

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

MEETING OF THE BOARD OF DIRECTORS

MEETING HELD February 6, 2018 1:00 p.m.

AT Lower Colorado River Authority
LCRA Service Center, Room A502/503
3505 Montopolis Blvd.
Austin, Texas

MINUTES

1. Call to Order and Roll Call

Dain Herbat, on behalf of Travis County
Mike Gibbons, on behalf of Lower Colorado River Authority
Gary Weseman, on behalf of Austin Community College
John Kohlmorgan, on behalf of Austin ISD
Bruce Hermes, on behalf of City of Austin
Frank Ammons, on behalf of GAATN
Carlos DeMatos, on behalf of GAATN
Sarah Eichelberger, on behalf of GAATN
A quorum was established at roll call.
Members of the public present:
Chris Gonzales, on behalf of BryComm LLC
Cory Brymer, on behalf of BryComm LLC
Arriving after roll call:
Syd Falk, GAATN attorney
Bruce Hermes stepped out at 1:48 p.m. and a quorum was re-established.
Bruce re-entered the meeting at 2:15 p.m.

2. Citizen Communications

There were no citizen communications.

3. Review and Approve the minutes for the special-called Board Meeting of January 23, 2018

Dain Herbat asked members to review the draft minutes from the special called Board Meeting of January 23. Gary Weseman moved to approve the draft minutes as presented; Dain Herbat seconded the motion and it passed unanimously with Bruce Hermes abstaining.

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

A. GAATN Network Management SLA Review and Member feedback

Dain asked members to review the Board feedback from the August 9, 2017 SLA review. Gary Weseman said he would like to review the prior SLA feedback earlier before the Board meeting. Gary asked management to continue to come up with ways to improve or expand the GAATN footprint. Frank said that he is working on a spreadsheet template to collect entity site addresses that are not on the GAATN network, which will help management to make recommendations for expanding the GAATN footprint. Dain said that the Board had previously commented that they would

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like to see the entirety of the GAATN network to be updated in Bentley. Frank said that management is doing well with keeping Bentley updated, but the challenge has been getting documentation when an entity does their own work on GAATN. Frank said that the current splice case audits are also going to help to shore up the Bentley documentation. Frank said that management has created a GAATN Weekly Job Tracker to hold the GAATN vendors accountable for the projects that have been assigned to them. Gary said that he would like to hear about those kinds of things prior to the review. Dain asked what management wanted to document within Bentley that is not already documented; Frank said entity node cables would be the main gap in documentation as of now. Dain asked about the TxDOT/51st Street; Frank said this is a dead issue now because once TxDOT discovered that their conduit was in COA ROW, they determined it wasn't necessary form an agreement with GAATN since they are not in TxDOT ROW. Dain brought up the possibility of employing a ticketing system for tear downs etc.

B. GAATN Backup Network Operation Control Center options and update

Frank reported that the ILA subcommittee will meet on February 9. Frank said he needs direction from the Board on who needs to sit down with COA legal. John Kohlmorgan said his recommendation is for the City of Austin to manage the procurement and build out of the room and for GAATN to just pay for it. Frank reviewed quotes he obtained for a co-location data center and costs to bring the four GAATN transport rings into that facility. Dain said he thinks the estimate for the Convention Center is too high. Frank said he thinks the annual maintenance will be about \$55k - half of the estimated amount. The remaining discussion of this agenda item was held in executive session under Texas Government Code 551.071. Upon reconvening in open session, Dain Herbat moved that GAATN declare a state of emergency regarding the decommissioning of Treaty Oak Primary Network Operations Control Center and issue the following Declaration of Emergency:

The reliability of the GAATN network requires the presence of a backup NOCC. The current primary NOCC at Treaty Oak is scheduled to be decommissioned because of the sale of the property by AISD. This may happen as soon as October 2018 based on current facts.

GAATN is in negotiations with the City of Austin to create a backup NOCC at the Austin Convention Center. These negotiations are not complete. The engineering and building of this new NOCC will require a significant amount of time. In order to ensure that this time is minimized and that the ability of the GAATN network to function reliability for each of its participants including but not limited to the exercises of police power and emergency response, the Board hereby declares that there is an emergency situation requiring the most urgent expediency requiring the construction of the backup NOCC at the Austin Convention Center.

Mike Gibbons seconded the motion and it passed unanimously.

