule of Payments that are to be established. ACC and Travis county are to pay 1/24th of their construction amount to AISD on a monthly basis, two business days in advance of AISD's payment to SWBT. The State and UT will pay in a lump sum. Any interest that accrues through up front payments into the escrow account will be returned to the entities after the network is completed.

A discussion regarding warranties and casualty insurance ensued. Warranties are provided by SWBT, and cover manufacturing defects. Casualty insurance protects against catastrophic occurrences and is paid for after the system is accepted.

Bingham reminded everyone that the GAATN Board needs to adopt the Alternate Purchase Order provision.

The Network Manager agreement section of the packet of information was discussed. It is proposed that AISD act as network manager until such time as a full time network manager is hired. A job description for a manager must be written by the Board.

It was decided that an interim chairman for the Board be elected until the State

and UT are officially members of GAATN. Ron Brey moved that Glen elected Smith be as the interim chairman. Les Marcos seconded the motion. ACC, of Austin, the City and Travis County representative voted for the motion. representative The AISD abstained.

Bingham recommended that, even though it is not legally necessary, the agenda be posted officially by AISD, and that the other entities post it at their locations also.

Les Marcos handed out samples of bylaws from other entities to be used as a basis for writing GAATN Interlocal Agency bylaws.

The next meeting was set for June 10 at 7:30 a.m., Carruth Administration Center, B-3.00.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

June 10, 1993
7:30 a.m.
Carruth Administration Center
B-300 Conference Room

AGENDA

1. Discuss and make final selection of sites on network.
2. Set time, date, and location for next meeting.
3. Suggest agenda items for next meeting.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
MINUTES

The GAATN Interlocal Agency met on June 10, 1993, at the Carruth Administration Center. Representatives of AISD, ACC, City of Austin and Travis County were present, along with a representative of the state General Services. The meeting began at 7:45 a.m.

A discussion of the sites on the Network was held. Ron Brey wants to drop Reagan as a site, and substitute the Dobie Building for SEDL on the downtown ring. The City and the state representatives handed in revised lists of sites. The Travis County representative deleted the Farmers Market, and asked to add the Heritage and Exposition Center, and the Del Valle Correctional Institution, if the City-extends a spur to Bergstrom. Glen Smith said that these latest additions and deletions would be entered into the data base and submitted to Southwestern Bell for final cost calculations.

Jim Ullrich reported that Jean Nipper was working on a proposal to be submitted to GAATN. The company she has formed, if approved by the Board, would be hired to seek out and hopefully obtain federal grants to support the Network. A discussion regarding opportunities for federal grants ensued. Everyone agreed that a person or group would be needed to represent GAATN in Washington. Ron Brey pointed out that it has been his experience that the first time an entity applies for a grant, it is rejected. If the application is revised for the second year, it will have a much better chance of obtaining funding.

A discussion ensued regarding the use of the Network to provide training, education, and other services to outside entities. It was the consensus that as long as education and training, controlled and offered by one or more of the Participants, were offered to outside companies, then there would be no problems. Outside companies cannot use the Network for their own benefits.

It was decided to not schedule another meeting until one is needed.

The meeting adjourned at 8:50 a.m.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
MINUTES

The GAATN Interlocal Agency met on June 23, 1993, at the Carruth Administration Center. Representatives of AISD, ACC, City of Austin and Travis County were present, along with representatives of the state General Services and the University of Texas System, and representatives of Southwestern Bell Telephone. The meeting began at 12:35 p.m.

A packet with the latest cost figures, fiber counts and sites on each ring was handed out. A discussion ensued as to the accuracy of the information. For example, when the Texas Department of transportation was eliminated as a separate entity and was rolled into the State's configuration, the State did not request that TDOT's six strands would be added to the State's twelve strands. But SWBT did add TDOT's strands, bringing the State's total to eighteen strands on some rings. Linda Picazo accepted most of these, so that the State's total strands range from six to eighteen, depending on the ring.

The location of UT main campus and Dobie Center on ring AIN instead of A2N was also discussed. Both Wayne Wedemeyer and Ron Brey told SWBT that those two sites had to be on A2N. In addition, UT had deleted Semetec as a site some months ago, but SWBT still showed it on the list. Finally, UT has always requested six strands_ but SWBT indicated only four strands.

Jim Ullrich reran the cost calculations with the newest changes.

Southwestern Bell said they would get back to Glen Smith in a few days with the final costs, after these latest changes were calculated.

Jim handed out Jean Nipper's proposal and asked everyone to be prepared to discuss it at the next meeting.

It was decided to not schedule another meeting until one is needed.

The meeting adjourned at 2:00 p.m.

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY

1111 West 6th Street
Austin, Texas 78703-5399

MEETING AGENDA

July 26, 1993
9:30 a.m.

1. Receive fiber optic routing maps from Southwestern Bell.
2. Review and approve construction contract with Southwestern Bell.
3. Adjourn.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

August 25, 1993
9:00 a.m.
Carruth Administration Center
1111 W. 6th street B-300 Large
Conference Room

AGENDA

1. Citizen Communications (15 minutes).
2. Approve bylaws (15 minutes).
3. Elect permanent officers of board (5 minutes).
4. Receive site check list and construction time lines from Southwestern Bell, and discuss schedule of site plans to be completed by Participants (60 minutes).
5. Approve Sub-ring construction schedule (40 minutes).
6. Set time, date, and location for next meeting and establish a regular meeting schedule (5 minutes).
7. Suggest agenda items for next meeting (10 minutes).

