

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

**MEETING OF THE BOARD OF DIRECTORS**

MEETING HELD February 4, 2020 at 1:00 p.m.

AT Lower Colorado River Authority

LCRA Service Center, Room A504

3505 Montopolis Blvd.

Austin, Texas

**MINUTES**

**1. Call to Order and Roll Call**

GAATN Board Vice-Chairman Gary Weseman called the meeting to order at 1:00 p.m.

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

Gary Weseman, on behalf of Austin Community College

John Kohlmorgan, on behalf of Austin ISD

Bobby Saddler, on behalf of LCRA

Harold Nall, on behalf of UT-Austin

Carlos DeMatos, on behalf of GAATN

Bo Kinsey, on behalf of Travis County

Sarah Eichelberger, on behalf of GAATN

Syd Falk, GAATN attorney

Steve Pyle, on behalf of State of Texas DIR – arrived at 1:15 p.m.

A quorum was established at roll call.

Members of the public present:

Chris Gonzales, on behalf of BryComm

Wayne Wedemeyer, on behalf of UT-Austin

Doug Wilson, on behalf of JC Communications

**2. Citizen Communications:** There was no citizen communications.

**3. Review and Approve the minutes for the regular Board Meeting of January 7, 2020**

Jaime Guerra moved to approve the draft minutes from the regular Board Meeting of January 7, 2020 as presented; Bo Kinsey seconded the motion and it passed unanimously.

**4. Semi-Annual Network Management SLA Feedback Session**

**Section 1: Network Management, Engineering and Planning**

Jaime said he feels that there hasn't been enough progress made on the Convention Center Backup NOCC. Gary said he doesn't think that is necessarily on network management. Gary said management needs to keep moving forward, and asked management to keep the Board more informed with regards to stumbling blocks or issues that they are having with Public Works and the procurement process. Jaime said, at last year's design session meeting, there was discussion about revisiting details about the outer ring and finding potential opportunities to partner. John said there are still challenges with communicating change management, outage management, and other network issues. Jaime said he would like to see more progress made on A1N. Carlos said management will bring other projects for approval well in advance since it is taking time to get projects completed; management would like to get A1N fully completed next fiscal year if approved.

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### **Section 2: Engineering Documentation**

Gary mentioned improvements are needed with fiber sweep data on the website. Carlos said management is expecting final results from the continuity testing and will compile a report with all of that data for presentation at the March Technical Meeting. Gary mentioned the tracking of tie cables and members sites that use GAATN pathway in Bentley; Carlos said management is still working on that. Jaime mentioned updating the tie-cable policy and said he will update the network rights spreadsheet with UT's tie cable sites to see the impact; he said management should begin gathering those tie cable and other members sites now to have them ready. Gary said the Board wants management to get the butterfly drawings in Bentley; Carlos said the only butterfly drawings are for the manholes on Colorado and Advanced 1 is working on incorporating those in Bentley.

### **Section 3: Damage Management and Disaster Recovery**

Jaime said he would like to see disaster recovery subcommittee meetings scheduled by management.

### **Section 4: Financial Management**

Jaime and John said management is doing a good job in this area.

### **Section 5: Contract Administration**

Jaime mentioned the incident where BryComm cut the input and output cable on A2N and said the Board would like to see a root cause analysis on that incident and other future incidents.

### **Section 6: Business Administration**

Gary said he knows management is working on the physical access security policy. Gary asked members to share any suggestions for improvement in that area with management. John said management is doing a good job in this area.

## **5. Consent Agenda Items recommended by Technical Subcommittee at January 21, 2020 Meeting:**

### **A. Seeking approval for B2S reroute along Burleson Road project to make use of Fiberlight duct bank in an amount not to exceed \$79k to be funded from the FY20 MAC budget**

Jaime Guerra moved to approve the B2S reroute along Burleson Road project to make sure of Fiberlight duct bank not to exceed \$79k of the FY20 MAC budget; John Kohlmorgan seconded the motion and it passed unanimously.

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

### **A. Seeking approval for GAATN Directors & Officers, Business Owners, and Umbrella insurance policies from CNA through Higginbotham Insurance Agency in the amount of \$3,375 for a term of March 1, 2020 through February 28, 2021 to be funded from GAATN Fund balance**

Sarah reported that GAATN did not issue a RFP for this insurance because it is well below the threshold for competitive bidding, but instead requested direct quotes from two vendors. One vendor was unable to provide a quote at this time, because they received several declinations from the providers. Higginbotham, the current agent that administers this policy for GAATN, provided a quote of \$3,375 for the same coverages. John Kohlmorgan moved to approve the GAATN Directors & Officers, Business Owners, and Umbrella insurance policies from CAN through Higginbotham Insurance Agency for \$3,375 and a term of March 1, 2020 through February 28, 2021; Jaime Guerra seconded the motion and it passed unanimously.

