

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

MEETING OF THE BOARD OF DIRECTORS

MEETING HELD March 7, 2017 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 (Including a roll call)

Board Chairperson 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

Jay Graves, on behalf of State of Texas DIR

Wayne Egeler, on behalf of State of Texas DIR

Mike Gibbons, on behalf of Lower Colorado River Authority

John Kohlmorgan, on behalf of Austin ISD

Gary Weseman, on behalf of Austin Community College

Jaime Guerra, on behalf of the University of Texas

Bruce Hermes, on behalf of City of Austin

Carlos DeMatos, on behalf of GAATN

Zach Pascouau, on behalf of GAATN

Syd Falk, GAATN attorney

Wayne Wedemeyer, on behalf of the University of Texas

Tim McKeen, on behalf of the University of Texas

Harold Nall, on behalf of the University of Texas

Frank Ammons, on behalf of GAATN

Guests:

Mike Ragain, on behalf of JC Communications

Bryan Hammack, on behalf of Titus Systems

Chris Gonzales, on behalf of BryComm

Cory Brymer, on behalf of BryComm LLC

Larry Cummings, on behalf of Capital Idea

Ron Modesty, on behalf of Capital Idea

Steve Jackobs, on behalf of Capital Idea

David Morgan, on behalf of Austin Community College

2. Citizen Communications (20 minutes)

A. Capital Idea and ACC Internship Program

Dain Herbat introduced Larry Cummings, Ron Modesty, Steve Jackobs, and David Morgan to present their internship program, Career Expressway. Steve announced that Capital Idea and ACC have been working together to prepare people for IT careers through the program. The program mainly supports low-income adults looking to earn college credentials and enter living wage careers. Capital Idea fully covers tuition, books, and fees for up to an Associate Degree. Career Navigators

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are available to assist participants in navigating through the program and ensure they stay on track for graduation. Upon graduation, Capital Idea assists participants in finding employment with a good salary, benefits, and opportunities for advancement.

Through Career Express, employers may host a single intern (or more) for up to three semesters. Employers must pay interns a minimum of \$12/hr, 20 hours a week for 8-10 weeks. From working with the potential interns, Capital Idea can easily determine the right fit for employers. More information about the program can be found on Capital Idea's website; www.capitalidea.org.

3. Review and approve minutes from the regular Board meeting of February 7, 2017 (5 minutes)

Dain Herbat asked members to review the draft minutes. Gary Weseman moved to approve the draft minutes as presented from the February 7, 2017 meeting; Bruce Hermes seconded the motion and it passed unanimously.

4. Board Chairperson Update (50 minutes) – Discussion and possible action regarding: A. GAATN Network Management SLA Review and Member feedback

Dain Herbat announced that this is the first time the Board has not scored Network Management on their responsibilities twice a year, dedicating a day to provide feedback of the results.

Frank Ammons stated that Network Management has provided deliverables and accomplishments based off the Service Level Agreement (SLA) that GAATN has with the City of Austin. Frank instructed the board to review the provided documentation reflecting this information.

Dain provided Network Management with feedback the Board discussed on August 9, 2016, as follows:

1. Network Management, Engineering, and Planning:

- a. The Board holds Management accountable and Management should hold vendors accountable. Issues during this period include I-35 crossing, contractors cutting the wrong cables and ACC South Campus outage. Due to these, the Board is requesting more in depth vendor oversight.
- b. Management obtained a single quote for the Longhorn Dam crossing; after receiving a second quote from another Vendor, cost savings were realized. As a result, the Board is encouraging Network Management to continue refining the process of soliciting quotes and looking for cost saving ideas.
- c. The Board also requests that Network Management be more proactive on following through with projects, using the Longhorn Dam crossing as an example.

2. Engineering Documentation:

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- a. The Board would like to see more progress on the Bentley migration since several entities are lacking Comms Power Viewer (CPV) licenses.
 - b. Ensure the new Maintenance Contractor integrates fully with GAATN to record processes.
 - c. Network Management needs to correct records in Bentley.
 - d. KMZs are showing wrong splice case numbers for A1N and incorrect strand counts for A2N.
 - e. The Board is looking for guidance on the 51st Street TxDOT Agreement
 - f. Evaluate the use of the City of Austin ticketing system to track change management for Bentley documentation to ensure there is a log of updates.
3. Damage Management and Disaster Recovery:
- a. The Board claims Network Management continues to excel in this area.
 - b. Network Management should continue with the Cyber Security Review.
 - c. Network Management should also continue development of the Disaster Recovery Plan and update the Technical Subcommittee.
 - d. Distribute and discuss the information from the TxDOT meetings.
 - e. Develop and after action, reporting plan for incidents and provide that prior to meetings.
4. Financial Management:
- a. Continue the process of finding ways to save money.
5. Contract Administration:
- a. Ensure contract information is up to date on the GAATN website.
6. Business Administration:
- a. The new webpage is a success and has been well received.
 - b. Improve meeting minutes by providing greater details.
 - c. Network Management should discuss with the Technical Subcommittee ways to help streamline meetings.
 - d. The Board desires a records retention audit.
 - e. The Board would like to discuss the possibility of completing SLA forms online.