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
MINUTES

The GAATN Interlocal Agency Board of Directors meeting on August 25, 1993 was called to order at 9:10 a.m. Present were Glen Smith (AISD), Ron Brey (ACC), Les Marcos and Don Webb (COA), Garry Wilkison (TC), Linda Picazo and Bill Range (State GSC), Ed DeIabarr~ (attorney), and Rick Corbin, Mike Pearce, Carol Hays, Jerry Horstmann and Don Silver (SWBT). The meeting was chaired by Glen Smith.

There were no citizens communications.

The bylaws were reviewed and a few minor word changes were requested before the bylaws were approved. Article 2 Section C was rewritten and will now read: "A director may petition the Board for reconsideration in writing and at such time provide additional documentation to the Board. If a satisfactory resolution is not reached, the participant's entity may request an Attorney General opinion or the State Ethics Commission opinion which shall be accepted as final by the Board."

Section 3,g which suggested that citizens who wish to place an item on an agenda do so in writing was deleted completely. The citizens Communications at the beginning of the meetings is sufficient.

Ron Brey mentioned the official title should be changed to "Administrative Rules of the Board of Directors of the Greater Austin Area Telecommunications Network."

Ron Brey also brought up the issue in Section 5B of whether the Vice Chair should be the successor of the Chair or should both positions be elected annually. Glen said he liked the idea of the Vice Chair succeeding the Chair because the group is so small, but did not want to put that in writing. After a discussion, it was decided that the Chair and Vice Chair will be elected annually.

Article VIII state that the. agency shall keep the minutes, records and transactions. Jim Ullrich and Glen Smith would like to see the entire group sharing the responsibility of the taking of the minutes. Ron pointed out that the bylaws do not really state who will take the minutes. They just address the issue of who will maintain the minutes. It was decided that everyone will share in the responsibility of taking minutes, but that would not be added to the bylaws.

The official day of creation of the Agency was discussed. It was suggested that it be the date that the City first executed the interlocal agreement.

Les Marcos suggested that before the bylaws be adopted they should indicate how voting will be handled in the absence of a director. It was decided that add the wording "Each director will appoint a proxy, in writing, who shall be entitled to vote for the director in his/her absence."

Ron Brey moved that the bylaws be adopted as amended. Les Marcos seconded the motion. A vote was taken and passed by a majority. The County abstained because the County attorney must still review the final draft.

The third item on the agenda was the election of officers of the Board. Les nominated Jim Ullrich as chairman; Ron seconded the nomination. Jim Ullrich was elected unanimously by the Board. Les nominated Linda Picazo for vice chair; Glen seconded the nomination. Linda Picazo was elected unanimously by the Board.

Since Jim Ullrich was absent from the meeting, Glen Smith continued to chair the meeting.

Item 4 was the next, and Glen turned the meeting over to Don Silver for their presentations. Southwestern Bell Telephone attendees were introduced by Don Silver, project manager. A site check list and construction timeline were handed out to all members.

Don presented SWBT's construction plans. He explained the timeline presented was the result of a number of conditions and considerations. He also explained that the Super Rings North and South have to be done first for everything else to work. The next three rings (A1N, D1N and B1S) are the result of contractual obligations based on their contract with AISD. The remaining 6 rings were scheduled based on their proximity to the other rings being constructed at the same time. A2N, the predominately downtown area ring, will be constructed mostly underground and in an environment that is very tight for space. The NOCC is the ongoing site.

Southwestern Bell Telecom, who will be doing all the upgrades to the PBX and providing the E911 service, is currently preparing their timeline that will be included at the next meeting for the Board's consideration. The "start" dates listed on the construction schedule are when SWBT has all their preliminary work completed and they are ready to start.

SWBT would like to have a meeting as soon as possible with the Electrical utility Department in order to coordinate the construction with them since most of the pole lines belong to EUD.

The time line data base (Gaant Charts) can be revised as necessary.

An issue to be resolved is that SWBT's proposal included bridging modules in each Magnum 100, but there are many local area networks already in place in the schools. The Board needs to let them know

which way to go, either ethernet or token ring.

SWBT needs help in identifying the point outside where they need to establish the point of presence.

The equipment in a building will not take up much space, but it would be helpful that it be in an air conditioned environment, avoiding mop closets and transformer rooms. It has operating temperatures specified on it and it should be located as near as possible to the existing cabling that serves the site to eliminate costs that might be incurred to transport it from one place to another.

Garry, Ron and Glen mentioned that they had already submitted their floor plans to Jan Com for the original bid. Glen will find out from them if they still have those floor plans. Glen also mentioned that what he had submitted in the original bid is no longer true because each site has since been rewired; a lot of preparation for SWBT's work has been made in the meantime. He will forward that information to SWBT for their adjustment.

Ron asked if SWBT will use their conduit wherever it already exists. Don explained that although it may have been allocated for SWBT's use, if it enters private property, it may not be the property of SWBT. It was decided that the city's utility Department needed to be contacted regarding the use of their conduit. Kerry said they are trying to keep construction costs down and the construction timeline short in the downtown area by keeping actual construction to a minimum.

Les brought up the fact that the City would like to see the downtown area completed as quickly as possible, within 12 to 18 months. Linda concurred. SWBT pointed out that they can't use the conduit owned by the regulated side of SWBT, but could use City's conduit to cut down on SWBT's timeline for constructing the downtown ring. Kerry said the downtown ring completion date could be sooner, but it would cost more money.

Les asked that when any new conduit is installed, a larger tube or multiple tubes be buried so that extra space is available for future growth. SWBT said that the standard practice is to install a four inch conduit in concrete with three, one inch interliners inside which allow one for the current fiber, one for maintenance and one for future use.