### **B. GAATN Backup NOCC project update**

Carlos reported that Public Works and management received a best and final offer (BAFO) from the vendor that submitted a bid for the GAATN Backup NOCC buildout, and the Board would be reviewing it in the next agenda item.

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**C. GAATN Backup NOCC buildout best and final offer from vendor**

This item was discussed in executive session under Texas Government Code 551.071 for attorney consultation. Upon reconvening in open session, Jaime Guerra moved to request the City of Austin (COA) to go out for bid for the GAATN Backup NOCC buildout, to award to the vendor offering the best value to GAATN, and to allow GAATN to participate in the evaluation; Steve Pyle seconded the motion and it passed unanimously.

**D. Contract with IMEG to revise design of GAATN Backup NOCC**

This item was discussed in executive session under Texas Government Code 551.071 for attorney consultation. Upon reconvening in open session, Jaime Guerra moved to request the COA to execute a contract with IMEG by February 17, and if they are unable to do so by that date, the Board directs management to work with legal and the GAATN fiscal agent to contract directly with IMEG; Bo Kinsey seconded the motion and it passed unanimously.

**E. Cap Metro License Agreement**

This item was discussed in executive session under Texas Government Code 551.071 for attorney consultation. Upon reconvening in open session, Gary Weseman said the Board directs management and legal to follow up on this license agreement.

**F. Property damage claim against Asplundh Tree Expert Co. at C1N Willamette Drive**

This item was discussed in executive session under Texas Government Code 551.071 for attorney consultation. Upon reconvening in open session, there was no further discussion held or action taken.

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

**A. Project Status Report**

Carlos reviewed the following upcoming/completed projects:

- A2N/SRN Capitol Complex re-routes – still pending developer schedule, management will send out a notice as soon as it is scheduled.
- A1N Grove at Shoal Creek relocation – scheduled to complete 2/11
- SRN Grove at Shoal Creek relocation – scheduled to complete 2/13
- ACC B1S/B2S Connection to co-location – scheduled to complete 1/30
- AISD D1N Govalle ES renovations – schedule complete 2/18

**B. Job Budget Tracking Report**

Sarah reported that, with the B2S Fiberlight duct bank reroute, the FY20 MAC budget is now 88% encumbered, which leaves \$84k remaining for additional jobs. She said GAATN is expected to recover \$284k of those encumbered funds from reimbursements/damage recoveries in this fiscal year.

- 8. Executive Session:** Gary Weseman adjourned the GAATN Board for closed session at 1:36 p.m., under Texas Government Code section 551.071, to seek legal advice or to preserve confidentiality as permitted by law (including but not limited to pending, anticipated or contemplated litigation concerning) regarding Agenda Items 6C, 6D, 6E, and 6F.

At 2:33 p.m., Gary Weseman reconvened for discussion and actions, if any, on matters considered in closed session. Agenda Items 6C, 6D, 6E, and 6F were the only items discussed.

*Agenda Item 6C:* Upon reconvening in open session, Jaime Guerra moved to request the City of Austin (COA) to go out for bid for the GAATN Backup NOCC buildout, to award to the vendor

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offering the best value to GAATN, and to allow GAATN to participate in the evaluation; Steve Pyle seconded the motion and it passed unanimously.

*Agenda Item 6D:* Upon reconvening in open session, Jaime Guerra moved to request the COA to execute a contract with IMEG by February 17, and if they are unable to do so by that date, the Board directs management to work with legal and the GAATN fiscal agent to contract directly with IMEG; Bo Kinsey seconded the motion and it passed unanimously.

*Agenda Item 6E:* Upon reconvening in open session, Gary Weseman said the Board directs management and legal to follow up on this license agreement.

*Agenda Item 6F:* Upon reconvening in open session, there was no further discussion held or action taken.

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

**A. Financial Report**

John Kohlmorgan reviewed the financial report for the month ending December 31, 2019. He asked members to let him know if they have any questions.

**10. Meeting & Action Items Summary:** Carlos reviewed the following action items for network management from this meeting:

1. Continue working with Advanced 1 on incorporating the butterfly drawings in Bentley
2. If COA does not contract with IMEG by February 17, work with legal and fiscal agent to contract directly with IMEG
3. Assist legal on Cap Metro agreement history

**11. Confirm date, time, and location for the next regular Board meeting on March 3, 2020 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 meeting were confirmed; meeting adjourned at 2:42 p.m.