Gary Weseman stated that there has been some progress on a few of these topics since the August 9, 2016, discussion. Dain agreed and provided the Longhorn Dam crossing and Comms Power Viewer as examples of progress.

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In response to the feedback from the Board, Frank Ammons provided the following comments:

1. Network Management should be more proactive on following through with projects.
2. Network Management needs to follow up on The City of Austin ticketing system.
3. The Cyber Security Review needs more attention.
4. Mike Gibbons, Jaime Guerra, and Frank Ammons are the members of a subcommittee for the Disaster Recovery Plan.
5. Network Management has improved on vendor oversight by bidding out more projects and awarding based on vendors strengths and cost savings.
6. The Bentley migration was slow coming but is finally happening now.
7. The new Maintenance Contractor has been fully engaged with GAATN and it was a smooth transfer.
8. The Bentley records are about 98% accurate at this time.

Wayne Wedemeyer requested that Network Management create some form of documentation showing GAATN has the policies in place and adheres to the security of data for both law enforcement and medical data to ensure HIPAA compliance. Bruce added that there would be a cost associated with this and requested that Network Management report back with an estimate of having this preformed. Syd Falk suggested that the entities should also look into encrypting their data.

Finally, John Kohlmorgan asked Network Management what they are having the hardest time accomplishing or fulfilling; Frank Ammons stated the following:

1. Getting projects from the design phase to in-progress due to lack of consensus from all entities. Having seven (7) entities with members split between the Board and Technical Subcommittee there are always two different conversations in regard to each new project. It is difficult to receive consensus from all entities on how to proceed with each individual project.
2. Legislative sessions create a huge window where various work projects cannot be accomplished.
3. Timely completion of a project is often hindered because each GAATN member entity may suggest a different design, sometimes sequentially; where a clear, consensus design is not agreed, progress on a project is impeded.

B. Seeking approval for the second and final of possible two (2) extensions of GAATN Moves, Adds, and Changes (MAC) contract (AISD RFP GAATN-MAC-2014) with Titus Systems for a renewal period of July 1, 2017 – June 30, 2018

Frank Ammons provided a spreadsheet showing how Network Management tracks and scores MAC Contractor deficiencies based on four (4) different incident

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categories. The spreadsheet also identifies incident totals per year by contractor, incident to project ratios, and awarded jobs with associated cost per year by contractor.

Wayne Wedemeyer questioned if Network Management regularly solicits all entities for contractor work deficiencies; Frank responded stating that has not been the case in the past, however, going forward Network Management will solicit the entities for deficiencies once every two months to ensure no issues go unreported and hence unknown to management.

Frank recommended approval of the second and final extension to MAC Contract GAATN-MAC-2014 for Titus Systems. John Kohlmorgan moved to approve the contract extension; Gary Weseman seconded the motion and it passed unanimously.

C. Seeking approval for the second and final of possible two (2) extensions of GAATN Moves, Adds, and Changes (MAC) contract (AISD RFP GAATN-MAC-2013) with JC Communications for a renewal period of July 1, 2017 – June 30, 2018

Frank Ammons informed the Board that he has been in meetings with JC Communications and they are aware of GAATN's expectations regarding the incident reports. JC Communications was recently awarded several jobs and is aware that Network Management anticipates no further deficiency incidents with those projects.

Frank recommended approval of the second and final extension to MAC Contract GAATN-MAC-2013 for JC Communications. Gary Weseman moved to approve the contract extension; John Kohlmorgan seconded the motion and it passed unanimously.

5. Technical Subcommittee Update (40 minutes) – Discussion and possible action regarding:

A. Seeking approval for B2S COA EUFAP fiber request for an additional 6 strands

Jaime Guerra explained that at the previous Technical Subcommittee meeting, the City of Austin requested purchasing six (6) unassigned fibers on B2S contained in the yellow buffer tube as shown on the provided GAATN Existing Unassigned Fiber Acquisition Request form. The cost for the purchase of the strands is \$30,025.56.