SWBT asked that if there is a change in the priority of the rings, they would like to have the Board's request as soon as possible. Les suggested asking SWBT to rearrange the construction schedule so that the completion date for the downtown ring is December 1994, without causing an increase in costs, and yet maintaining a schedule of other rings to maximize the savings. Glen made a motion that he would write the letter to SWBT incorporating LeB' ideas. Ron seconded the motion. The motion passed.

*GREATER AUSTIN AREA
TELECOMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
MINUTES

The GAATN InterLocal Agency Board of Directors meeting on September 3, 1993 was called to order at 10:09 a.m. Present were Jim Ullrich and Glen Smith (AISD), Ron Brey (ACC), Don Webb (COA), Garry Wilkison (TC), and Bill Range (State GSC). The meeting was chaired by Jim Ullrich.

There were no citizens communications.

Item 2 was to approve the Network Management Agreement, naming AISD as Network Manager for two years. Jim distributed the final copy. Don asked if the payments mentioned in Section 3 are tied to construction or are they strictly time payments? Glen and Jim answered that they are time payments. They also pointed out that AISD can withhold 5% for up to 30 days at the completion of construction and activation to ensure that the system functions appropriately, and if the two year construction schedule is not met, penalty payments of \$2000.00 a day from Southwestern Bell will be due.

Glen suggested that Section 5 be deleted, since it relates to calling meetings and keeping minutes, which are addressed in the Interlocal Agreement and Bylaws.

Ron Brey moved to accept the Network Management Agreement as amended, and everyone would sign one document. Don Webb seconded the motion which passed unanimously.

Item 3 was to discuss the variable budget. Some of the changes suggested for the proposed budget included putting a range for the salary for the GAATN supervisor, and include benefits. The car allowance might need to be higher. A cellular phone and pager, plus test equipment, should be added to capital outlay. JanCom Engineering should be changed to engineering consulting services-

Everyone agreed that the budget should be enough to cover the anticipated expenditures for the year so that the Participant representatives will not have to go back to their respective boards asking for more money for the budget half way through the year. Any surplus at the end of the fiscal year is better than a deficit, and can be rolled over into the following fiscal year.

Jim and Glen will put together a budget with AISD budget codes, plus the percentages and amount that each Participant would owe to cover the budget.

Item 4 was to discuss the preliminary job description for GAATN

supervisor. Don said that he feels we are on the leading edge of technology, and there is a shallow pool of people available who have the talents needed for the job, such as one having multiplatform, multi-vendor knowledge, can model the network and know what impact various kinds of equipment will have, plus be able to visualize expansions and determine impact. Glen said that some of this would be furnished by a consulting engineering firm, such as JanCom.

Don said that another area he feels that the GAATN supervisor will be deeply involved in is the cross entity attachments that will be needed so one Participant can send or access information from another Participant. This will require knowledge of bridges, routers, addressing schemes, and a whole host of other items.

since Don has already put together some job descriptions for technical people he is trying to hire for the city, he will gather together these job descriptions and bring them to the next meeting.

Jim will contact Rick Corbin of Southwestern Bell, who has volunteered to meet with the Board and share his knowledge of what kind of a person he feels we need, and ask him to come to the next meeting. Jim will ask him to provide copies of anything he has regarding this issue in advance of the meeting, including job descriptions.

An agenda item suggested by Ron for next meeting is to discuss a process to pursue grants. He handed out information from ACC's law firm in Washington about a pending bill which would provide funding for fiber optic systems. Ron emphasized that he feels it will be up to members of the Board to write the grant, since it will require a lot of detail about what we can do, cooperatively, with the fiber system to promote health and education.

other items suggested for the agenda are to finalize the construction schedule, finalize the budget, and receive a report from SWBT. It was also recommended that two agenda items for all future meetings be the formal approval of the minutes, and information items from members.

It was decided to set a regular meeting schedule of- every other Monday at 1:30 p.m., beginning September 20.

Regarding the minutes from the last meeting, Bill Range said that Scott McCollough's name was misspelled. Also, Bill pointed out that Scott is with the Attorney General's office.

Bill asked when and how should he bring up with SWB various locations, such as the winters Complex, that are shown as spurs, but should be part of a ring. Glen said he should write a letter about these locations to SWB through Glen.

There being no further business, Don moved that the meeting be adjourned.

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Linda volunteered Scott McFirkken, an attorney for the state, to draft a letter to SWBT regarding the use of existing conduits.

Regarding the minutes, Glen remarked that the bylaws do not address the need to approve the minutes. Les moved that the minutes stand approved as written, unless comments or changes are received within 72 hours after the minutes are sent to the Board members. Any changes must be approved by the Board at the next meeting. No vote was taken on the motion, but no one objected.

Glen brought up the subject of the Board's budget and job descriptions. It was decided that these will be discussed at a later date. The Network Management Agreement, which was handed out at the last meeting, needs to be approved at the next meeting. Staff attorneys should have had enough time to review the document.

The next meeting of the Board was scheduled for Friday, September 3, at 10:00 a.m.

As there was no further business, the meeting was adjourned.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

September 20, 1993 1:30 p.m.
Carruth Administration Center
1111 W. 6th Street B-300
Large Conference Room

AGENDA

1. citizen Communications (5 minutes).
2. Approve Minutes of previous meeting (2 minutes).
3. Receive update report from SWBT (15 minutes).
4. Finalize construction schedule (16 minutes).
5. Create job description for GAATN supervisor; Rick Corbin from SWBT to provide input (30 minutes).
6. Adopt budget for 1993-1994 (30 minutes).
7. Discuss press conference/press release (15 minutes).
8. Discuss process to pursue grants (20 minutes).
9. Discuss information items from board members (10 minutes).
10. Set time, date, and location for next meeting (2 minutes).
11. Suggest agenda items for next meeting (5 minutes).