C. Seeking approval to increase not-to-exceed contract amount for IMEG Corporation (formerly TTG Corporation) for the design of the GAATN Backup Network Operation Control Center room at the Austin Convention Center (AISD RFQ Q15-070)

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Frank said that management is requesting that \$10k be added to the not-to-exceed contract amount for IMEG for a total NTE of \$44k. Frank explained that IMEG incurred additional costs due to room size design changes including the cost to hire an architect. Gary moved to approve moving \$10k from FY18 MAC Labor to FY18 Consultants budget line item and increasing IMEG's contract not-to-exceed amount by \$10k; Mike Gibbons seconded the motion and it passed unanimously.

5. Technical Subcommittee Update – Discussion and possible action regarding:

A. Seeking approval for revision to GAATN Accommodation Policy

Frank reviewed the draft accommodation policy that was recommended by the Technical Subcommittee at the January 23 meeting. Gary requested the paragraphs 3 and 4 be switched. Dain Herbat moved to approve the draft policy as amended; Gary Weseman seconded the motion and it passed unanimously.

B. Seeking adoption of 192-count fiber allocation for A1N, A2N, SRS, and SRN

Frank said this fiber allocation was recommended by the Technical Subcommittee at the January 23 meeting. John Kohlmorgan instructed network management to title the document and make it official with an approval date. Dain Herbat moved to approve the fiber allocation for A1N, A2N, SRS, and SRN as what has been presented in the 02.06.18 handouts as the future state normalized tube rounding; Mike Gibbons seconded the motion and it passed unanimously.

C. Seeking approval for 192-count entity fiber assignments for A1N, A2N, SRS, and SRN

Gary Weseman moved to approve the 192-count entity fiber assignments for A1N, A2N, SRS, and SRN as presented in the 02.06.18 handouts; Dain Herbat seconded the motion and it passed unanimously.

6. 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. Pending projects

Frank noted that several projects have recently received approval by Austin Energy and will be scheduled soon. Frank reported on the following pending projects:

Projects scheduled to complete before the next meeting –

- A1N Non-armored replacement Segment 10 – scheduled to complete 2/21

Projects completed since the previous meeting –

- D1N Damage at S#14 – completed 1/23
- Supernode Connector Alignment projects – completed 1/30
- AISD B2S new node at Cyrus One – completed 1/8

2. Job Budget Tracking review

Sarah reported that management was currently tracking 26 jobs totaling \$652k, leaving \$142k remaining for additional FY18 projects. She stated that these figures do not include the \$122k of CIP/unplanned projects tracked separately for which GAATN is expecting 100% reimbursement.

3. GAATN Fiber Purchase RFP (AISD RFP P18-003) update

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Sarah stated that the evaluation subcommittee is completing their evaluation and a recommendation is expected to be brought to the February Technical and March Board meetings.

4. GAATN Utility Notification RFP (AISD RFP P18-042) update

Sarah said that the Utility Notification RFP was issued by Austin ISD on 1/23 and will close on 2/13. She requested one Board member volunteer to be on the evaluation subcommittee; Mike Gibbons volunteered.

5. GAATN Legal Services RFQ notification

Sarah reported that the GAATN Legal Services RFQ is completed and is available for Board member review upon request. She stated that there were no substantive changes since the previous RFQ was issued in 2014. She said this RFQ will be issued by Austin ISD on February 20 and close on March 13.

6. GAATN Bentley Management RFP notification

Sarah reported that the GAATN Bentley Management RFP is completed and is available for Board member review upon request. She stated that there were no substantive changes since the previous RFP was issued in 2014. She said this RFP will also be issued by Austin ISD on February 20 and close on March 13.

- 7. Executive Session:** At 2:08 p.m., Dain Herbat announced that the GAATN Board was adjourning for closed session under Texas Government Code section 551.071 to seek legal advice regarding Agenda Item 4B.

At 3:12 p.m., Dain Herbat announced that the GAATN Board was reconvening in open session for discussion and actions, if any, on matters considered in closed session. Agenda Item 4B was the only item discussed.

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

A. Financial Report

John Kohlmorgan stated that the AISD accounting department is still looking into the discrepancies in the financial report and once those are corrected, the Board will receive an updated financial report.

9. Meeting & Action Items Summary:

Frank noted the following action items for network management from this meeting:

- Draft letter for GAATN declaration of emergency to send to partner governing bodies
- Swap paragraphs 3 and 4 in accommodation policy
- Make approved fiber allocation document official and send to Board
- Note FAP projects as they are completed on project status page

10. Confirm date, time, and location for the next regular Board meeting on March 6, 2018 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 3:42 p.m.