The subcommittee recommended the purchase for Board approval. Bruce Hermes moved to approve the EUFAP request; John Kohlmorgan seconded the motion and it passed unanimously.

B. GAATN Backup NOCC at Austin Convention Center Update

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Jaime Guerra reported that the consulting engineer TTG attended the previous Technical Subcommittee meeting to identify assumptions and finalize some of the requirements for the design of the backup NOCC. By the next Technical Subcommittee meeting, TTG should have a more finalized design along with a Rough Order of Magnitude (ROM) estimate of the potential cost to implement the design.

Frank Ammons reported that on March 2, 2017, he asked TTG to stop working on the design for the backup NOCC until after he is able to meet with the Convention Center regarding the design. A meeting was scheduled with the Convention Center for March 8, 2017, to discuss the possibility of expanding GAATN's footprint in the building from 600SF to 814SF. Frank stated that after the meeting he would inform the Board members of the results of the discussion.

Bruce Hermes reminded the Board that he continues to work on a Memorandum of Understanding (MOU) with the Austin Convention Center in order to have formal discussions. Wayne Egeler urged that GAATN should not spend any additional funds on the project until the MOU is in place with the Convention Center.

In the case of the Convention Center denying the request for the additional square footage, Bruce told the Board that they might have to agree to one tall cabinet per entity. John Kohlmorgan also added that GAATN should look into the possibility of using a different room in the Convention Center if the extra space is not available.

C. Bentley Comms Power Viewer (CPV) update and discussion

Jaime Guerra stated that the University of Texas (UT) has begun training on CPV. There were some issues with the install; however, Advanced.1 was able to correct the issues. In addition, there was an issue with the software not displaying streets. Frank Ammons mentioned that he had not yet installed the software, but would look into the issues as soon as his installation was complete. John Kohlmorgan asked if there were minimum hardware/software requirements for the installation. Frank responded, stating that he had sent an email to all members with prerequisites for the installation.

6. Maintenance Manager's Update (COA, 10 minutes) – 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 Ammons informed the Board that GAATN has received the fiber for all pending projects except for C1N18-20, which should come in the next two weeks. No other changes have been made since the last Board meeting.

Frank also noted that he would have a list of expected completion dates for most of the pending projects by the March 21, 2017, Technical meeting.

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Jaime requested that the UT System Office Building project on A1N, which the Board approved at the last meeting, be added to the GAATN Project Status handout.

2. Job Budget Tracking review

Zach Pascouau reported that the FY17 MAC budget is currently 65% committed, and there is approximately \$306k remaining for additional projects.

3. Report on C1S Damage claim at Jones Rd and Buckskin Pass

Frank Ammons reported that the City of Austin's Resource Recovery Department would be issuing a check to GAATN for approximately \$24,700 to cover the damages.

4. GAATN Site Access Process complete and added to website update

Frank Ammons explained that on the GAATN website, under 'Agency Documents' the GAATN Site Access Procedure List, the COA Applicant CBI Request Form and the CTECC Access Request Form has been added.

7. Executive Session: There was no executive session.

8. Discussion and possible action regarding the financial report and current fiscal year budget issues. (AISD, 10 minutes)

John Kohlmorgan stated that there were not any significant updates to the financial report. AISD is continuing to fine-tune its budgeting process utilizing its new accounting system. As of January 31, 2017, the ending GAATN fund balance is \$2,041,905.14.

John also mentioned that GAATN member entity payments are starting to come in. Jaime Guerra asked if AISD has received payment from UT; John stated that they have not. Frank Ammons said that he would verify whether GAATN has received payment from UT.

9. Meeting and Action Items Summary (10 minutes)

Frank Ammons listed the action items from the meeting as follows:

1. Splice audit information updates for Technical Subcommittee.
2. Security requirements for law enforcement and medical data.
3. Determine possible costs for cyber security audit.
4. Solicit GAATN members for contractor/vendor discrepancies every two months.
5. Setup GAATN website accounts for Tim McKeen and Harold Nall.
6. Verify payments from UT to GAATN.

Gary Weseman requested management to add the Austin Convention Center to the Board's next agenda. Bruce Hermes asked that management also address the Board's comments from the SLA review in writing.

10. Confirm date, time, and location for the next regular Board meeting on April 4, 2017 at 1:30 p.m. at the LCRA Service Center, 3505 Montopolis Blvd., Room A504, Austin, TX.

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A. Items to be added to the next Board Agenda:

The date, time, and location for the next regular Board meeting were confirmed; the meeting adjourned at 3:19 p.m.