Revised
Final

**GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY**

**BOARD OF DIRECTORS MEETING
MINUTES**

The GAATN Interlocal Agency Board of Directors meeting on September 20, 1993 was called to order at 1:35 p.m. Present were Jim Ullrich and Glen Smith (AISD), Ron Brey (ACC), Don Webb and Ed Delabarre (COA), Garry Wilkison (TC), and Linda Picazo and Bill Range (State GSC). The meeting was chaired by Jim Ullrich.

Item 1 - citizens.- communications. Darrel Kirkland, representing CTGI, said that he is very interested in the fiber network, and thinks it is interesting that the public sector is taking the lead in this technolog~.

Item 2 - Approval of minutes. Ron Brey mentioned that he did not receive the minutes, even though they were faxed to him. Bill Range said that Linda may have received them, but he wasn't sure . He also mentioned that Linda would be arriving shortly. Garry wilkison asked that the fax cover sheet be changed, naming the alternates in addition to the primary board members. He then moved that the minutes be approved as written. Don Webb seconded the motion which was approved unanimously.

Item 3 - The update from SWBT was not received since no one from the company was present.

Item 4 Finalizing the construction schedule, could not be discussed due to the absence of SWBT.

Item 5 - Job description of GAATN supervisor. Rick Corbin of SWBT was not present to provide input, but Don Webb and Glen smith did bring job descriptions that can be used as a basis for creating our own.

Jim said that it needed to be clarified as to the job th~ person we hired would be doing, and which entities would be covering the salary. The actual construction management is being handled by Glen Smith. The GAATN supervisor would actually be doing network management. Construction management will not be covered by the City, since anything that happens related to construction is at no cost. to tke city. However, if the person hired is to handle network management, even if the network is not fully built and activated, the City would have to pay their share. Jim compared it to the school district hiring-a principal for a new school that was still under construction. The principal is not a construction supervisor, but is on the job a year before the building is complete, making plans on how the school will function.

Ed Delabarre said that It is important to divide the construction

management and network management jobs, so that proper accounting can be accomplished. He handed out a draft of a construction management contract which would be a separate document from a network management contract. He and Michel ~llunguia have some problems with the agreement that named AISD as the network manager/fiscal manager, which was approved at the Board ,s last meeting. The state has not made their September payment because the document naming AISD as the fiscal agent hasn't been signed by everyone. Ed then went through his new document point by point and changes were made by various Board members. Ed said he would take the suggested changes and incorporate them into the document. Ron Brey moved that the Board approve the new construction supervision ~greement as amended at this meeting, contingent upon final approval by each entity as indicated by the signing of the document by every entity. Linda Picazo seconded the motio~which passed unanimously.

After some further discussion regarding the job description, and when a person should be hired, it was decided to have an ad hoc committee of two people create the job description, using the information provided by Don and Glen. Jim Ullrich appointed Linda Picazo and Don Webb to the ad hoc committee. They should have a draft ready for review by the next meeting.

Item 6 - Budget. Jim asked how in kind work performed by one entity for GAATN be compensated? It was agreed that any reimbursable work and the details for payments would be approved in advance.

Ron suggested that the budget for the GAATN supervisor be put together for nine months, since it will be at least two more months before anyone could be hired. Items not related to the supervisor would be for eleven months.

Contract services need to be added to cover such things as advertisements for the job opening. Reproduction needs to be added to cover printing of documents. The budget also must reflect what portions of the line items are to be allocated to construction management and to network management. In some cases where it may be difficult to specifically identify, prior to actually spending the money, how much of an amount is for construction management or network management, a percentage split between the two managements for some line items will be agreed upon by the Board. Each entity will pay their amounts due either annually or at least quarterly. Jim said that he and Glen will rework the budget in light of these discussions and bring it back to the next meeting.

Item 7 - Press release. A discussion ensued regarding the article that Southwestern Bell is having written by Jeff Dunlap who is employed by an outside public relations firm in st. Louis, and ~ press release and press conference that the Board should write. The: article will appear in national trade magazines, while the press release will be for local media. Jim reported that Jean Nipper, in a phone conversation wi-th him, said that the press

conference should be attended by as many public officials from our entities as possible, to give them the recognition they deserve for supporting and approving GAATN. Setting a common date that allows a majority of public to attend will not be easy. Jim will draft the press release, using Jeff Dunlap's article as a basis.

Item 8 - Pursuing grants. Ron said that each entity should identify a person on his/her staff who will help ACe write the various grant proposals. He also requested that the Board members provide ideas of how the network will be used cooperatively.

Item 9 - Information items from Board members. Ron clarified the role Board members will play in the distance education conference to be held October 13-16. Each member will speak for five minutes, explaining the uses their entity will make of the network. This will take place on October 15.

Jim suggested that the minutes of the meetings be taken by the Board member who is hosting the meeting, rather than set up a rotating schedule. Another suggestion is to budget the cost of hiring a person to take the minutes and transcribe them.

Ed Delabarre said that SWBT has verbally said "No" to using their conduits for our fiber. The City and the State will make a formal request, but there seems to be only a 10% chance that we will be successful.

Item 10 - Next meeting. Linda Picazo volunteered to host the next meeting of the Board at her building, 17th and San Jacinto. The meeting will be held on October 4 at 1:30.

Item 11 - Agenda items will include a report from SWBT: further discussion and possible acceptance of the job description; possible acceptance of the budget; participant's contacts for grant writing assistance and ideas of how the network can be used cooperatively.

There being no further business, the meeting adjourned.

***GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY***

**BOARD OF DIRECTORS
MEEnG**

October 4, 1993
1:30 p.m.
state of Texas General Services Building 1711
San Jacinto
Room- 200-B

AGENDA

- I. 1. citizen communications (5 minutes).
2. Approve Minutes of previous meeting (2 minutes).
3. Establish rules for GAATN Board meetings (15 minutes)
4. Receive invitation from Joy Hall Bryant, Department of Information Resources, State of Texas, to participate in a fiber optic training course (5 minutes).
5. Receive update report from SWBT (10 minutes).
6. Finalize construction schedule (15 minutes).
7. Continue working on and possibly approve job description for GAATN supervisor. "(30 minutes) .
8. Adopt budget for 1993-1994 (30 minutes).
9. Discuss press conference/press release (10 minutes) .
10. Discuss process to pursue grants (10 minutes).
- II. 11. Discuss information items from board members (10 minutes) .
12. Set time, date, and location for next meeting (2 minutes).
13. Suggest agenda items for next meeting (5 minutes).

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
MINUTES

The GAA TN Interlocal Agency Board of Directors meeting on October 4, 1993 was called to order at 1:40 P.M. Present were Jim Ullrich and Glen Smith (AISD), Ron Brey (ACE), Les Marcos, Ed Delabarre, and Jack Kirfman (City of Austin), Gary Wilkison (Travis County), Linda Picazo, Bruce Schremp, Bill Range, and Michel Munguia (State GSC), Scott McCollough (Office of the Attorney General), Ron Silver and Mike Pierce (Southwestern Bell), Bill Bingham (Atty for AISD), Jean Napper. The meeting was chaired by Jim Ullrich.

Item 1 - Citizens Communications. There were no citizen communications. Darrel Kirkland, representing CTGI, was present, but after this agenda item was announced.

Item 2 - Approval of the Minutes. The spelling of Michel Munguia's name was corrected. With no further corrections Linda Picazo made a motion to approve the minutes. Les Marcos seconded the motion, which was approved unanimously.

Item 3 - Establish Rules for GAA TN Board Meetings. A motion was made by Linda Picazo and seconded by Les Marcos that the draft copy of the rules for board meetings be approved. The motion was carried unanimously.

Item 4 - DIR Fiber Optic Training Course Information. Joy Hall Bryant gave a brief talk on fiber optic courses that are available through the Department of Information Services. She mentioned that a special course might be set up for the GAA TN group. She also mentioned a grant writing course.

Item 5 - Received update report from Southwestern Bell. Don Silver stated that office! warehouse space has been leased in the Walnut Creek Business Park, 2204 Forbes Dr., Suite 101. One room will be used as a staging area to build a model of each ring. The electronics will be allowed to burn in for about a month prior to installation. Final negotiations are ongoing with the electronics vendor to verify the units of material from the bid documents and finalize their design parameters. Purchase orders will be issued to these vendors in late October or early November. Alexander Utilities Engineering has been hired as a subcontractor to do the field work and prepare the construction documents for the placement of the fiber and electronics. They will have an Austin office. On Sept 29th, a meeting was held between Bell and the City of Austin Electric Utility Department. Jose Guterrez, Tom Eaton, and Dick Reid, representing the GAA TN board, attended the meeting. Several design options for the aerial placement of the cable were presented to maintain twelve inches of separation between the fiber and any other facility. Also discussed was the use of the area above the neutral conductor on a power line. According to the National Electric Safety Code, if this is designated as a "supply line fiber optic cable", it can be put in this space. This would eliminate almost all pole change outs. Database records of the existing

poles locations have been secured. A subcommittee of people at Alexander Utilities and the City of Austin Electric Utility will set up communication channels for field coordination and supervision. The COA requested pre-approval on Bell's choice of subcontractors. The Pinnacle connection to the super ring should be completed by September 1994. The A2N Downtown ring will be put to bid with two completion dates. At that time Bell should be able to report what effect this will have on the original pricing and scheduling. Bell should be able to provide that information by March 1994. Mike Pierce will be supervising the electronics installation and splicing of the fiber optic cable. Linda Picazo asked what dates were going to be asked for in the bids. The original date was August of 1995; the requested date December 1994. Jim Ullrich asked for a short report at each meeting.

Item 6 - Finalization of the Constmction Schedule. The final copy of the constmction management agreement was passed out and signed by each of the members. The construction supervisor was renamed the constmction manager. This document does not address network management. This agreement authorizes the AISD to collect payments from the various entities and disburse the funds to Southwestern Bell for progress payments. This should be all the documentation needed for the State to make its payment.

Use of the existing conduit on the Downtown ring. Michel Munguia stated that Ed Delabarre would do some research on how we may use the conduit, in accordance with the franchise agreement. Scott McCullough indicated that his research shows that there should be no problem in using the conduit. Ed Delabarre said he would draft a letter to Southwestern Bell. Scott said the franchise agreement sets aside some space to be used in the City's internal network. Since this network is part of the City network, there should be no problem. The only potential issue is whether the participation of the other entities makes this is a comercial or resale network. Since there is no commercial activity (it's all governmental in nature), and since it is a sharing arrangement, there is no resale. Ed Delabarre stated that before the end of the current week a letter could be written to Bell. Bell has not made a commitment whether or not we will have the use of this corrduit.

Les Marcos stated he is still pursuing the use of electric utility conduit (and overhead) and whether or not they might maintain that fiber.

Item 7 - Job Description for the GAA TN Supervisor. The subcommittee, consisting of Don Webb and Linda Picazo, formed to finalize a job description from other entities' descriptions, has not met. Input from other members to the committee, possibly taken from previous handouts, was requested before the next meeting.

Item 8 - 1993-1994 Budget. Jim Ullrich stated, as discussed at the last meeting, the City will not contribute to construction management but will contribute to network management. The budget layout was explained and discussed. An explanation was given as to why a network manager should be hired during the construction stage. Discussion ensued as to who should cover specific costs if not all members are actually on the ring. Linda Picazo asked what the supervisor will do on a daily basis. Supervisor will not do custom work for separate entities, except on a contract basis, but will be involved in GAA TN grants. Start date of supervisor will hinge on time schedules. Linda Picazo suggested using members'

internal resources, (i.e., engineers, other personnel). Discussion followed on if members' resources were used, member should receive credit in some way for that service. Consulting fees and what consultants will do as opposed what the staff person will do was also discussed.

Jim Ullrich stated he will reconfigure a budget for the immediate time frame and one for the future. Linda Picazo will talk to individual members for input. The supervisor's qualifications and time of hiring was discussed.

Jim Ullrich said that the proper paper work has been turned in to the finance office for , payment to SWB, pending receipt of money from the State. By mid-November all transactions should be done by electronic fund transfers.

Item 9 - Press ConferencelPress Release. Jeff Dunlap will send a final draft to members before releasing.

Item 10 - Process to Pursue Grants. Ron will put a package together summarizing Washington initiatives for members. Discussion ensued on how to proceed in training and . need assessments.

Item 11 - Information Items from Board Members. Jim Ullrich faxed a draft membership list; check for correctness so that list can be finalized and distributed.

Ron Brey reminded each member that at the Distance Education conference on Oct. 15th, each entity is to give a 5-6 minute non-technical presentation on why they joined the network. About 100 people are expected at the conference.

Item 12 - Set Time, Date and Location for Next Meeting. 1 :30 p.m., October 18, 1993, City of Austin Town Lake Center Building, 721 Barton Springs, Room 126.

Item 13 - Agenda Items Approved for Next Meeting. (1) Update from SWB; (2) Review job description of GAA TN supervisor and discuss the duties; (3) Approval of short tern1 budget; (4) Press releases .

***GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY***

**BOARD OF DIRECTORS
MEETING**

October 18, 1993
1:30 p.m.
City of Austin Town Lake Center Building 721
Barton springs
ReQID 126

AGENDA

- . 1. citizen Communications (5 minutes).
2. Approve Minutes of previous meeting (2 minutes).
3. Amend rules for GAATN Board meetings (5 minutes)
4. Receive update report from SWBT (10 minutes).
5. Discuss construction schedule (15 minutes).
- &. Discuss activities that a GAATN executive director would perform for the next six - twelve months (20 minutes).
7. continue working on job description for GAATN executive director (30 minutes) .
- 80 Adopt construction budget for 1993-1994 (30 minutes).
9. Discuss information items from board members (10 minutes).
10. Set time, date, and location for next meeting (3 minutes).
11. Suggest agenda items for next meeting (5 minutes).

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The GL~!N Interlocal Aien~ Board of Di~.etorl aeating on October 18, 1993 wa. called to order at 1:41 p.m. Preaent were **Jl~ Ullrich** and Glen ~ith (AISD), **!lon Brey (ACC>-' Garry Vilkho.'1 (TC)**. **Kd De4bar:re • 'Den Webb, and Lea Marcos (COAl, and Btll RGnae (State G!C)**.

Item 1 -Cit12\$ns co:=unlcations. There were nQ citisen\$ present who wished to spoak.

Iteg 2 - Appraal of m!nutaa. After the mlnute\$ were amended Jia Ullrich 110^1.0. for ZIPPX'o')ol d! 'lft!!.=~"1d6d ml'l.lal.~. **G&a;y VIIJdson seconded the motion.** The aot.1on passed ~~1~u5ly. Ji= Ullri~i **stated** that a copy of the revised minutes would bg handed out at tha ne:::t llmsting.

Item 3 - Amend rules for GAA~ DQBra meetings. JiM Ullrieh BUi.e\$ted to consider ~kinl a poltcy that the pblj~ racelve agendas. but other extensive documents be obtained from GA.~TH follovir~ AISD procedu~es. Ron Brey mo~ed to implement that policy. G.rry Vilklsor. se~onded the mot1Dn. The aotlon p~ssed unanimously.

Item 4 - Receive update report fro. Southwestern Bell Telephone (SV3). The update from SYB ~9net rQcaived since no one from the company vas present. **ion ll'ey su...ua-6sted that •. 14:Ue:r be: \$ent to SVa reminding them that the board needs to review and approve all subcantractors.**

Itea 5 - Dl~euss construction schedule. This itea could-Dot be diSCUSSed due **to the absence of S=n!**. **Be Del:abarre cQ_anted that the Cit)" of Austin, legal ~artment has sent a letter to SVB requestfni that SWa use the conduit allocated to the City for the installatIon of the nev fiber network. Se will advise the- board when SWB haa responded to the letter.**

Ite. 6 - Discuss activities that a GAATN exeutive direntor WQuld perfo~ the n~t six-twelve =ental. There was Bore discussion on the job deserlption and oc Vn.1 activities the construction m&nage=ant is responsible for. After SQmQ **further dhcusdon it was qreed to change the t1 tIe to netw(Jl;tk II'IIIIII8I'er.**

tell Marcos SU'it!sted that ind!vidual board =embGra put together. ill8trix, that will be brought to the next meeting, outlining dutle\$ that ALSO, the network manager and the engineedng consultant would be responsible for and bow ea@ duty yculd 00 handled.

Item 8 - Adopt con\$:uct1~ budget for 1993-1994. Jim Ullrieh presented the new ~onstruction budret with all amended changes aade at the October 4 meeting •. Les Marcos suggested shQvin~ one totGl pe~centaie cost instead of showing **various percentqes to avoid :my confus1~. Jim laid he WQuld rework the report to include th@--unt to be paid byeach entity on a quarterly basis.**

Item 9 - Discuss information items from board member. Jill Urtel asked if all board members had the final signed copy of the interlocal agreement. After some discussion on that, she then stated that each board member needs to have a final copy of the agreement.

Don Webb asked if space was going to be provided for all entities to have access to the super ring at the nodes. Glen Saith responded that the space would be provided and that the space was not sufficient room in the closet in AISD's building, so an external building will have to be built to provide the space.

Item 8 - Discuss the presentation to the Board in regard to the QAATN project, and his Distance Learning Conference should be given to the board members. J. Ullrich said he would look into the availability of the Auditorium at AISD for having this presentation.

Item 10 - Set the date, and location for next meeting. The next meeting was scheduled for November 1, 1993 at 1.30 at AISD.

Item 11 - Suggest agenda items for DQX Meeting. To receive update report from SUB. Discuss further the activities of AISO, the network manager and consultant would perform for the next 24 - twelve months. Discuss further the formation of a construction schedule. Approve the construction budget. Discuss the possibility of hiring an administrative secretary to take minutes at future QAATN meetings.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

November 1, 1993

1:30 p.m.

Austin ISD Carruth Administration Center 1111
West 6th street Construction Management, B-300

AGENDA

citizen Communications (3 minutes).

Approve Minutes of previous meeting (5 minutes).

Receive update report from AISD Construction Manager (10 minutes) .

Discuss construction schedule (15 minutes) .

Discuss activitie~ that AISD, GAATN network manager, and engineering consultant will perform in the future, using suggested matrix (20 minutes) .

6. Adopt construction budget for 1993-1994 (30 minutes) .

7. Discuss and possibly adopt a budget for hiring a person to record and write minutes (15 minutes) .

8~ Discuss and possibly set time, date, and location for a work session on repairs of fiber breaks (20 minutes) .

9. Discuss invitation to November 17 SWBT presentation at AISD, list of invitees and process for distribution of invitation (10 minutes)
.

10. Discuss information items from board members (10 minutes).

11. Set time, date, and location for next meeting (3 minutes).

12. Suggest agenda items for next meeting (5 minutes).

***GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY***

**BOARD OF DIRECTORS MEETING
MINUTES**

The GAATN Interlocal Agency Board of Directors meeting on November 1, 1993 was called to order at 1:35 p.m. present were Glen Smith (ALSD), Lee Hisle (ACC), Les Marcos and Ed Delabarre (COA), Garry Wilkison (TC), and Linda Picazo (state GSC). The meeting was chaired by Linda Picazo.

A work session to discuss and complete a matrix regarding the activities and functions to be performed by AISD, a network manager, and engineering consultants for constructing, expanding and running the network will be held on November 8 at 1:30 p.m. at the state General Services office.

Linda Picazo moved to remove the capital outlay line item from the construction budget for 1993-1994. Glen Smith seconded the motion. It passed unanimously.

Lee Hisle moved to table the construction budget until the taking of the minutes was discussed and acted upon. Les Marcos seconded the motion. The motion passed unanimously.

Les Marcos moved that every GAATN Participant will cover the cost for recording and typing the minutes one-fifth of the time. The participant can either take the minutes him/herself, or hire someone to take the minutes. Glen Smith seconded the motion. It passed unanimously.

The construction contract was taken from the table. Garry Wilkison moved to approve the budget as amended, without the capital outlay line item. Glen Smith seconded the motion. It passed unanimously.

Glen Smith moved to postpone the November 17 SWBT presentation until such time as consensus is reached among GAATN Board Members as to how the presentation should be structured and the audience that would be invited. Les Marcos seconded the motion. The motion passed unanimously.

Linda Picazo agreed to write something regarding having a booth at the Government Technology Conference in February. Everyone agreed to spend one-half day in the booth, so no Participant would be overburdened during the two and a half day run of the conference.

A work session to discuss grants and grant applications was set for November 22 at 1:30 p.m. at the state General Services Commission.

The meeting was adjourned.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
WORK SESSION

November 8, 1993

1:30 p.m.

state of Texas General Services Commission 1711

San Jacinto

Fourth Floor

AGENDA

1. Discuss construction schedule
2. Discuss activities that AISD, GAATN network manager, and engineering consultant will perform in the future, using suggested matrix
3. Discuss repairs of fiber breaks
4. Discuss information items from board members

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

November 15, 1993
1:30 p.m.
Austin ISD Carruth Administration Center
1111 West 6th street Construction
Management, B-300

AGENDA

1. citizen Communications (3 minutes).
2. Approve Minutes of previous meeting (5 minutes).
3. Receive update report from AISD Construction Manager (15 minutes) .
4. Discuss-- construction schedule (15 minutes).
5. Discuss and possibly select date for a press conference in conjunction with a SWBT presentation (15 minutes) .
6. Discuss information items from board members (10 minutes).
7. Set time, date, and location for next meeting (3 minutes).
8. Suggest agenda items for next meeting (5 minutes).

*GREATER AUSTIN INTER-AGENCY
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS MEETING
November 15, 1993

The GAATN Interlocal Agency Board of Directors meeting on November 15, 1993 was called to order at 1:42 p.m. Present were Glen Smith and Jim Ulrich (JSD), Ron Brey (ACC), Les Marcos (OIA), (Garry Wikison) (J-C), and Linda Picazo (State GSC). The meeting was chaired by Jim Ulrich.

Item 1 - Citizens Communications. Invited Iax Stout introduce himself to other communicationists.

Item 2 - Approval of minutes of last meeting - Garry Wikison moved approval of minutes. Linda Picazo seconded the motion. Motion passed unanimously.

Item 3 - Receive update report from AISD Construction Manager. Glen Smith (AISD Construction Manager) gave the report. As of this meeting there had been no satisfactory resolution to problem of cable placement on utility poles. Southwestern Bell would like City of Austin Electric Utility met on Wednesday, the 10th. Glen will meet with Janc Hill on Friday the 19th to prepare written statements that will be presented to BUD in hopes of a resolution. It has been determined that the brackets are within N.E.C. guidelines. Any other arrangement cannot use a steel messenger but should use a dielectric as required in the compliant bid. The costs for a dielectric should be the same; a steel messenger system will cost more because of the associated grounding. Questions to be answered in future meetings: Will BUD negotiate pole space for future growth? Does EUD have written policy?

Item 4 - Discuss construction schedule. No construction has started. Glen will check with fancom for site check list.

Item 5 - Presentation of conference in conjunction with SWR will not be taken up. Postponed until further notice.

Item 6 - Information items from board member. Discussion of future meetings around the holidays. Tentatively set in the first of January. Calendar was distributed and will be complete for next meeting. Future agenda items: Job description approval.

Item 7 - Next meeting, November 29, 1993, 1:30 p.m. at ACE District Offices.

Item 8 - Suggested agenda items for next meeting:
Pooling of available strands-strategy to use extra fiber for interconnection.

Meeting adjourned at 2:35 p.m.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

November 29, 1993
1:30 p.m.

Austin Community College Administration Offices 5930
Middle Fiskville Road
Room 437

AGENDA

1. citizen Communications (3 minutes).
2. Approve Minutes of previous meeting (5 minutes).
3. Receive update report from AISD Construction Manager (15 minutes) .
4. If necessary, recess meeting and hold an executive session to discuss legal and other options available to GAATN to resolve possible impasse regarding attachment of fiber to poles (45 minutes) .
5. Reconvene in open session.
6. Develop strategy for using extra fibers (Marcos) (20 minutes) .
7. Begin discussion on sharing data and video among Participants (Picazo) (20 minutes) .
8. Discuss information items from board members (10 minutes).
9. Confirm time, date, and location for next meeting as 1:30 p.m., December 13, at state General Services Building (2 minutes) .
10. Suggest agenda items for next meeting (5 minutes) .

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY

BOARD OF DIRECTORS MEETING
MINUTES

The GAATN Interlocal Agency Board of Directors meeting on November 29, 1993 was called to order at 1 :35 p.m. Present were Jim Ullrich (AISD), Ron Brey (ACC), Don Webb (COA), Garry Wilkison (TC), Bill Range (GSC), and GAATN Bill Bingham. Also present were additional staff from GAA TN members and several citizens.

1. Citizens communications: No citizens wished to speak.
2. Approval of minutes: Motion to approve the minutes was made by Bill Range and seconded by Garry Wilikson. The motion passed unanimously.
3. At 2:00 p.m. the Board recessed in executive session to discuss legal and other options available to GAA TN to... resolve possible impasse regarding attachment of fiber to poles.
4. Set time and date for next meeting. The meeting was set for December 18, 1993, 1 :30 p.m. General Services Commission.

*GREATER AUSTIN AREA
TELECOMMUNICATIONS NETWORK
INTERLOCAL AGENCY*

BOARD OF DIRECTORS
MEETING

December 13, 1993
1:30 p.m.
state of Texas General Services commission 1711
San Jacinto
Room 401F

AGENDA

1. citizen communications (3 minutes).
2. Approve Minutes of previous meeting (3 minutes).
3. Receive update report from AISD Construction Manager (30 minutes) .
4. Discuss grant priorities and process for developing grants (Brey) (30 minute~).
5. Establish Grant Application Subcommittee (5 minutes).
6. Confirm time, date, and location for next meeting as 1:30 p.m., January 10, at Austin Community College (2 minutes).
7. Suggest agenda items for next meeting (5 minutes).

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BOARD OF DIRECTORS ttiE'ETING
IkriJ.'VU"IES

The GAA-IN Interlocal Agency Board of Directors meeting on December 13, 1993 was called to order at 1:40 PM. Present were Jim UHrich (AISD), Ron Brey (ACe), Glenn Smith (A1SD), Les Man;:0s (COA), Munguia (GSC), Gary Wilkison (Travis County). Bill (r~c\ 'Crt Y\--hlh~:rre /"CPA") Lp.", IT""") (ACe), and Daryl Kirkland.

1. Citizen Communications: No citizens wished to speak.

Approval of minutes: Linda Picazo made the motion to approve the minutes. Les Marcos seconded the motion. The motion then passed unanimously.

3. Update report from AISD Construction Manager: Negotiations between Ben and the Electric Utility Department are progressing. Routing maps will be forwarded, which show an attempt to eliminate some of the spur locations for the State.

4. Grant priorities were discussed by Ron Brey. Both planning and implementation grants were covered.

5. Establishment of a Grant Application Subcommittee. It was determined that GAATN is not going to establish a grant application subcommittee. We are to review the "vision statement" at the next meeting.

6. The time and date for the next meeting was set at 1:30 PM on Monday, January 10, 1994 at the ACe pinnacle Building.

Ron Brey moved for adjournment and Gary Wilkison seconded the motion.